

JOINT SUBCOMMITTEE ON LONG-RANGE PLANNING

Subcommittee and Public Testimony Rules

MEETING TIMES

- Standard meeting time is 8:30 -12 Noon, Monday through Friday - What time to start?
- Notice of committee hearings will be done through the legislative website at: <https://leg.mt.gov/lfd/appropriations-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 4 members –proxies may not be used for establishing a 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

- It is fine to use visual aids electronically, but any information contained in the reports must be provided three legislative days prior to presentation

PUBLIC COMMENT

- Those wishing to testify if in person must sign in.
- Only one person will be in the committee room at a time. Those waiting to testify must wait in the hallway
- Witnesses presenting testimony before the committee should remain the room to answer any questions from committee members until the chairman excuses them
- Electronic testimony will be accepted.
- Members of the public must register to attend electronically at <https://leg.mt.gov/public-testimony>.
- Testimony and supporting documentation must be submitted by **NOON** the day before the hearing begins.
- Written testimony may also be submitted for the permanent committee record.
- Written testimony should include the name and affiliation of the person submitted the testimony and submitted electronically at <https://leg.mt.gov/public-testimony>.
- Testimony and supporting documentation must be submitted by **NOON** the day before the hearing begins
- All testimony must follow the committee rules

EMERGENCY EXIT PLAN

- Evacuation: Exit the west end of room, immediate left to the marked stairwell exit, down to the ground floor and exit on to the south lawn and assemble well away from the building. Follow the instructions of the Sargent at Arms.
- Emergency Medical or Other: Dial 911, then alert the Sargent at Arms.
- Highway Patrol Office: 444-3060 to report issues, other than emergencies, also alert the Sargent at Arms.