

**PROPOSED
ASSEMBLY BUDGET COMMITTEE
OPERATING RULES
FOR THE 2017-18 LEGISLATIVE SESSION**

I. RULES

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

II. 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 will 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 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.

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. Fifteen (15) 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 his or her 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 her/his bills at the same time. If an author is not present in the hearing room when her/his 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 she/he returns.

10) TESTIMONY

Testimony on all bills, including the annual Budget Bill and related-Trailer Bills, should be limited to budget and fiscal implications. At his or her 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

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, so long as at least one member of each political party is present.

2) ROLL CALL

At the outset of each 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 he or she has been in attendance for at least some part of the Subcommittee deliberations.

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 Committee Chair approves a late agenda release time.

5) CONSENT CALENDAR

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

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

A Subcommittee member may remove any item from Consent or register a no vote with the Committee Staff.

Additions or changes to the Consent Calendar roll will only be permitted immediately prior to, or just after, adjournment of the Subcommittee and only provided the outcome of the vote is not changed.

6) 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 Subchair 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.

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 Chairs, 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.