

**Rules of Procedure**  
**HOUSE COMMITTEE ON EDUCATION**  
*(In addition to the Rules of Order of the House of Representatives)*

**I. Absence of a Quorum**

If no quorum has been obtained within 15 minutes following the posted time of the meeting, the committee will adjourn (unless the chairman determines otherwise) until a time set by the chairman. All scheduled legislative instruments will be carried over to a time set by the chairman.

**II. Voting**

During a roll call vote no member may withhold his vote or "pass". Each member must cast his vote at the time his name is called.

**III. Motions**

It is within the discretion of the chairman to entertain motions while testimony is pending.

**IV. Scheduling Legislative Instruments**

A legislative instrument will be scheduled by the chairman for a committee hearing upon request of the author. At the time of such request, the author shall provide the chairman with an estimate of the time needed to present the instrument. Instruments deemed "noncontroversial" by the author shall be so identified at the time the request for a hearing is made.

Absent extenuating circumstances, legislative instruments scheduled on the daily notice of committee meetings required by House Rule 14.24(A) shall not differ from those scheduled on the tentative weekly committee schedule prepared pursuant to House Rule 14.23.

Committee members are expected to familiarize themselves with scheduled instruments prior to the committee meeting.

**V. Hearing Procedure**

All speakers shall conduct themselves in a decorous manner. The person who proposes legislation is encouraged to limit his opening and closing presentations each to five minutes or less. Persons speaking on proposed legislation are encouraged to limit their presentations to five minutes or less. Committee members are encouraged to limit their questions and related discussions to five minutes or less per member. Unless otherwise determined by the chairman, instruments on the agenda will be heard according to the following procedure:

- A. No instrument will be taken up unless the author or one of the co-authors is present, or unless the author or one of the co-authors has given written consent to the committee to the instrument being taken up in his absence.
- B. Determination of the necessity of a fiscal note.
- C. The author or his designee will be heard on the instrument. The chairman may permit consideration of amendments at this time. Thereafter, committee members may question the author on the legislation.
- D. Proponents of the legislation will be heard in order in which they have signed in with the committee secretary; questions by committee members.
- E. Opponents heard; questions by committee members.
- F. Consideration of amendments.
- G. Discussion and comments by committee members only; questions to the author.
- H. Closing by the author.
- I. Motions relative to reporting the instrument.
- J. Motions relative to Consent Calendar placement.

**VI. Time Limitations**

At the discretion of the chairman or upon majority vote of its members, the committee may adopt time limitations on witnesses or members, or both. Time limitations may be waived or adjusted in order to completely and efficiently address each item on the agenda.

**VII. Amendments**

Requests to staff for review, preparation, and/or copying of amendments shall be made prior to the meeting and as early as possible and shall be subject to authorization by a House member. Substantive, lengthy, or complicated amendments shall be prepared at least twenty-four hours in advance of the meeting.

DATE APPROVED: MARCH 14, 2012