EXHIBIT NO. 3
DATE Jan. 9, 2013
BILL NO.

Senate Education Rules of Procedure - 2013

I. Public Hearings on Proposed Legislation
   A. Hearing Process
      1. At the time set for hearing, the Presiding Officer 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. Informational witnesses will present testimony.
      5. Questions will then be asked by committee members only.
         - All questions will be directed through the Presiding Officer.
      6. All discussion will begin and end at the discretion of the Presiding Officer.
      7. 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 that they agree.
      3. Witnesses presenting testimony before the committee should remain in the room until the hearing is closed to answer any questions from committee members.
      4. Written copies of the testimony may also be submitted for the permanent committee record.
   C. General
      1. Everyone will act and be treated in a courteous manner.
      2. The committee Presiding Officer shall maintain order within the committee room and the environs during all committee meetings.
      3. Suggested amendments to bills should be presented to the committee in writing.
      4. Cell phones and PDA's must be silenced in the hearing room except in cases of urgency. Phone calls should be taken out of the room.
      5. Video taping of hearings by members of the public will be allowed at the discretion of the Presiding Officer.
      6. Testimony requiring the use of video, audio, or other equipment will be permitted at the discretion of the Presiding Officer, if arrangements are made in advance.
      7. Absentee video or audio testimony may not be permitted.

II. Executive Session
   A. Generally, executive session will not be held the same day as the public hearing on the bill.
   B. Although executive 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 Presiding Officer.
   C. Absentee voting by committee members is permitted through the use of a standard written form.
   D. Motions by committee members do not require a second.

III. Amendments
   A. Amendments to be presented to the committee for consideration during executive session must be requested by a committee member or the sponsor of the bill.
   B. All amendment requests must be submitted in writing to the staff attorney by noon of the day prior to executive action on a bill. A simple amendment may be considered on shorter notice at the discretion of the presiding office. For example, a change in a date or number could be a simple amendment.
   C. Committee members are the only legislators who can move amendments to a bill while the bill is in committee.