

# COMMITTEE ON HEALTH AND WELFARE

## 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 No. 5, unless another room is designated by the chairman. Meetings will convene at 9:00 a.m., unless another time is specified by the chairman, and continue until recess or adjournment. The committee meets on Wednesdays and Thursdays in accordance with the Rules of Order of the House.

### II. Attendance/Quorum

- A. Records of attendance at committee meetings will be maintained by the chairman pursuant to House Rule 14.8. Excessive absences will be reported to the Speaker pursuant to House Rule 14.8.
- B. If no quorum has been obtained within 30 minutes immediately following the posted time of the meeting, the committee may adjourn and the legislation which was to be heard will be rescheduled.

### III. Committee Decorum

Upon commencement of the meeting, no person other than legislators or staff may come on the platform where the committee members are seated.

### IV. Authorization to Present Instrument

Any person, other than another legislator, presenting the bill on behalf of the author or co-author, shall first obtain and deliver to the committee administrative assistant 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 administrative assistant 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 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.

### VI. Amendments

Lengthy or complicated amendments shall be requested or prepared and delivered to staff at least twenty-four (24) hours in advance of 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 to 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. Thereafter, committee members may question the author 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 in followed by questions by committee members.
5. Amendments submitted by the author will be considered before other amendments. Otherwise, amendments may 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 Consent Calendar 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".

### X. Time Limitations

The standing time allotted per member or witness for discussion is three minutes per instrument. At the discretion of the chairman or upon majority vote of its members, the committee may expand time limitations.

### 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.

**Adopted: March 11, 2020**