

# **COMMITTEE BILL HEARING PROCEDURE**

## **1. START**

1. Chair: "We will now begin debate on Bill Number (###), will the Clerk read the Title?"
2. Clerk: Reads Title.

## **2. AUTHOR**

1. Chair: "It is now in order for an Author's Speech, is an Author present?"
2. Chair: "To what point does the Committee Member rise?"
3. Author: "To make an Author's Speech."
4. Chair: "Please rise, state your name, delegation and pronouns. You will have 5 minutes"
5. Clerk should monitor speaker's time:
  - If time expires:  
Chair: Thank you, the speaker's time has elapsed.
  - If time remains:  
Chair: How do you yield your time?
6. Speaker: "To the Chair" (or) "To questions"

## **3. QUESTIONS OF INTENT AND INTERPRETATION**

(NOT DEBATE - Not through Chair)

Make sure that members are being polite and staying on topic. They should only be asking questions on the bill, its structure and any confusion that they may have.

## **4. LEGISLATIVE ANALYST REPORT**

1. Chair: "it is now in order for a Legislative Analyst report. Is an Analyst present?"
2. Chair: "To what point do you rise?"
3. Delegate: "To provide an Analyst report."
4. Chair: "Please rise, state name, delegation and pronouns. You have 3 minutes"
5. Clerk should monitor speaker's time:
  - If time expires:
    - o Chair: Thank you, the speaker's time has elapsed.
  - If time remains:
    - o Chair: How do you yield your time?
6. Analyst: "To the Chair" (or) "To questions"

## **5. LOBBYIST SPEAKERS FOR or AGAINST (2 Speeches)**

1. Chair: "it is now in order for a lobbyist speech on this bill. Is a lobbyist present?"
2. Chair: "To what point do you rise?"
3. Lobbyist: "To speak (for or against) this bill."
4. Chair: "Please rise, state your name, delegation and pronouns. You will have 3 minutes.
5. Clerk should monitor speaker's time:
  - If time expires:
    - o Chair: Thank you, the speaker's time has elapsed.
  - If time remains:
    - o Chair: How do you yield your time?
6. Speaker: "To the Chair" (or) "To questions"  
(Repeat for 2nd lobbyist)

## **6. COMMITTEE MEMBER ROLL CALL**

You may go in alphabetical order, around the table, whatever works for you.

1. Chair: "To what point do you rise?"
2. Member: "To speak on this bill."
3. Chair: "Please rise, state your name, delegation and pronouns. You will have 2 minutes.
4. Clerk should monitor speaker's time:
  - If time expires:

- o Chair: Thank you, the speaker's time has elapsed.
  - If time remains:
    - o Chair: How do you yield your time?
5. Speaker: "To the Chair" (or) "To questions"

## **7. CALL FOR MOTION**

**Do Pass** (*this passes only the original legislation, even in an amendment has been proposed*)

**Do Pass as Amended** (*this passes the amended legislation; only an option if an amendment has been proposed*)

**Postpone Indefinitely (Bill Tabled)**

## **8. LOBBYIST SUMMATION (2 Speeches)**

1. Chair: "It is now in order for a lobbyist speech on this bill. Is a lobbyist present?"
  2. Chair: "To what point do you rise?"
  3. Lobbyist: "To speak (for or against) this bill."
  4. Chair: "Please rise, state your name, delegation and pronouns. You will have 2 minutes."
  5. Clerk should monitor speaker's time:
    - If time expires:
      - o Chair: Thank you, the speaker's time has elapsed.
    - If time remains:
      - o Chair: How do you yield your time?
  6. Speaker: "To the Chair" (or) "To questions"
- (Repeat for second lobbyist)

## **9. AUTHOR SUMMATION**

1. Chair: "It is now in order for an Author's Summation Speech, is an Author present"
  - [Author raises hand and is recognized by chair]
2. Chair: "To what point do you rise?"
3. Author: "To give the Author's Summation Speech."
4. Chair: "Please rise, state your name, delegation and pronouns. You will have 3 minutes"
5. Clerk should monitor speaker's time:
  - If time expires:
    - o Chair: Thank you, the speaker's time has elapsed.
  - If time remains:
    - o Chair: How do you yield your time?
6. Speaker: "To the Chair" (or) "To questions"

## **10. VOTE**

1. Chair: "We will now vote on Bill Number (###), will the Clerk read the Title?"
2. Clerk: Reads Title
3. Chair: In your normal speaking voice, please respond with "Aye," "Nay" or "Abstain" when you are called.
4. Clerk will call on each Committee Member and record their vote.
  - Share tally of votes to Chair
5. Chair: This Bill (does/does not) pass

**NOTE: If a motion is not carried, a new motion is called for (Back to step 7). Committee may not go on to another bill until one of these motions passes. Amendments may be proposed any time following step 1 and before step 7.**

## **AMENDMENT PROCESS**

*At any time after the clerk introduces the bill (Step 1) and before a motion for passage is called (Step 7), a legislator may introduce an amendment to the bill through the following process:*

1. [Legislator raises hand and is recognized by chair]
2. Chair: "To what point do you rise?"
3. Legislator: "To propose an amendment on this bill."
4. Chair: "Please rise, state your name, delegation, pronouns, and proposed amendment. You will have 3 minutes."
5. Legislator: "I propose an amendment to this bill by changing [xyz] in line(s) [#]. I think this improves the bill because..."
6. Clerk should monitor speaker's time:
  - If time expires:
    - o Chair: Thank you, the speaker's time has elapsed.
  - If time remains:
    - o Chair: How do you yield your time?
7. Speaker: "To the Chair" (or) "To questions"
8. If the amendment was proposed at any point before Committee Roll Call (Step 6), debate continues at the step it left off, but now on the amended bill. If the amendment was proposed during Committee Roll Call (Step 6), Roll Call restarts so all members have a chance to speak on the amendment.
9. In Step 7, a Legislator can make a motion to:
  - a. Do Pass - this passes only the original Legislation, regardless of any proposed amendments (i.e. "I want the original bill to pass, but I don't like the amendment.")
  - b. Do Pass as Amended - this passes the amended legislation (i.e. "I like the bill with the changes proposed in the amendment.")
  - c. Postpone Indefinitely - this effectively terminates the legislation; it will not pass on to the Senate/Assembly (i.e. "I don't like this legislation at all.")
10. Steps 8-10 are followed to close debate and vote.
11. If a motion to Pass as Amended fails the vote, return to Step 7 where a new motion is made to either Pass the bill as originally written or Postpone Indefinitely.
12. Again follow Steps 8-10 until a motion passes.
13. Clerks should record any passed amendments and report them to Leg Staff immediately following each session.