

Select 2024 Senate Ways & Means Committee Process Rules

Committee Format	<ul style="list-style-type: none"> • The Senate Ways & Means Committee (SWM) will allow for hybrid participation • Members will be provided Zoom links before each meeting
Committee Documents	<ul style="list-style-type: none"> • All committee meeting documents will be posted to the Electronic Bill Book (EBB) as early as possible or when the material has been made public • Paper copies will not be provided and all materials submitted by the public must be submitted electronically
Testifiers/ Committee Sign In (CSI)	<ul style="list-style-type: none"> • Members of the public may testify in person or remotely • CSI will be available for the public to sign in to testify as soon agendas are published until one hour prior to the hearing's start time • With few exceptions, the Chair will recognize testifiers in the order in which they appear in the committee sign in application
Executive Session Notice	<ul style="list-style-type: none"> • Executive session lists published by 7 pm two days before the executive session • Waiver allowed by Chair and Ranking in extraordinary circumstances • Published executive session items may be rescheduled for action at the next meeting without additional notice, provided no additional amendments are considered
Amendment Deadlines	<ul style="list-style-type: none"> • Due to Senate Committee Services (SCS) staff by 12 pm (noon) the day before executive session • Waiver allowed by Chair and Ranking in extraordinary circumstances or to accept technical revisions to perfect an amendment • Posted to EBB by 7 pm the day before executive session
Committee Reports (Signature Sheets)	<ul style="list-style-type: none"> • Committee votes will be “subject to signature.” A member who is participating remotely must sign a majority or minority report for their vote to be recorded • If <u>all</u> members have signed signature sheet for a bill, the signature sheet will be delivered to the workroom • If <u>all</u> members have not signed a signature sheet for a bill, SCS must hold the signature sheet for 24 hours from end of exec session (excluding weekends) for members to sign or remove their signature on the majority and minority reports • Members, SCS staff, and caucus staff will be notified of which bills have been retained for 24 hours through the gavel report of executive action. Members will not be prompted by SCS staff that they have failed to sign • Signature sheets for Ways & Means will be retained with Sam Brown in JAC 328. Members will need to come to JAC 328 to sign prior to the expiration of the 24-hour period. SCS staff will not deliver signature sheets to members (e.g. their office) or allow them to be taken from the office • After 24 hours, the signature sheet must be sent to workroom if majority signed majority report • Once a signature sheet is submitted to workroom, members may not sign or remove signature • 24-hour hold period does not apply within the five days before any cutoff and does not apply to budget bills • Dana Tietjen, SWM Committee Assistant, will send email to Chair, Ranking Member, Committee Assistant, Bill Report Team, SWM caucus staff, Heather Lewis-Lechner, and Kathleen Lawrence <u>immediately</u> at adjournment from hearing room