

JOINT APPROPRIATIONS SUBCOMMITTEE ON LONG-RANGE PLANNING DRAFT COMMITTEE RULES

Meeting Times

- Standard meeting time is **8 AM – 12 PM**, Monday-Friday
- Notice of committee hearings will be done through the Long-Range Planning Subcommittee webpage at: <https://www.leg.mt.gov/lfd/appropriation-subcommittee-section-f/>
- Unless constraints of the legislative schedule mandate, all meeting changes will be noticed at least 3 days in advance

Quorum

- Quorum is 5 members – no proxies may be used for quorum
- Quorum must exist to start meetings, so please be on time or get excused by chair

Motions and Voting

- Motions do not require a second
- Chair may make motions
- Notify the Chair of proxies

Presentations

- Handouts need to be provided to staff and posted online **3 days** prior to the hearing. Printed materials should be 3-hole-punched, letter sized. Use a minimum of paper. Always provide 15 copies for committee members and any members of the public
- **PowerPoints may be allowed.** Any posters should be preapproved by the Chair 24 hours in advance

Public Comment

- The public will be allowed to attend hearings at the capitol. All agency officials and members of the public must sign the witness sheet before testifying in person
- Requests to testify remotely or upload written testimony can be submitted at: <https://leg.mt.gov/public-testimony/>
 - You will be able to select from the bills that are currently scheduled for hearings for the next 3 days
 - **By 5 P.M (MST) before** the hearing, you will be able to submit your written testimony, write a brief message, or request a Zoom link to testify in the bill hearing
 - Follow the Zoom directions and raise your hand to let the Remote Meeting Coordinator know when you want to speak. It is not assumed that because you requested the Zoom link that you automatically want to testify. There may be limits placed on how many people are allowed to testify remotely on each bill
 - The Presiding Officer will call on you when it is your turn to speak
- Rules of decorum must be followed for both Zoom and in person testimony. Please state your name, (if applicable) your organization, and provide the spelling for the record before beginning testimony

- Witnesses presenting testimony before the committee should remain available to answer any questions from committee members until the hearing is completed
- Testimony may be limited to available timeframes
- Expectation of respectful behavior of the committee and the public

Cell Phones

- Please keep cell phones/electronic devices on silent mode

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