

COMMITTEE HEARING PROCEDURES

1. The committee chairperson sits at the head of the table or in a central position. Directly opposite is a podium at which those who wish to testify stand.
2. The Chair calls the committee to order. The Chair is responsible for the orderly conduct of the committee. You may not like the formal parliamentary procedure but it is the responsibility of the Chair to enforce it.
"Senate/House _____ Committee is now in session."
3. The chairperson is always addressed as "Mr. Chairman" or "Madame Chairman." Members of the committee are always addressed as "Senator" or "Representative." The Committee Secretary will take role of the committee.
4. Committee members should have paper and pencil available to take notes over testimony and to prepare questions on bills.
5. The Chairs says:
"Our Committee Secretary will now take roll for attendance. When your name is called please say present." Committee Secretary takes role of attendance and announces # in attendance and # absent to committee.
6. The Chair says:
"Thank you for everyone being in attendance. The matter before the committee is HB ____ or SB _____. Are the sponsors present?"
Upon the affirmative,
7. The Chair welcomes the lobbyist who is offering testimony.
"The Chair would like to welcome Mr. / Miss _____ (the lobbyist) to the _____ Committee. Mr. / Miss. _____, Would you please read your bill in its entirety to the committee."
8. The Lobbyist says **"Thank you, Mr./Madame Chairman."** He/she then reads the bill.
After the bill has been read, the Lobbyist says **"Mr./Madame Chairman, members of the Committee, . . ."** He/she then proceeds to explain, support, and justify the provisions of the bill. This should take about 3-5 minutes.
He/she concludes by saying **"Mr./Madame Chairman, I will stand for questions."**
9. Committee members ask questions of the lobbyist, being careful always to go through the Chair. This is accomplished by raising your name card and being recognized by the Chair to speak. The committee member with the question always starts by referring to the Chair and then by saying the name of the sponsor Mr. / Miss _____. *This is not a time to debate or argue the merits of the bill.* It is time to clarify the bill and to gain any information committee members want from the sponsors.
10. Before responding to a question posed by a committee member, the Lobbyist must preface his answer by saying **"Mr./Madame Chairman, Rep./Sen."** This question

and answer session continues as long as committee members have questions for the lobbyist.

11. After the committee has finished questioning the sponsor, the Chair gives the lobbyist one last opportunity to make any final statements about the bill.
"Mr. / Miss _____ you may make your final statement."
After this final statement, the Chair dismisses the lobbyist by saying,
"Thank you for appearing before the committee today. You are dismissed."
12. The committee may then discuss or debate the merits of the bill. During this discussion, again, committee members must be recognized by the chairperson before speaking.
13. Amendments can be made to bills in the committee. Proposed amendments must be written on a separate piece of paper and a committee member must make a motion to amend.
The Senator/Representative will raise his/her card and say:
"Mr./ Madam Chairman, I would like to propose an amendment"
This motion must receive a second. At that time, debate shifts from the entire bill to debate on the particular proposed amendment only. At the end of debate on the amendment, the Chair will say, **"Shall line number (or section____, etc) be amended to read_____? All those in favor say Aye, Opposed?"**
If an amendment passes, the official copy of the bill and every committee member's copy of the bill must be changed to read exactly as the amendment is stated.
14. At such time as is appropriate (whenever the committee is finished with its debate or discussion of the bill), a member of the committee may make a motion to end debate and vote on the bill as amended. **"I move that we end debate and vote on the bill."** This motion must receive a second.

The Chairman will then say **"The matter before the committee is; shall HB ____ or SB ____ be voted out of committee."** The vote on the bill will be by roll call. The Committee Secretary will keep a tally of each vote and submit the results to the Chair who will announce the results to the Committee.
15. Bills need a simple majority to be reported out of committee. The bill must be reported out of committee with either a "Do Pass", or "Do NOT Pass" recommendation. The Committee Secretary will fill out the routing slip and send the bill with a Page to the Secretary of State. The Official copy of the Bill must include the routing slip, the recommendation and any amendments which were made to the bill.
16. Upon completion of the bill, the Chair will introduce the next bill and follow the same procedure until all bills have been addressed.
17. After the committee has adjourned the **Chairman is required** to return the bill folder to the information desk and meet for the Rules Committee at the information desk.