



## SENATE INTERIM COMMITTEE ON VETERANS AND EMERGENCY PREPAREDNESS (the “Committee”)

### PROPOSED COMMITTEE RULES (*Adopted:* \_\_\_\_\_)

1. Rules applicable to the committee shall be those of the Senate, its custom and practice, *Mason’s Manual of Legislative Procedure* and those rules adopted by the majority of the committee members. Committee rules may be amended by an affirmative vote of the majority of the committee; however, any proposed amendment(s) must be distributed to each committee member and the Secretary of the Senate at least one day prior to consideration of the amendment(s).
2. A majority of the members appointed to the committee shall constitute a quorum for the transaction of business. In the absence of a quorum, the Chair may assign fewer members to receive public testimony. A quorum for such meetings shall be one member.
3. The Chair shall call meetings, set the agenda and cause notice of the time and place of the meeting to be posted in accordance with Senate Rules, custom, and practice. The notice shall specify whether the committee will conduct a public hearing, a work session, or both. All meetings shall be open to the public.
4. Subcommittees may be appointed by the Chair with specific instructions on matters to be investigated by the subcommittee. The Chair of the full committee shall be an ex-officio voting member of all subcommittees. When referring any matter to a subcommittee, the Chair shall specify the day by which the subcommittee report should be made to the full committee. Any member of the full committee may participate in any hearing or work session of a subcommittee to which he or she is not assigned; provided, however, that such attendance shall not be considered in determining the presence of a quorum, and such participation shall not include voting on any issue before the subcommittee.
5. An affirmative vote of a majority of the members of the committee is required:
  - (a) To introduce a measure for pre-session filing;
  - (b) To approve recommendations.
6. Except as provided herein, a recording log of all meetings of the committee shall be produced to reference the sound recording. A written summary of the committee’s activities may be prepared in lieu of a recording when the committee conducts a tour, inspection, or other similar activity outside the Capitol; provided, however, that a sound recording and recording log must be made if any public hearing or work session is held. The recording log or summary shall be available to the public within a reasonable time and shall include the following:
  - (a) Attendance of members and staff;
  - (b) Names of witnesses;
  - (c) All motions and their disposition;
  - (d) The recorded vote on official action;
  - (e) Any announcements of conflicts of interest.
7. Measures requested by the committee for pre-session filing shall be designated at the measure’s filing as being by the committee at the request of an individual or individuals (members or otherwise) or organization.