

# House Committee on Appropriations

## Rules of Procedure

### (In Addition to the House Rules of Order, Revised Statutes, and Constitutional provision)

#### I. Meeting; Location and Time

Meetings will be held in House Committee Room 5, unless another room is designated by the chairman. The committee meets on those days and times prescribed in the schedule adopted by the House on the first day of the session.

#### II. Quorum

If no quorum has been obtained within 30 minutes immediately following the posted time of the meeting, the committee may recess until a time set by the chairman on that same legislative day.

#### III. Committee Decorum

- A. All members and witnesses shall conduct themselves in a decorous manner.
- B. Upon commencement of the meeting, no person other than legislators or legislative staff may come on the platform where the committee members are seated.
- C. Cell phones or other electronic devices with audible tones must be turned off or muted during a committee meeting. Cell phone use is not allowed during committee. Members should step out of the committee room to place or receive a call.

#### IV. Authorization to Present Instrument

Any person, other than a co-author of a bill presenting the bill on behalf of the author, shall first obtain and deliver to the committee secretary written authorization containing the date, bill number, presenter's name, and the author's signature.

#### V. Witness, Testimony, and Documentation

- A. No person shall be allowed to address the committee without first signing and delivering to the committee secretary a witness card stating his name, agency, organization, or other interest represented, address, and the bill number for which he is appearing.
- B. All testimony shall be delivered from the witness table after being recognized by the chairman. Prepared statements, in accordance with House Rule 14.33, may be submitted and filed in the committee record. Any such statement containing statistical information shall cite the source thereof.
- C. Informational handouts may be distributed to the committee if they meet all of the following criteria:
  - 1. A complete set, including all documents, materials, or exhibits, to be presented to the committee must be submitted to the committee secretary prior to distribution for approval by the chairman.
  - 2. The chairman has approved distribution to the committee.
  - 3. All handouts presented to the committee (except copies of statutes and court decisions) must bear the name, address, and telephone number of the person requesting their distribution.
  - 4. The person or persons requesting to distribute the handout must supply enough complete copies of the handout so that each member of the committee, two staff members, and the committee secretary all receive a copy.
- D. No final action on a bill appropriating funds to pay a final judgment or judgment of the Board of Tax appeals may be taken by the committee until staff has received a certified copy of the final judgment and confirmation of an affidavit of finality.

#### VI. Amendments

Lengthy or complicated amendments shall be requested or prepared and delivered to staff no later than ten o'clock in the morning one business day before the meeting. If not timely submitted, the chairman may refuse the amendments and proceed with the hearing on the instrument or cause the instrument to be voluntarily deferred. Staff is authorized to make purely technical corrections in legislation and amendments adopted by the committee, subject to review by the chairman.

#### VII. Hearing Procedure

Unless otherwise determined by the chairman, instruments on the agenda will be heard under the following procedure:

- 1. Determination of the necessity of a fiscal note or technical amendments.
- 2. The author or his designee will be heard on the instrument. At the request of the author or his designee, the committee may take up any amendments proposed by the author. Thereafter, committee members may question the author or his designee on the legislation.
- 3. Proponents of the legislation will be heard, followed by questions by committee members.
- 4. Opponents of the legislation will be heard, followed by questions by committee members.
- 5. Amendments submitted by the author will be considered before other amendments. Otherwise, amendments will be considered in the order submitted.
- 6. Discussion and comments by committee members only.
- 7. Closing or rebuttal by the author; questions by the committee members at the discretion of the chairman.
- 8. Motions relative to reporting the instrument.
- 9. Motions relative to Special Order placement.

#### VIII. Motions

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

#### IX. Voting

- A. During a roll call vote, each member must cast his vote when his name is called and the committee secretary must repeat the member's vote as either "yes" or "no".
- B. No member may withhold his vote or "pass" unless he has declared a conflict of interest and recused himself from the proceedings regarding the matter in controversy.

#### X. Time Limitations

At the discretion of the chairman or upon majority vote of its members, the committee may adopt time limitations on members or witnesses, or both.

#### XI. Committee Rules

The Rules of Order of the House govern all questions of committee procedure. In the absence of an applicable House Rule, these Committee Rules shall govern. All other questions shall be decided by the chairman who may consult Mason's Manual of Legislative Procedure.