

Senate State Administration  
Rules of Procedure - 2013  
(adopted January 11, 2013)

SENATE State Admin

Exhibit No. 1

Date 1-14-2013

Bill No. n/a

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. Written testimony must include the name and affiliation of the person submitting the testimony.

C. **General**

1. Everyone will act and be treated in a courteous manner.
2. The 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 PDAs should be in silent mode while in committee meetings. Messages that are received while in committee, concerning business before the committee, should be disclosed by a member.
5. 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.
6. Committee meetings will be broadcast live via the internet and streaming audio. Most meetings also are televised.

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. **Voting**

1. Absentee voting by committee members is permitted through the use of a standard form. Authorization for proxy voting must be reflected in the committee minutes and through the adoption of rules and procedures. Senator Dee Brown will hold the forms for the Republicans and Senator Larry Jent will hold the forms for the Democrats.
2. Proxy votes, however, are discouraged and meeting attendance is requested.
3. Pairs in standing committees are prohibited. (S30-100)

**D. Motions**

1. Motions by committee members do not require a second.
2. The motion to "indefinitely postpone" will not be recognized by the Presiding Officer -- the proper motion is to "table" the bill.
3. The committee should avoid sending an adverse committee report to the floor.

**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. Committee members are the only legislators who can move amendments to a bill while the bill is in committee.
- C. Lobbyist amendments should not be directly requested of staff without a legislator's approval (signature or note). All amendments must be submitted in writing to the staff researcher 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 Officer. For example, a change in a date or number could be a simple amendment. Amendments may be requested in writing, e-mail, via a phone call, or in person. Staff will not write amendments for bills outside of this procedure.
- D. Conceptual amendments should not be offered.
- E. Pursuant to Article V, section 11 of the Montana Constitution, amendments must be within the title of the bill.