

EDUCATION JOINT APPROPRIATIONS SUBCOMMITTEE RULES

Meeting Times

- Standard meeting time is 9:00-12:00 Noon, Monday
- Standard meeting time is 8:30-12:00 Noon, Tuesday - Friday
- Notice of committee hearings will be done through the legislative website at: <https://leg.mt.gov/dfd/appropriation-subcommittee-section-e/>
- Unless constraints of the legislative schedule mandate, all meeting changes will be noticed at least 3 days in advance

Quorum

- Quorum is 5 members – no proxies may be used for quorum
- Quorum must exist to start meetings, so please be on time or get excused by the chairman

Motions and Voting

- Motions do not require a second
- The chairman may make motions
- Notify the chairman of proxies

Presentations

- Handouts need to be provided to staff and posted online 3 days prior to the hearing. Printed materials should be 3-hole punched, letter sized. Use a minimum of paper. Always provide 15 copies for committee members and any members of the public
- PowerPoints may be allowed. Any posters should be preapproved by the chair 24 hours in advance

Public Comment

- The public is allowed to attend hearings at the capitol. All agency officials and members of the public must sign the witness sheet before testifying in person
- Requests to testify remotely or upload written testimony can be submitted at: <https://leg.mt.gov/dfd/appropriation-subcommittee-section-e/>
 - You will be able to select from the bills that are currently scheduled for hearings for the next 3 days
 - **By 5:00 p.m. the day before** the hearing, you will be able to submit your written testimony, write a brief message, or request a Zoom link to testify in the bill hearing
 - Rules of decorum must be followed, and the Presiding Officer will call on you when it is your turn to speak. Follow the Zoom directions and raise your hand to let the Remote Meeting Coordinator know when you want to speak. We will not assume that because you requested the Zoom link that you automatically want to testify. There may be limits placed on how many people are allowed to testify remotely on each bill
- Witnesses presenting testimony before the committee should remain available to answer any questions from committee members until the hearing is completed
- Testimony may be limited to available timeframes
- There is an expectation of respectful behavior of the committee and the public

Cell Phones

- Ring, beep, or make any noise and you buy baked goods for the subcommittee