DATE 1/10/13 #2

House Local Government Committee
Draft Procedural Guidelines - 2013

I. Public Hearings on Proposed Legislation

A. Hearing Process

1. At the time set for hearing, the Chair will recognize the sponsor of the bill who will open the presentation.
2. Proponents of the bill will present testimony.
3. Opponents of the bill will present testimony.
4. Questions will then be asked by committee members only. All questions will be directed through the Chair.
5. All discussion will begin and end at the direction of the Chair.
6. Finally, the sponsor of the bill will close the presentation.

B. Witnesses

1. All witnesses shall sign the witness sheet before presenting testimony.
2. Proponents and opponents should try to state new points of testimony only. If they wish to agree with points already made, they should simply say so.
3. Witnesses presenting testimony before the committee should remain in the room to answer any questions from committee members until the hearing is closed.
4. Written copies of the testimony may also be submitted for the permanent committee record.
5. If a member of the committee wishes to testify on a bill, that member shall sit in the audience as a member of the public during public testimony. That member may not both testify and ask questions of the public during public testimony.

C. General

1. A quorum is required to call a meeting to order.
2. Everyone will act and be treated in a courteous manner.
3. The Chair shall maintain order within the committee room and the environs during all committee meetings.
4. Suggested amendments to bills should be presented to the committee in writing. Requests by committee members for amendment drafting should be made to staff at least 24 hours in advance of the executive action session.
5. Cell phones must be turned off or placed on silent mode in the hearing room, except in cases of urgency.
6. The use of cameras, television, radio, or videotaping equipment is allowed in a committee hearing, but the Chair may designate areas appropriate for use.
7. Testimony requiring the use of video, audio, or other equipment will be permitted at the discretion of the Chair if arrangements are made in advance.
8. Absentee video or audio testimony may not be permitted.

II. Executive Session

A. A quorum is required to take executive action.

B. Executive action on a bill may be taken the same day as the public hearing on the bill due to time constraints.

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C. Although executive action sessions are open to the public, no comments may be made by anyone but committee members. Members of the public may be asked questions by committee members at the discretion of the Chair.

D. Absentee Voting by committee members is permitted in writing through the use of a standard proxy form and at the discretion of the Chair. Proxy forms should indicate proxy votes for specific bill drafts rather than provide a "blanket" proxy.

E. Motions by committee members do not require a second.