

January 7, 2009

FIELD(FullName)
State Capitol Building
200 East Colfax Avenue
Denver, Colorado 80203-1784

Dear Representative FIELD(Salutation):

Congratulations on your appointment to the House Committee on Agriculture, Livestock, and Natural Resources. During the 67th General Assembly, our committee will act on legislation that is critical to the future of our state such as water, agriculture, wildlife, mineral development, and recreation. This letter provides information about the committee and explains our policies concerning its proceedings. Please familiarize yourself with this letter prior to our first meeting, as well as the laws and legislative rules that regulate committees of reference.

Meeting times and locations. Our committee meets on Tuesday upon adjournment and all day Wednesday in House Committee Room (HCR) 0107. Occasionally, our committee meets in a different room to accommodate larger crowds or the needs of other committees. We also occasionally meet prior to morning roll call to address urgent committee business. Changes to our regular schedule are announced on the House floor prior to adjournment.

Expectations. Committee members are expected to treat each other and members of the public with respect. Use of personal computers is discouraged especially during public testimony. If committee members leave the room, it is not expected that information missed will be repeated.

Committee staff. The Legislative Council Staff for the committee is Lauren Ris. She is available to assist with the calendaring of your bills, conducting research, and providing information. Her phone is (303) 866-3264.

Absences. House Rule 25 (j) (7), requires that the chair report members with unexcused absences to their floor leader. Please notify the chair or Ms. Ris if you need to be excused from a meeting. If you are unable to contact any of us, please ask your floor leader to notify one of us on your behalf.

Final action on bills. Article V, Section 20 of the Colorado Constitution requires that each bill assigned to our committee be considered upon its merits. Consequently, we will provide an opportunity for members to discuss each bill and hear from witnesses prior to taking a final vote.

Committee discussion. Committee meetings are broadcast over the internet and recorded. Please address your remarks during committee meetings through the chair. This helps those listening on the internet to identify who is speaking and enables other listeners to give speakers their full attention.

Amendment policy. We developed the following amendment policy to help ensure that members have time to review substantive amendments and to make informed decisions. Please work closely with your drafter to ensure that you are able to comply with this policy.

- Amendments that strike everything below the enacting clause must be delivered to the desks of committee members *or* delivered via e-mail prior to convening of the House on the day of the committee meeting (typically 9:00 a.m. on Tuesday and Wednesday). E-mailing helps ensure earlier delivery to the committee and saves significant staff resources.
- Substantive amendments longer than one page must also be made available to committee members prior to the House convening on the day of the committee meeting.
- Sponsors may make substantive changes to an amendment after it has been distributed. However, the meeting may be recessed to allow sufficient time for the committee to review the amendment.
- Drafters are unable to distribute amendments without permission from the sponsor. Sponsors must notify the chair if they are unwilling to waive confidentiality thus not allowing the amendment to be distributed.
- Committee members who wish to sponsor substantive amendments proposed by witnesses during the meeting may be asked to offer it on 2nd reading.
- The chair may exempt amendments from these policies to address unforeseen circumstances. However, such requests should be made prior to the day of the meeting, if possible.

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Joint meetings with the Senate Agriculture and Natural Resources Committee. Joint rules of the House and Senate require our committee to stay advised of the activities, functions, and budgets of the Department of Agriculture and the Department of Natural Resources. Our committee meets jointly with the Senate Agriculture and Natural Resources Committee to receive briefings from the Joint Budget Committee and our departments of oversight. I will be asking the committee for a written recommendation to the Joint Budget Committee on both departmental budgets. We also meet jointly to receive briefings and other issues of importance to our members. **If time permits, joint meetings will be held upon adjournment on Wednesday mornings.** Attendance is mandatory for joint meetings held during this time. Our committees also meet jointly on occasion for briefings prior to morning roll call, typically on Wednesdays at 7:30 AM. Attendance at these meetings is not mandatory but is encouraged.

Please contact me if you have any questions about our committee or these policies. I look forward to working with you.

Sincerely,

Representative Kathleen Curry, Chair
House Agriculture, Livestock and
Natural Resources Committee