

January 2011

TO: Members of the House Human Services Committee
FROM: Sue O'Connell, staff research analyst
RE: Support services available to committee members

I will perform the following functions in support of the committee:

1. draft amendments for consideration during executive action, using the same bill drafting guidelines as were applied to the original bill;
2. draft proposed amendments upon request of individual committee members before committee action on a given bill;
3. draft proposed amendments to be moved on Second Reading before the full Senate or House of Representatives upon request of any committee member;
4. draft committee bills;
5. review legislation and advise the committee as to constitutionality, internal consistency, possible conflicts with existing provisions and other bills, and compliance with bill drafting provisions;
6. attend subcommittee meetings to perform the appropriate functions listed above;
7. attend conference committee or free conference committee deliberations as assigned to perform the appropriate functions listed above; and
8. assist the committee or an individual committee member in obtaining data or any pertinent information from state or local agencies, the federal government, or other states pertaining to bills under deliberation by the committee.

My office is located on the 1st floor of the Capitol, in Room 111-D, and my telephone number is 444-3597. My regular office hours are 7 a.m. to 5:30 p.m. Monday - Friday. I also will be working most Saturdays on an unscheduled basis. During January, I will have extended hours.

I look forward to working with you this session.