

# JOINT APPROPRIATIONS SUBCOMMITTEE ON LONG-RANGE PLANNING

## DRAFT COMMITTEE RULES

### Meeting Times

- Standard meeting time is 8:30 AM – 12 PM, Monday-Friday
- Notice of committee hearings will be done through the Long-Range Planning Subcommittee webpage at: <https://archive.legmt.gov/lfd/section-f-2025-session/>
- Unless constraints of the legislative schedule mandate, all meeting changes will be noticed at least 3 days in advance

### Quorum

- Quorum is 4 members – no proxies may be used to establish a quorum
- Quorum must exist to start meetings, so please be on time or get excused by chair

### Motions and Voting

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

### Presentations

- Handouts need to be provided to staff. 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 will be allowed to attend hearings at the capitol. All agency officials and members of the public must sign the witness sheet before testifying in person
- Through the Legislative Public Participation application you are able to sign up to remotely testify on both bill hearings and in front of committees on topics that are open for public comment. <https://www.legmt.gov/participate/>
- This application will also allow you to submit written testimony and comments on a bill, to a committee, or directly to a legislator
- You may sign up to testify remotely using Zoom up to **two (2) hours prior to a meeting's scheduled start time**. Once you successfully submit your information, you will be emailed the Zoom link for participation. That link is specific to you, so please do not share it
- If participating remotely, the Presiding Officer will let you know when they are accepting comments from those on Zoom. Follow the directions provided in your email and raise your hand to let the meeting coordinator know when you want to speak
- Rules of decorum must be followed for both Zoom and in person testimony. Please state your name, (if applicable) your organization, and provide the spelling for the record before beginning testimony. Witnesses presenting testimony before the committee should remain available to answer any questions from committee members until the hearing is completed
- Please be advised that there may be limits placed on how many people are allowed to testify remotely and what time restrictions are being imposed
- There is an expectation for respectful behavior of the committee and the public

### Cell Phones

- Please keep cell phones/electronic devices on silent mode