Senate Business, Financial Services, Gaming, and Trade Committee Guidelines
2023 Legislative Session

Public Hearings & Work Sessions

The committee will be meeting in hybrid mode. Per Senate rules, the Chair is required to participate in-person. Other committee members may participate in committee meeting remotely.

Requests for hearings on bills or work sessions should be made to the Chair and committee coordinator in electronic form as early as possible for the purposes of tracking requests.

The "5-day" Notice Rule requires the Committee to provide five days' notice for hearings on a bill. The rule may be waived in limited cases, such as approaching cutoff dates, by a majority of the members present.

Agendas will be adhered to except in extenuating circumstances.

Testimony. Members of the public (remote or in-person) wishing to testify may sign up remotely through the "Committee Sign-In" (CSI) system up to one hour before the Committee is scheduled to meet. The deadline for the public to sign up for providing testimony will be as follows:

- 7 AM for Tuesday hearings
- 9:30 AM for Thursday hearings

Work Sessions are conducted to learn about a subject area from invited guests. The Chair will attempt to maintain an environment where a free flow of ideas can occur.

Public Hearings are used to gather testimony from the public on a bill, resolution, or memorial. This is not the appropriate time for member comments and statements regarding a measure.

Adjournment. Committee hearings shall adjourn as close to on-time as possible so that SCS staff and LEG-TECH have enough time to setup for the next meeting in the hearing room. It takes 30 minutes to setup the logistics for each committee hearing.

Executive Session

Executive Sessions are held for members to vote on a bill, resolution, memorial, or appointment. This is the appropriate time for member comments and statements regarding a measure or appointment. As a general practice, executive action will not be taken on bills at the first hearing. Per Senate Rule, **executive sessions will be posted by 4 PM two days preceding executive session** (unless waived by the Chair & Ranking Member "in extraordinary circumstances").

Bill amendments must be in writing and standard form. Amendments must be sponsored by a Committee member. **Amendment requests shall be submitted to Committee staff by noon the day before an executive session. Amendments will be placed in the books by 4:00pm the day before the executive session (unless waived by the Chair & Ranking Member "in extraordinary circumstances")**. Committee staff shall only draft amendments upon the request of a member.

Per Senate rules, committee voting will be done **"subject to signatures"**. If, after executive session on a measure, the signatures of all members are not included on either a majority or minority report, the committee coordinator shall hold the signature sheets for 24 hours. This 24-hour hold applies even if a

majority of the members of the committee has signed the majority report. Members shall make an appointment within that 24 hour period with the committee coordinator if they want to sign the boards.

Rulings on parliamentary procedure will be made by the Chair.

Staff Workload Management

The **primary responsibility** of Committee staff is the Committee business under the direction of the Chair.

The **second responsibility** of Committee staff is to meet the needs of Committee members.

The **third responsibility** of Committee staff is to meet the needs of other members.

The committee **coordinator is responsible for staff assignments** when not specifically made under direction of the Chair.

Confidentiality issues are governed by Senate Committee Services procedures.

Respect of members, staff, guests, & public

Respect for all who are participating in committee business should be evident at all times. Staff members are an important and valued part of state government and the legislative process. Non-employees appear often at great sacrifice to themselves.

A time for questions, not statements: During work sessions and public hearings, long statements of one's personal position on an issue should not be allowed. Most often it is difficult to allow adequate time for testimony by those who wish to be heard. Members should be prepared to ask questions to learn more about the subject. This is not the appropriate time for statements from members. Statements by individual Committee members do not represent the policies or positions of the Committee or the Legislature.

Debate: Debate on policy issues between members shall occur during executive session, not while people are attempting to provide testimony.

Problems: Personal problems with individuals should be solved one-on-one outside of committee hearings with other members of the Committee and those who appear before the Committee.

The Committee will abide by the Senate's Policy on Appropriate Workplace Conduct.