

House Local Government  
Quick Reference

EXHIBIT # 1  
DATE 1/10/2013  
HB #47

**QUORUM (H30-30)**

- A quorum (10) must be present to transact business. A majority of the quorum is sufficient for committee action.
- The Speaker, majority leader, and minority leader are *ex officio* nonvoting members of all House committees. They may count toward establishing a quorum.

**POSSIBLE COMMITTEE ACTIONS**

- Each bill must be acted upon.
  - Favorably / unfavorably as to passage (do pass or concur)
  - Do pass (for House bills) [*I move that \_\_ Bill No. \_\_ do pass.*]
    - A House committee may recommend a bill approved unanimously be placed on the consent calendar (H30-50).
  - Do pass as amended (for House bills) [*I move that \_\_ Bill No. \_\_ do pass as amended.*]
  - Be concurred in (for Senate bill) [*I move that \_\_ Bill No. \_\_ be concurred in.*]
  - Be concurred in as amended (for Senate bills) [*I move that \_\_ Bill No. \_\_ be concurred in as amended.*]
  - Table the measure in committee [nondebatable] [*I move that \_\_ Bill No. \_\_ be tabled.*]
  - Recommendation for referral to another committee
- A bill may not be reported out of committee without a hearing.

**MOTIONS** – *A second is not necessary.*

<b>Debatable Motions</b>	<b>Nondebatable Motions</b>
<ul style="list-style-type: none"><li>• Favorably / unfavorably as to passage (do pass or concur)</li><li>• Recommendation for referral to another committee</li><li>• Move to amend</li><li>• Move to reconsider the committee's action (proxies allowed)</li><li>• Substitute motion</li><li>• Motion to segregate</li></ul>	<ul style="list-style-type: none"><li>• To table</li><li>• To take from the table [majority of those present, no proxies allowed]</li><li>• To call for the question (cloture)</li><li>• To divide a question (not a motion)</li></ul>

*A member who proposed a motion may withdraw it before it is voted on or amended.*

**OTHER ACTIONS**

- Point of order or privilege

**COMMITTEE LEGISLATION**

- Requires  $\frac{3}{4}$  of the entire committee, including proxies, to request the drafting or introduction of committee legislation (H30-50)

**MEETING NOTICE**

- A committee must give public notice. They are encouraged to provide 3 legislative days of notice to members of committees and the general public. However, a meeting may be held upon notice appropriate to the circumstances.

100-100000

DATE

TIME