

# WAYS AND MEANS COMMITTEE RULES

## 2009-2010

- (1) The quorum for the Ways and Means Committee shall be seven (7) members.
- (2) A bill, resolution, or other matter will be assigned to Subcommittee only after the principal author has appeared before the Full Committee and presented a brief summary of the contents of such bill or resolution. In the event that more than one member of the General Assembly has signed a measure, the principal author shall be presumed to be the one whose name appears first on the list of authors.
- (3) Unless otherwise directed by the Chairman or Subcommittee Chairman, the time and place for Subcommittee hearing on a bill, resolution, or other matter will be designated only after written request for such hearing by the author of the bill or resolution is received by the Subcommittee chairman and copied to the Committee Aide.
- (4) A bill, resolution, or other matter will be considered only after presentation by its principal author or a legislator whom he or she designates to do so.
- (5) The Committee shall convene, recess or suspend, and adjourn upon the order of the Chairman.
- (6) The Chairman shall determine the order in which measures are considered.
- (7) The Committee will not consider for the first time any measure originating in the House the final week of the session, except upon waiver by the Chairman.
- (8) The rules of the House will prevail in all matters not covered by Committee rules.
- (9) These rules may be amended upon motion duly made and subsequently approved by a majority of the members of the Committee.
- (10) The Chair shall be a member of all Subcommittees.
- (11) It shall be at the Chair's discretion, to assign a bill or resolution to Subcommittee without presenting the bill or resolution to the Full Committee. Notice will be given to the Committee members and their respective administrative assistants via email at a reasonable time prior to any subsequent subcommittee meetings in which that legislation will be deliberated.
- (12) The Chairman, at his discretion, reserves the right to appoint a special

Subcommittee of the Full Committee to study or hold meetings on legislation assigned to the Ways and Means Committee.

- (13) Measures which affect the revenue of the State must include a proper estimate in writing of the dollar amount which the measure, if enacted, would increase or decrease the income of the State.
- (14) The Secretary of the Committee shall have a copy of these rules distributed to all members of the House.
- (15) Unless waived by the Chairman, no action will be taken on any bill or resolution assigned to the Committee at the first reading when it is first presented by its author or his/her designee.
- (16) Unless waived by the Chairman, all committee substitutes and amendments that are being offered for a Full Committee meeting shall be submitted to the Review Subcommittee, which shall consist of the Chairman, Vice-Chairman, and Secretary, twenty-four hours prior to a regularly scheduled Full Committee meeting. Upon review of the substitute(s) and or amendment(s), the Review Subcommittee shall designate any of the following special rules in relation to the bills or resolutions to be amended:
  - (A) Open Rule: Germane amendments may be offered in accordance with the provision of these Committee Rules.
  - (B) Modified Structured Rule: Germane amendments designated by the Ways and Means Committee may be offered. This rule may preclude amendments to a particular portion of the bill or resolution, although other parts of the bill may be open to amendment.
  - (C) Structured Rule: No amendments may be offered.
- (16.1) Amendments and/or substitutes that are being offered for bills and/ or resolutions that are before the Income Tax, Comprehensive Tax Reform, Ad Valorem, Sales Tax, or Public Finance and Policy Subcommittees are not required to be submitted to the Review Subcommittee.
- (16.2) The Chairman shall determine the germaneness of any proposed amendment and/or substitute. Same title or same code section shall not be presumed to be the sole precipitating determinate of germaneness.
- (16.3) In the event that a meeting is called that is not a regularly scheduled Full Committee meeting, it will be within the discretion of the Chairman to allow amendments and/or substitutes to be presented to the Full Committee.
- (16.4) The provisions of Rule 16 hereof shall not apply with respect to a minor or

technical amendment which corrects items such as grammar, spelling, numbering, cross-references, effective dates, or otherwise corrects manifest typographical or other similar errors. The determination of whether an amendment is a minor or technical amendment shall be according to the judgment of the Chairman.

- (17) All regularly scheduled Full Committee meetings should be held on Tuesday and/or Thursday of each week. It is within the discretion of the Chairman to alter the regularly scheduled Full Committee meeting schedule.
- (18) During Committee meetings, Committee members and those in the audience shall turn off or place in silent mode all cell phones, pagers and other similar devices.
- (19) Anyone not on the Committee who wishes to speak to a member of the Committee while the meeting is in progress must make a request to the Committee Staff or Committee Intern, who will then hand the request to the appropriate member. Such request must have the consent of the Committee Chair.
- (20) The Committee staff shall sit in a designated area chosen by the Committee Chairman.
- (21) Prior to being recognized to speak, witnesses who wish to address the Committee and who are not on the agenda-must sign in so staff can notify the Chairman of their desire. No witness will be allowed to address or speak to the Committee during the meeting without the expressed consent and direction of the Chairman. All witnesses must speak through the witness microphone.
- (22) Any witness on the meeting agenda who submits written evidence for the Committee's consideration must provide the appropriate number of copies of said evidence so every member of the Committee and Committee Staff receives a copy. No signs that are not part of a presentation on the agenda will be allowed in the meeting room.
- (23) Only at the request of the Speaker of the House, the Speaker's Chief of Staff, the Director of Member Services, and/or the Committee Chairman will the online feed of the Committee meeting be taken off of the air.
- (24) When debating any questions, no member of the Committee shall occupy the floor longer than a time to be determined by the Chairman unless otherwise ordered by the Chairman.
- (25) The Chairman may disconnect any Committee member's microphone if he or she is determined to be out of order, or if his or her allotted time has expired.

- (26) Anyone who violates these rules may be removed from the meeting room at the request of the Chairman, and may not be allowed access to the Committee for the duration of the meeting.