

BEFORE EACH MEETING

- Chairman picks up committee folder from Bill Coordinator
1st committee meeting
1. Introductions and Get Acquainted
 2. Review Committee Procedures (10-13 in Bill Book)
 3. Practice with a provided Practice Bill

WELCOME

1. Clerk or Vice Chair reads order of the day
2. Clerk or Vice Chair takes attendance
3. Committee Chair introduces all guests and sends for bill authors

COMMITTEE PROCEDURE

1. Clerk or Vice Chair reads the Bill
2. Authors give Opening Statements
3. Governor's Cabinet and then Lobbyists testimony on the Bill and then answer questions

QUESTIONS AND DISCUSSION

Questions may be asked of Bill Authors, Lobbyists, and Governor's Cabinet
Committee members speak for or against the bill

AMENDMENTS

- May not change the intent of the Bill
- Authors should be present and approve amendments
- Committee Chair fills out the Bill Form
- If an amendment is proposed, discuss the amendment and hold a vote for the amendment
- If an amendment is adopted, attach the amendment form to the Bill

AFTER QUESTIONS AND DISCUSSION

1. Bill Authors give Closing Statements and return to their Committees
2. Hold a Caucus for members to discuss if the bill is good for the people of the state

HOLD A VOTE

Chair asks the committee if they are for or against passing the Bill to the Floor
The Vice Chair or Clerk records the vote

AFTER VOTE IS TAKEN

- Prepare Bill Disposition Report
- Have a Page deliver the Z form to authors
- Bill Passes: prepare majority and minority reports
- Bill Passes: Chairperson prepares members to take an active role in the floor consideration

ADJOURN

- Chairperson entertains a motion to adjourn
- Once adjourned, Chairperson and Committee Advisor compare notes on what went well and what can be done to make the next meeting more effective
- Chairperson takes Committee Folder back to Bill Coordinator noting which bills passed or failed