

# **ASSEMBLY BUDGET COMMITTEE PROPOSED OPERATING RULES FOR THE 2025-26 LEGISLATIVE SESSION**

## **I. RULES**

These Committee Rules supplement the Standing Rules of the Assembly, the Joint Rules of the Senate and Assembly.

## **II. FULL BUDGET COMMITTEE**

### **1) QUORUM**

A majority of the members of the Committee shall constitute a quorum. A quorum must be constituted for the Committee to conduct business. The Chair may commence a Committee hearing as a subcommittee prior to the presence of a quorum, so long as at least one member of each political party is present.

### **2) ROLL CALL**

At the outset of each hearing, the Committee Secretary will call the roll to establish attendance. As members arrive late, they will automatically be added to the attendance roll.

### **3) VOTE REQUIREMENTS**

Recommendations to approve any measure before the Committee, and Subcommittee Reports on the annual Budget Bill, require a motion, a second, and an affirmative vote of a majority of the Committee members.

Amendments to bills, except for Subcommittee Reports on the annual Budget Bill, require a motion, a second, and an affirmative vote of a majority of the Committee members present and voting.

### **4) BILL SETTING**

Upon receipt by the Committee Secretary, a bill may be set for hearing at the next Committee meeting.

No bills will be set "pending referral," without an agreement to do so between the Chair and Vice Chair, subject to a suspension of Assembly Rule 56 on the Assembly Floor.

Bills set for hearing will appear in the Assembly Daily File in accordance with the Rules of the Assembly. The deadline for setting *non-committee* bills is 2:00 p.m., seven (7) days prior to the Committee hearing. Written notice of the hearing will be sent to authors.

Authors should notify the Committee as soon as possible if a bill is to be taken off calendar. Bills taken off calendar will be reset for the next hearing, unless other arrangements are made by the author and approved by the Chair. A bill may be set for hearing in the Committee only three times.

While Subcommittees are permitted to hear bills referred to the Committee, only the Full Budget Committee can take action on a bill.

## **5) AUTHOR'S AMENDMENTS**

To assure that bills are in print and analyzed properly, the deadline for accepting author's amendments is 2:00 p.m., seven (7) days prior to the hearing. Author's amendments must be in Legislative Counsel Form. An Electronic copy and two physical copies of author's amendments, including the signed original, are required to be submitted to the Committee Secretary.

## **6) COMMITTEE AMENDMENTS**

Budget Committee staff is responsible for preparing amendments adopted in a Committee hearing.

## **7) CONSENT CALENDAR**

The Chair and Committee staff will prepare a proposed Consent Calendar for each Committee hearing for non-controversial bills. The Chair and Committee staff shall review the proposed Consent Calendar with the Vice Chair and their designated staff prior to the Committee hearing.

The Consent Calendar will be available at the hearing. After sufficient time has passed for members to review it, the Chair will call for a vote on the Consent Calendar.

Any Committee member may remove a bill from consent or register a no vote with the Committee Secretary. If a bill is removed from the Consent Calendar during the hearing, the author will be notified immediately by the Sergeants and be required to appear before the Committee to present the bill.

Bills may be passed by substituting the Consent Calendar roll call. Additions or changes to the Consent Calendar roll will only be permitted immediately prior to, or just after, adjournment of the Committee and only provided the outcome of the vote is not changed.

## **8) COMMITTEE ANALYSES**

Authors will receive a copy of the analysis of their bill(s) no later than noon the day prior to the scheduled hearing, unless the Committee Chair approves a late analysis release time.

Committee bill analyses will be available to the general public in the Budget Committee offices as well as in the hearing room immediately prior to the hearing.

## **9) AUTHOR ORDER**

Authors will present their bills in order of sign-up. Authors should check in with the Sergeants. An author may take up all of their bills at the same time. If an author is not present in the hearing room when their turn arrives, the next author in line will be taken up and the Committee will return to the passed author, in an orderly manner, when they return.

## **10) TESTIMONY**

Testimony on all bills, including the annual Budget Bill and related-Trailer Bills, should be limited to budget and fiscal implications. At their discretion, the Chair may limit duplicative testimony, the number of witnesses appearing, and the time allotted authors and witnesses testifying on behalf of or in opposition to a measure, amendment, or motion.

# **III. SUBCOMMITTEES**

## **1) QUORUM**

For a hearing that was not designated as an informational hearing, a majority of the members of the Subcommittee shall constitute a quorum, which is required to conduct business of the Subcommittee. The Chair may commence a Subcommittee hearing as a subcommittee prior to the presence of a quorum, as long as other committee member offices have been notified and given a reasonable time to travel to the committee room.

If a hearing is noticed as an informational hearing, the Chair may begin and conduct the hearing as the only member of the committee present. If approved and designated by the Speaker's Office in advance, a Member other than the Chair may be able to begin and conduct an informational hearing in lieu of the Chair. No action may be taken at a hearing that is noticed as informational.

## **2) ROLL CALL**

At the outset of each hearing that was not designated as an informational hearing, Subcommittee Staff will call the roll to establish attendance. As members arrive late, they will automatically be added to the attendance roll.

All votes will be recorded by roll call and will show votes in favor of, against, or not voting for a motion or amendment. No member will be recorded on the roll as voting on any particular motion or amendment unless they have been in attendance for at least some part of the Subcommittee deliberations.

For an informational hearing, roll call will be at the discretion of the Chair. In addition, the Subcommittee staff may note and record member participation and presence in the hearing, if requested by the Chair.

## **3) VOTE REQUIREMENTS**

Recommendations to amend the annual Budget Bill, or related Trailer Bills and Supplemental Report Language, require a motion, a second and an affirmative vote of a majority of the Subcommittee members.

## **4) AGENDAS**

Subcommittee hearing agendas will be prepared and distributed to Subcommittee members at least 24 hours in advance of scheduled Subcommittee hearings, unless the Subcommittee or Committee Chair approves a late agenda release time.

## **5) CONSENT, VOTE-ONLY, AND NONPRESENTATION ITEMS**

The Subcommittee Chair and Committee staff will prepare a proposed Consent Calendar for each Subcommittee hearing for non-controversial items.

The Subcommittee Chair and Committee staff may prepare a proposed Vote-Only Calendar for items that the Subcommittee may wish to dispense without discussion, but where consensus is not expected.

The Consent *and* Vote-Only Calendars will be available at the hearing. After sufficient time has passed for members to review it, the Subcommittee chair will call for a vote on the Consent Calendar, *then the Vote-Only Calendar*.

A Subcommittee member may remove any item from Consent or Vote-Only for purposes of discussion or register a no vote with the Committee staff.

A hearing agenda may contain “Non-Presentation Items”. These budget issues appear on the hearing agenda, but no presentation on the item is expected. These items allow members to ask any questions they may have regarding the item and also provide a venue for public comment.

## **6) ACTIONS TAKEN**

The Committee staff will produce an “actions taken” document detailing any actions taken in a Subcommittee hearing. This document will be posted on the Budget Committee website within 24 hours of the conclusion of the hearing.

If the Full Committee adopts Subcommittee Reports, the report shall reflect all final actions taken by the Subcommittee in hearings and clearly note any changes to those actions in the full budget package.

## **7) ALTERNATE MEMBERS**

Provided the Committee Chair and Committee Vice-Chair are assigned to each subcommittee as alternates for their party members, each has discretion as to when they replace a subcommittee member of their party and shall notify the Subcommittee chair of the replacement.

The appointment of alternate members and replacements is subject to the authority of the Speaker to make committee appointments under Assembly Rule 12 and Assembly Rule 26(a)(6).

Once an alternate replaces a Subcommittee member, and a Subcommittee hearing begins or continues, the replacement shall last for the entire hearing or the remainder of the hearing, respectively, subject to the discretion of the Speaker’s pursuant to the Assembly Rules.

## **8) GUEST MEMBERS**

For informational hearings, Assemblymembers that are not on the Committee may participate in a hearing from the dais if they have the advanced approval of both the Subcommittee Chair and the Budget Committee staff has received Speaker’s Office approval of their attendance.

Non-Committee members may not participate in a non-informational hearing from the dais. However, the Subcommittee chair may allow presentation from the witness table for any non-committee member.

#### **9) SUBCOMMITTEE INFORMATIONAL HEARING LENGTH**

Subcommittee informational hearings are intended to last for no more than two and a half hours. Hearings may extend beyond that time, to up to four total hours, if the room is available and the Chair of the Subcommittee approves an extension of the hearing time. Any Subcommittee hearing lasting more than four hours must have Speaker's Office approval to continue beyond the four hour limit.

There is no time limit for non-informational hearings.

#### **IV. DECORUM AND CONDUCT**

In accordance with the customs and practices of the Assembly, members of the Committee and Subcommittees will treat all authors, witnesses, and fellow Committee and Subcommittee members with courtesy and respect.

It is the responsibility of the Chair, and the Vice Chair, to:

- 1) Maintain decorum at all Committee and Subcommittee hearings by, among other things, directing the Assembly Sergeants to keep all aisles in the hearing room clear, direct the audience and witnesses to be seated, and reduce disruptive noise and conversations;
- 2) Conduct all business of the Committee and Subcommittees in an orderly, efficient and expeditious manner;
- 3) When appropriate, limit witness testimony to avoid redundancy;
- 4) Facilitate public comment to maximize the ability of the public to provide input, while recognizing the time limitations of the hearing venue and Assembly institutional resources.