

January 7, 2015

Committee on Transportation & Energy
Colorado House of Representatives
General Assembly
State Capitol
Denver, CO 80203

RE: Committee Procedure and Rules

Welcome to the House Committee on Transportation & Energy. I am very excited for a productive session and look forward to working with each of you on transportation and energy matters brought before the General Assembly. We have legislative oversight of the Colorado Department of Transportation, the Colorado Energy Office, and the Public Utilities Commission. Part of this oversight is reviewing and commenting on each department's strategic plan and meeting with the Joint Budget Committee regarding these departments. This letter discusses key points to be aware of as we fulfill those obligations.

The committee will be staffed by Matt Kiszka of the Legislative Council Staff. In addition to assisting the chair with committee procedure, rules, and votes, Mr. Kiszka is available to assist committee members with transportation and energy policy research requests, and preparing committee amendments, meeting summaries, and committee records.

As chairman, it is my goal and responsibility to provide a fair, open, and efficient hearing for each bill referred to the committee and for the public that participate in the legislative process. As such, I intend to adhere to the Rules of the House of Representatives and the following guidelines provided below.

- ▶ The committee will meet in HCR 0112 on Wednesdays at 1:30 p.m. and Thursdays upon adjournment. I intend to call the meeting to order promptly at 1:30 p.m. on Wednesdays and within 15 minutes of adjournment on Thursdays.
- ▶ Members that are late will either be recorded as absent or excused. Excusals should be made by prior arrangement with the chair. In respect to bill sponsors and witnesses, it is expected that members remain in the room during hearings if at all possible. Excessive absences will be duly noted. Should you need to be absent from or late to a committee meeting, please inform either me or Mr. Kiszka.
- ▶ If you need to leave during a meeting to present a bill before a different committee, please inform Mr. Kiszka so that you may be called back for votes. Committee members are responsible to ensure they are present for votes.
- ▶ Prior to speaking or asking questions, witnesses and members will be recognized by the chair.

- ▶ Certain bills will draw large numbers of witnesses to testify, some of whom will have traveled many hours to the State Capitol. All witnesses will be provided a fair and open opportunity to testify before the committee. Committee members are to be courteous to individuals testifying. The purpose of testimony is for the person to say what they believe and want the committee to know. Questions of witnesses for understanding are permissible; questions intended to "make a point" are discouraged. Debate during testimony is discouraged. Arguing with witnesses is strongly discouraged.
- ▶ Computer and iPad use will be permitted for official activities only (i.e. taking notes on the bills, amendments or testimony, research regarding the bill, etc). Personal or non-committee use of computers, cellular phones, or other devices during committee is not permitted as it is distracting and disrespectful to the public, witnesses, and other committee members. Furthermore, wireless devices cause interference with the committee room sound system.
- ▶ Strike-below amendments and amendments over one page in length will only be permitted to be offered if committee members and staff have received copies at least 24 hours in advance.
- ▶ Conceptual amendments and verbal amendments will be permitted if they are uncomplicated. However, members should make reasonable efforts to work with staff to ensure that significant amendments are prepared prior to the hearing and are available in print. When conceptual amendments are offered or required, the chair may decide to lay the bill over to the end of the meeting or to another date.

Should you have questions regarding any of these guidelines, please feel free to contact me at (303) 866-2951, or Mr. Kiszka at (303) 866-6275. Thank you and I look forward to a productive legislative session.

Sincerely,

Representative Max Tyler
Chairman
House Committee on Transportation & Energy