

COMMITTEE ON ADMINISTRATION OF CRIMINAL JUSTICE
Rules of Procedure

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

I. Meetings; Location & Time

Meetings will be held in House Committee Room 6, unless another room is designated by the chairman. Meetings shall convene at 9:30 a.m. and continue until recess or adjournment. The committee will meet on Wednesdays and Thursdays in accordance with the Rules of Order of the House.

II. Quorum

If no quorum has been obtained within thirty minutes immediately following the posted time of the meeting, the meeting will adjourn until a time set by the chairman, or in his absence, the vice-chairman. All scheduled bills will be carried over until the next meeting of the committee.

III. Committee Decorum

A. No person other than legislators or legislative staff may come on the platform where the committee members are seated.

B. No person, other than a legislator, staff member, or sergeant at arms may enter the committee room with a cellular mobile telephone unless such communication device is turned off or all sounds emanating therefrom are muted.

IV. Authorization to Present Instrument

Any person, other than another legislator, presenting a bill on behalf of the author, shall first obtain and deliver to the committee administrative assistant written authorization to present the bill containing the date, bill number, presenter's name, and the author's signature.

V. Witness, Testimony, and Documents

A. No person shall be allowed to address the committee without first signing and delivering to the committee administrative assistant a witness card stating the person's name, agency, organization or other interest represented, address, and the bill number for which the person is appearing. The witness card shall also indicate whether the person is appearing (1) in support of the instrument or item being considered, (2) in opposition of the instrument or item being considered, or (3) for informational purposes only. All testimony shall be delivered from the witness table after being recognized by the chairman.

B. Prepared statements, in accordance with House Rule 14.33, may be submitted and filed in the committee records. Any such statement containing statistical information shall cite the source thereof.

C. All handouts for presentation to the committee shall be of sufficient number for distribution to each committee member, two staff members, and the committee administrative assistant. All handouts shall, at the beginning of each meeting, be delivered to the committee administrative assistant for numbering and distribution if necessary. In addition, all documents, materials, exhibits, or handouts (except copies of statutes and court decisions) delivered to the committee administrative assistant shall bear the name and address or telephone number of the person submitting the document and, if possible, the name of the person preparing said document.

D. Any electronic presentations with respect to any instrument or item before the committee shall be provided to the committee administrative assistant at least 48 hours prior to the meeting.

VI. Voting

A. During a roll call vote, each member must cast a vote when the member's name is called and the committee administrative assistant must repeat the member's vote as either "yes" or "no".

B. No member may withhold a vote or "pass" unless, in the member's discretion, the member was not present for part of the testimony or committee discussion sufficient to make an informed decision; or the member has declared a conflict of interest and recused himself or herself from the proceeding regarding the matter in controversy.

VII. Amendments

Requests to staff for review, preparation, and/or copying of amendments shall be made prior to the meeting as early as possible and shall be subject to authorization by a House member. Lengthy or complicated amendments shall be requested or prepared and delivered to staff at least 48 hours in advance of the meeting. If such amendments are not submitted to the staff in a timely manner, the chairman may refuse the amendments and proceed with the hearing of the instrument or defer action on the instrument and order that it be rescheduled.

VIII. Motions

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

IX. 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 the author's designee will be heard on the instrument. At the author's request, discussion of the bill may include any amendments proposed by the author. Thereafter, committee members may question the author on the legislation.
3. Proponents of the legislation will be heard as nearly as practicable in the order in which they submitted witness cards followed by questions by committee members.
4. Opponents of the legislation will be heard as nearly as practicable in the order in which they submitted witness cards 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 calendar placement or to recommend special order.

X. Bills of the Same or Substantially Similar Content

When the House has referred multiple instruments of the same or substantially similar content to the committee, the committee may report one instrument which reflects the determination of the committee on that subject and may defer action on all other instruments containing the same or substantially similar content.

XI. Time Limitations

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

B. The chair may designate the subject matter of a particular instrument or instruments as complex. The chair, at his discretion, may establish certain total time periods for the hearing of testimony of all proponents and all opponents on instruments containing such complex subject matter.

XII. 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.

Adopted February 20, 2024