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State of Colorado
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HEALTH & HUMAN SERVICES COMMITTEE
CHAIR

STATE, VETERANS & MILITARY
AFFAIRS COMMITTEE
MEMBER

Senate President *Pro-Tempore*

MEMORANDUM

January 14, 2009

TO: Members of the Senate Health and Human Services Committee

FROM: Senator Betty Boyd, Chair

SUBJECT: General Committee Procedural Items

In order to expedite committee business and help eliminate the need for additional committee hearings, please be aware of the following procedures during the upcoming session for the Senate HHS Committee.

General Committee Procedural Items

Staff Assistance:

The committee will receive staff assistance from Elizabeth Burger, Legislative Council Staff, 866-6272. Elizabeth's functions will include preparation of committee reports, a brief summary of each meeting, committee research requests, and preparation of committee records such as attendance and bill disposition. Committee calendars will be provided to committee members on a weekly basis.

Elizabeth will maintain an up-to-date list of all bills and Governor appointments assigned to the committee and the current status of their disposition. She will also provide written notification to prime sponsors of bills to be considered by the committee as far in advance as possible. The notification will include the date, time, and location of the committee at which the bill will be heard. Confirmation packets will be provided to committee members in advance of confirmation hearings.

Parliamentary Procedure:

- Committee members must be recognized by the committee chair before speaking on a measure.
- The chairman rules on proper motions and whether an amendment fits under the title of the bill.
- Parliamentary procedure in the Senate is generally governed by Mason's Legislative Manual.

General Committee Rules:

- Cell phones and pagers that make sounds are not permitted in committee hearings.
- Laptops may be used in the HHS committee only if all sounds are turned off.

Committee Meetings:

- The Senate Health and Human Services Committee meets in Senate Committee Room 352 at the following times:

Wednesday: upon adjournment

Thursday: 1:30 p.m.

- When additional committee meetings are necessary, 2:30 p.m. to 4:00 p.m. on Fridays has been reserved.
- Committee meetings and bills scheduled for consideration are published in the daily Senate calendar. Announcements of committee meetings by the chairman or vice-chairman also occurs while the Senate is in session.
- Meeting cancellations are announced while the Senate is in actual session.
- Committee members are responsible for bringing copies of bills and fiscal notes scheduled to be considered by the committee to meetings. Committee members are expected to have read the bill prior to the committee meeting.
- Committee meetings are tape recorded and a brief summary of the meeting is prepared by staff.
- Joint meetings with the House Health and Human Services Committee may be scheduled from time to time. Traditionally, joint meetings are held for briefings from executive departments and the Joint Budget Committee. Two future joint meetings have been scheduled:

Thursday, January 22, 1:30 pm in LSB-A - Briefings by the Joint Budget Committee, review of tobacco settlement moneys pursuant to section 24-75-1105, C.R.S., briefing by the Department of Public Health and Environment

Thursday, January 29, 1:30 pm in LSB-A - Briefing by the Departments of Human Services and Health Care Policy and Financing

Committee Deadlines:

- The first committee deadline is ***February 12***, when all Senate bills assigned to the Senate Health and Human Services Committee must be reported out of committee.
- The second committee deadline is ***March 20***, which is the deadline for committees to report bills originating in the other house.

Attendance:

- **Be prompt.** In the Senate a majority of the members of each committee of reference constitutes a quorum. Interested individuals sometimes travel great distances or take time away from their employment to testify on legislation. Thus, it is a matter of courtesy that we start committee meetings at the time listed in the Senate calendar. If a member is sponsoring a bill in another committee meeting, or needs to be out of the room during the meeting, please inform the chairman or committee staff of your whereabouts.
- Attendance is recorded at every meeting and these records are available for public inspection.
- Discuss unavoidable absences with the committee chair or staff person so that you may be marked excused for purposes of the legislative tape and meeting summary. If a member is absent from three consecutive scheduled committee meetings without being excused, the chairman shall report this to the floor leader of the party to which the member belongs.

Calendaring of Bills:

- Bills are scheduled by the committee chair within the applicable deadlines and usually with the concurrence of the sponsor. The chairman determines the order of business for each committee meeting. The chairman has the prerogative to take bills out of order if necessary to accommodate witnesses and bill sponsors.
- As bills are calendared, sponsors receive a written notice from committee staff listing the date, time and location that his/her bill will be considered.
- Sponsors need to be flexible about the scheduling of their bills. Scheduling early within the applicable deadlines may allow more time for committee consideration. Sponsors

need to be aware that any delays in scheduling bills may necessitate Friday afternoon committee meetings.

Testimony:

- All persons testifying before a committee are required to sign the attendance sheet that is located at the end of the committee table prior to the start of the meeting.
- The chair may limit opposing sides on any issue to a set amount of time or limit the number of individuals who may testify if it appears the committee will not be able to hear all of those who wish to speak.
- Committee members are urged to be courteous and respectful to those who are testifying.

Amendments:

- To assist with the efficient operation of committee meetings, amendments should be prepared prior to the committee meeting.
- Please bring sufficient copies of prepared amendments to the meeting for distribution to members, staff, and interested persons.
- Verbal amendments should be in as specific language as possible.
- Amendments adopted in concept ("conceptual amendments") are prepared by staff subject to review and approval of the chair, the sponsor of the amendment, and the committee.
- Amendments can only be offered by members of the committee.

Voting:

- A written record is maintained by staff on all roll call votes taken in committee.
- Whenever a member has an objection, a roll call vote is taken.
- Senate rules provide that if a member has a personal or private interest in any bill, he or she must disclose that fact and not vote on the bill.
- Committee members may pass during the roll call vote, but must vote prior to the chairman of the committee.
- Committee actions on bills include the following:
 - postpone indefinitely (in essence, to kill the bill);
 - favorably referred to the Committee of the Whole (the entire Senate body acting as a committee);
 - favorably referred to another committee of reference (sometimes bills are dual assigned, or the committee may decide review by another committee of reference is appropriate); or

- favorably referred to the Committee on Appropriations.

Reconsideration:

- An action taken by the committee on a bill may be changed upon a motion to reconsider by a member on the majority side of the original motion.
- A motion to reconsider must be approved by a majority of the members of the committee prior to any motion to change the committee action. A motion to reconsider usually is made at the same meeting where the original action took place or at the next regular meeting of the committee.

Committee Report:

- The committee staff prepares a report of the committee's action.
- After the report is signed by the chair, it is delivered to the Secretary of the Senate and is printed in the Senate Journal.