

GENERAL GOVERNMENT AND TRANSPORTATION JOINT SUBCOMMITTEE ON APPROPRIATIONS

SUBCOMMITTEE RULES

EXECUTIVE AND PUBLIC TESTIMONY

Executive Testimony

Executive presentation of the Governor's budget request should allocate time so the subcommittee schedule, as posted on the Legislative Branch Internet site, is adhered to for agency hearings while allowing time for public testimony according to the following guidelines for public testimony. Typically, agency presentations should be presented according to the following guidelines:

- Presentations of agency or programs should be brief and concise and primarily explain what the agency or programs do to only inform the subcommittee of what the agency does and how it does what it does. Elaborate and long presentations are not encouraged. If the agency wants to supplement the presentation with slides and other data it is encouraged to do so in written form when possible. All written information given to the subcommittee should:
 - Be available to the subcommittee at least the day before the topic is presented, if not earlier (advance written information, with the appropriate number of copies, should be provided to the appropriate Legislative Fiscal Division analyst for your agency)
 - Include at least enough copies for 11 subcommittee members and subcommittee support staff (8 legislators, 2 staff, and the committee secretary/exhibit record)
 - Be three-hole punched so it can be inserted in the subcommittee binders
 - Have additional materials for audience members as appropriate (material for the audience are the agencies responsibility, but would be appreciated by those in attendance)
- Briefly address the major issues and challenges facing the agency/program
- Once the brief "what and how information" is completed, the presentation should address the base and each decision package separately following the Legislative Budget Analysis 2007 Biennium, which will be the workbook for the subcommittee members (as supplemented by the Governor Schweitzer budget changes). Once the decision package has been briefly presented, work through subcommittee questions until the decision package is understood and move on to the next decision package. A brief discussion of key business parameters for proprietary programs should be presented but should include the rates being charged and those requested for approval
- Include in your presentations the goals for the 2007 Biennium – what will be accomplished and measurable with the appropriations. In other words, information that would allow the committee to determine what is anticipated to be accomplished with the budget. The thought being that agency budgets were developed to do something and accomplish a certain level of service. So, what are those anticipated goals, accomplishments, service factors, ...

Public Testimony

- Typically, all sides of an issue will be allowed 15 minutes total to present the side of the issue in the following order:
 - Proponents (15 minutes total for all proponents)
 - Opponents (15 minutes total for all opponents)
 - Informational witnesses (15 minutes total for all witnesses)
- Time allowing, the chairman or a majority of the committee may allow additional time as long as an equitable amount of time is allowed for all sides of the issue

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MOTIONS AND VOTING

The following guidelines were adopted for voting in the subcommittee.

Voting in General

- All members of the committee, including the chairman, may make motions
- Seconds are not required for a motion to go to discussion or a vote
- A majority of members present (including present by a valid proxy) and voting is required to pass a motion

Proxy Voting

- A voting done by proxy must be done on an official form available from the subcommittee secretary. It is the responsibility of the member wishing to exit the meeting and leave a proxy with another subcommittee member of their choosing to initiate a proxy form for the day and document, on the form, adequate instructions for exercising the proxy. Voting instruction can be specific to one decision package or broadly applied to an entire agency or program or to series of decision packages
- The subcommittee member voting for the absent member is responsible for documenting on the approved form each vote made for the absent member (public record for the vote) and how the proxy was exercised, including stating during the vote how the absent member voted under the proxy
- A proxy form can be valid for only one committee day and a new form must be initiated each day
- The completed proxy form must be left with the committee secretary at the end of the day for which it is valid
- Only proxy votes taken by valid proxy, according to the above guidelines, are counted toward determining passage or failure of a vote

EXECUTIVE ACTION

Executive action can occur at any time the majority of the committee votes to hold executive action, but typically will not be taken until after all programs of an agency are heard. Mentions of executive action on the subcommittee schedule are only included as guidelines and do not restrict or limit when the subcommittee can take executive action. Public notice requirements are satisfied by notice of regular meeting times and location and the fact that the subcommittee is meeting at the mentioned times and location for actions on HB 2.

COMMITTEE SCHEDULE

The subcommittee schedule is approximate and is subject to change at the discretion of the chairman. The schedule will be updated as changes are made, but the schedule does not limit actions of the subcommittee to agencies or functions specifically listed on the most current schedule. Public or agencies wishing to effect changes to the schedule should seek approval through the subcommittee chairman.

CELL PHONES

Cell phones should be turned off while in the hearing room. Owners of cell phones that audibly ring during subcommittee meetings are responsible for providing snacks for the subcommittee at the next meeting.