

September 30, 2013

## COMMITTEE RULES

### *Seventy-seventh Legislative Assembly 2013 Special Session*

The Joint Committee will operate in accordance with the Oregon Constitution, House and Senate Rules, custom, usage and precedents, Mason's Manual of Legislative Procedure, and applicable statutory provisions.

1. The officers of the Joint Committee on **SPECIAL SESSION** shall consist of a House Co-Chair and a Senate Co-Chair who are appointed by the Speaker of the House and the Senate President respectively.
2. Committee rules may be amended by the affirmative vote of a majority of the appointed members of each chamber of the Joint Committee, but at least one day's notice of any proposed change shall be given in writing to each Committee member.
3. A quorum shall be comprised of a majority of the appointed members of each chamber of the Joint Committee. In the absence of a quorum, the chair may assign fewer members to receive public testimony. A quorum for such hearings shall be two members, one from each chamber.
4. The Co-Chairs shall call committee meetings, set agendas and cause notice of the time and place of committee meetings to be posted in accordance with House and Senate Rules.
5. Notice of any full committee meeting shall specify whether the committee will conduct a hearing, work session, or both. Testimony shall be taken at a hearing but need not be taken at a work session.
6. In the event the committee does not complete the scheduled agenda, the items may be carried over to the next scheduled meeting with the following guidelines: (a) The measure must have been scheduled with appropriate notice as defined in Senate and House Rules; (b) The measure must be carried over for the same type of meeting; (c) The chair announces in committee his/her intent to schedule the measure at the next meeting; (d) A revised agenda listing the measure that originally received the appropriate notice shall be posted as soon as possible following adjournment of the committee meeting.
7. Measures that have had a work session and are waiting only for the fiscal/revenue and or budget report review by the committee may be carried over until the impacts have been received at which time they may be taken up under a work session for final consideration in accordance with carryover provisions in Senate and House Rules.
8. All committee meetings shall be open to the public.
9. The Co-Chairs may set a time limit on public testimony for the purpose of accommodating the greatest number of witnesses.

10. The affirmative vote of a majority of the appointed members of each chamber of the Joint Committee is required:
  - a. To cause a measure to be introduced by the committee.
  - b. To table a measure.
  - c. To remove a measure from the table.
  - d. To amend a measure.
  - e. To report a measure to the floor of either chamber.
  - f. To approve recommendations.
11. A motion in committee does not require a second.
12. Upon the request of two members, a roll call vote shall be taken and recorded on any question.
13. In the event that the Joint Committee identifies a need for language to clarify or expand upon administrative requirements which are directly related to the execution of budgets during the fiscal period covered by the appropriation and expenditure limitation, such language may be included within the Budget Report for the bill. If the Joint Committee identifies the need for a statement of policy or administrative direction which goes beyond the criteria described above, such statement or directive shall be handled as a separate bill, a resolution, or by amendment to the appropriation bill.
14. Joint Committee reports, bills, and resolutions are to be sent to the floor of either chamber without minority reports, but all Committee members have the right to their own position in floor debate. If a member plans to oppose a Committee bill, the member should advise the House or Senate Co-Chair in advance of debate in their respective chamber.
15. Once a bill has been reported to the floor of either chamber and passed, it shall be, after return to the Joint Committee in the second chamber, automatically reported to the floor of the second chamber unless the House and Senate Co-Chairs decide jointly that such legislation may be held in Committee for further action.
16. The Committee shall not report a measure to the floor of the House or Senate unless the written Legislative Counsel amendments accompanying the report have been approved by a majority of the appointed members of each chamber of the Joint Committee at a meeting called for that purpose. No measure shall be reported out of committee unless the written Legislative Counsel amendments and any fiscal, revenue impact statements and/or budget reports have been distributed and reviewed by the Committee. Any correction of clerical errors on amendments need not be approved by a majority of members but shall be signed for by the committee Co-Chairs. The corrected amendments must bear the written caption "corrected."