

Committee Procedure and Process Issues:

- A quorum of a committee is a majority of the members of the committee. A quorum must be present to initiate the meeting. Legislative leadership in both chambers can step into a committee to establish a quorum.
- The standing committee shall act on each bill in its possession.
- The Senate and House shall dispose of a bill without a hearing at written request of the sponsor. Dispose = table in Senate or withdrawn in the House. Sponsor cannot withdraw a bill after a hearing.
- A standing committee may not report a bill to the Senate or House without a recommendation.
- If a bill is taken from committee and brought to the floor of the Senate or House, the bill does not include amendments formally adopted by the committee.
- A second on a motion is not required.
- A standing committee may at any time prior to submitting a report to the Secretary of the Senate or House Clerk, reconsider its previous action on legislation.
- Committee legislation takes a 3/4s vote of all members of the committee to request and introduce the bill. (Exception: Senate Finance and Claims and House Appropriations Committee)
- Proxy votes are authorized through a committee vote and must be reflected in the minutes.
- Meeting notice - not less than 3 days notice with exceptions (i.e., due to appropriate circumstances).
- Can't report a bill out of committee if the bill requires a

fiscal note. You can hear and vote on the bill in committee without a fiscal note. House: committee include in its report a fiscal note, if required and available. Senate: if required.

- Public Testimony on bills -- testimony must be allowed on every bill before a committee. Constitutionally based - Public right to know and Participate/Legislative Constitutional provision.