

COMMITTEE ON EDUCATION

Rules of Procedure

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

I. Meetings; Location and Time

Meetings will be held in House Committee Room 1 and shall convene at 9:00 a.m. unless another room and/or meeting time is designated by the chair.

II. Quorum

If no quorum has been obtained within 30 minutes immediately following the posted time of the meeting, the meeting may adjourn.

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, all sounds emanating therefrom are muted, and they are not a distraction.

IV. Authorization to Present Instrument

Any person other than a co-author 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, Oath, 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 instrument number or other matter for which the person is appearing. All testimony shall be delivered, under oath, from the witness table after recognition by the chair.
- 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 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 who prepared the 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. Amendments

Requests to staff for preparation of amendments shall be made prior to the meeting as early as possible and shall be subject to authorization by a House member. Requests for lengthy or complicated amendments shall be submitted to

staff at least 24 hours in advance of the meeting. If such amendments are not submitted to the staff in a timely manner, the chair may refuse the amendments and proceed with the hearing of the instrument or defer action on the instrument and order that it be rescheduled.

VII. Motions

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

VIII. Hearing Procedure

All speakers shall conduct themselves in a decorous manner. The person who proposes legislation shall limit opening and closing presentations to 5 minutes or less. Persons speaking on proposed legislation shall limit their presentations to 3 minutes or less. Committee members' questions and related discussions shall be limited to 3 minutes or less. Unless otherwise determined by the chair, 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. Amendments submitted by the author will be considered before other amendments. Otherwise, amendments will be considered in the order submitted.
- 4. 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.
- 5. 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.
- 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 chair.
- 8. Motions relative to reporting the instrument.
- 9. Motion to recommend placement in special order.

IX. Voting

During a roll call vote no member may withhold his vote or "pass". Unless he has recused himself, each member shall cast his vote when his name is called and the committee administrative assistant shall repeat the member's vote as either "yes" or "no".

X. Time Limitations

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

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 chair who may consult *Mason's Manual of Legislative Procedure*.