

**SENATE INTERIM COMMITTEE ON FINANCE & REVENUE
2019 - 20 INTERIM
80th Legislative Assembly**

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

1. **Quorum.** A majority of 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 chair shall call meetings, set agendas and cause notice of the time and place of committee 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.
3. **Committee Action.** An affirmative vote of a majority of committee members is required to approve recommendations or introduce a measure for pre-session filing.
4. **Recording.** 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 with specific instructions on matters to be investigated by the subcommittees. However, only the full committee is authorized to take final action on recommendations affecting any matter before the committee.
7. **Measure Introduction.** 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 [the person or organization]."
8. **Amending the Rules.** Committee rules may be amended by the affirmative vote of the majority of the committee, but at least one day's notice shall be given in writing to each committee member and the Secretary of the Senate.

ADOPTED: 8-28-2019