



**HOUSE INTERIM COMMITTEE ON HIGHER EDUCATION AND
WORKFORCE DEVELOPEMENT
Seventy-ninth Legislative Assembly**

The committee will operate in accordance with the Oregon Constitution, House Rules, Mason's Manual of Legislative Procedure and applicable statutory provisions.

1. **Quorum:** 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 one or more members to receive public testimony.
2. **Meetings:** The officer of the committee shall be the Chair, who is appointed by the Speaker of the House. The Chair shall call committee meetings, set agendas and cause notice in accordance with House Rules of the time and place of the meetings. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken and whether a work session will be held. Meetings shall be open to the public. Testimony shall be taken at a hearing but need not be taken at a work session. The Chair may set a time limit on public testimony for the purpose of accommodating the greatest number of witnesses. Upon the request of one member, a roll call vote shall be taken and recorded on any question.
3. **Committee Action:** An affirmative vote of a majority of the appointed members shall be required to introduce a measure for pre-session filing or to approve recommendations.
4. **Recordings:** Meetings of the committee shall be recorded. The audio records shall be indexed and shall be placed with the Oregon Archivist in accordance with Oregon law.
5. **Field Trips:** A written summary of the committee's activities may be prepared in lieu of a recording of a meeting when the committee conducts a tour, inspection, or other similar activity outside the Capitol provided, however, that a recording of the meeting and recording log must be made if any public hearing or work session is held.
6. **Subcommittees:** Subcommittees may be appointed by the Chair or designated by the Speaker of the House as necessary to complete the work of the committee. However, only the full committee is authorized to act on recommendations affecting any matter before the committee. When referring any matter to a subcommittee for investigation, the Chair may specify the date by which the subcommittee report should be made to the full committee. A quorum of a subcommittee shall be a majority of the members appointed.
7. **Attribution of Sponsorship Requests:** Measures introduced by the committee at the request of any organization or person other than a member of the committee shall indicate the person or organization interested in the measure by stating that the measure is introduced by the committee "at the request of [name of person or organization]"
8. **Rules Amendments:** Committee rules may be amended by the affirmative vote of a majority of the committee, but at least one day's notice shall be given in writing to each committee member and the Chief Clerk of the House.

ADOPTED: _____