COMMITTEE RULES AND PROCEDURES

Aging and Long-Term Care Policy Committee

2015-2016

Representative Joe Schomacker, Chair

Representative Tama Theis, Vice-Chair

1. Regularly scheduled meetings will begin at 8:15 AM and end at 10:00 AM on Wednesdays in Room 10 State Office Building. The chair will make every effort to start meetings promptly.
2. If a member is going to be absent from a hearing and the Committee Legislative Assistant (CLA) is notified, it will be counted as an excused absence. If a member arrives to a hearing late, they must notify the CLA to make sure they are recorded as present.
3. Quiet must be maintained in the committee hearing room. Please silence all electronic and mobile devices prior to the start of the hearing. Take all conversations and phone calls outside of the hearing room.
4. Materials left in committee folders between meetings may be removed and recycled unless placed in the “save” folder. Additional copies of meeting materials will be kept by committee staff.
5. During the hearing, all presentations, discussions and questions must go through and be recognized by the Chair. Committee members may contact the Committee Legislative Assistant (CLA) for an electronic copy of documents presented to the committee.
6. The Chair may determine time limits on debates, testifiers, and times allowed for bills and amendments. The Chair will also determine the order and number of testifiers. The Chair has the authority to terminate a presentation at any time if the Chair feels that the issue or matter has been adequately addressed.
7. It is the responsibility of the author of a bill referred to this committee to submit a request **via email** for a hearing to the Committee Administrator. Hearings may be granted at the Chair’s discretion. As time allows, the Chair may, at his discretion, add bills to the agenda prior to the author’s hearing request. All efforts will be made to notify the author at least one week prior to their bill being heard in order to allow for sufficient time to gather testifiers and materials.
8. Authors are expected to contact their own testifiers and notify the Committee Administrator by 5:00 PM the day prior to the committee meeting for which the testifier will be presenting.
9. All amendments are to be given to the Committee Administrator **in writing and in electronic format by 12:00 PM the day prior to the committee meeting** for which a bill has been scheduled for a hearing in order to allow committee staff to prepare materials for the meeting. Amendments will be available for review on the committee’s website as soon as possible prior to the meeting.
10. Exceptions to the 12:00 PM amendment deadline and minor oral amendments may be accepted during hearings at the discretion of the Chair. A written copy of amendments should be given to the Committee Legislative Assistant during the hearing.
11. To ensure proper format, Members are encouraged to have amendments drafted by House Research staff. Please allow staff enough time to draft your amendments in order to meet the 12:00 PM deadline.
12. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or Committee Administrator.
13. The Chair may amend the rules at his discretion.