

2021-2022 COMMITTEE PROCEDURES
Property & Local Tax Division
Chair: Representative Cheryl Youakim

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, established custom and usage, or Mason's Manual of Legislative Procedure.
2. Meetings will begin promptly at their scheduled time.

For remote meetings:

Committee members, presenters, and other testifiers should join the meeting via Zoom 5-10 minutes prior to the scheduled start to allow staff time to verify that technology is functioning properly, and that all participants are named correctly. The Chair will give House Public Information Services a :10 second cue before the meeting starts. Hearings will "go live" at the :05 second mark.

3. When unable to attend a committee hearing, members will be noted as "excused." Members are asked to notify the Committee Legislative Assistant in advance of the meeting if they will not be in attendance.

For remote hearings:

During remote meetings, a member should send an email to the Committee Administrator and Committee Legislative Assistant if they arrive after attendance has been taken.

4. For remote hearings, unless a roll call is requested the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution. If a roll call is requested, or the committee is taking final action on a bill or resolution, the Committee Legislative Assistant will call the name of each member, the member will repeat their name and state their vote, and the Committee Legislative Assistant will then repeat the name and the vote.
5. Members are encouraged to have all amendments drafted by the Revisor or House Research staff. An amendment will be considered public once it is turned in unless the amendment's author indicates otherwise.
6. Minor oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the amendments should be given to the CLA during the hearing.
7. Unless marked "save," materials left in folders or on the table after the meeting will be removed and recycled. Additional copies of materials handed out at meetings will be kept by the CLA.
8. If a hearing request has not already been submitted for consideration to the committee, it is the responsibility of the author to submit a written request for hearing to the Committee

Administrator (CA). Authors are expected to contact their own witnesses and notify the CA in advance of the hearing.

9. Please take any private conversations you may have outside the room. Cellular phones and other electronic devices capable of sending and receiving data should be turned to vibrate or silent to avoid any disruptions in the committee room.
10. The Chair may establish time limits on debates, testifiers, and the time allowed for bills and amendments. The Chair will also determine the order and number of testifies. 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.
11. For remote meetings, members and staff should keep their line muted except when addressing the Chair or committee.. And when possible, it is requested that members be visible on camera when addressing the chair or committee as well as when there are roll call votes.
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 CA.
13. Presenters or members of the public are encouraged to provide all handout materials to be offered in committee to the CA 24 hours in advance in both paper and electronic format.

For remote hearings, the chair will establish a deadline by which testifiers must contact the appropriate committee staff person to sign up to testify. Staff will arrange for the testifier to join the video remote hearing as appropriate. Written testimony is encouraged and will be posted on the committee webpage prior to the meeting. If a member presenting a bill would like to have a member of the public or another resource person available to help answer questions, the member must notify the Committee Administrator with the person's name and email address and committee staff will give the person the proper protocols for participation.

**These rules are pending any changes to the Permanent Rules of the House.

January 13, 2021