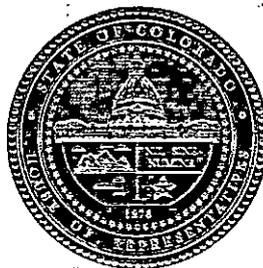


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Chair:
 Public Health Care & Human
 Services Committee
 Vice-Chair:
 Joint Technology Committee

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MEMORANDUM

January 20, 2020

TO: Members of the House Public Health Care and Human Services Committee

FROM: Representative Jonathan Singer, Chair

SUBJECT: General Committee Procedural Items

In order to expedite committee business and help eliminate the need for additional committee hearings, you will need to be aware of the following procedures during the session.

General Committee Procedural Items

Committee Meetings

- The House Committee on Public Health Care and Human Services meets on Wednesdays and Fridays upon adjournment from the House Floor in HCR 0112. Meetings start five minutes following House adjournment. Wednesday meetings must conclude by 1:30 p.m. to allow afternoon committees to meet.
- The chair will attempt to conduct committee business on Wednesday mornings and meet on Fridays only when the committee's bill load or legislative deadlines make such meetings necessary.
- Committee meetings and bills scheduled for consideration are published in the daily House calendar. Changes to the schedule of calendared bills and canceled meetings will be announced on the House floor by either the committee chair or vice chair.
- Committee members are responsible for bringing copies of bills (bill folders), amendments, and fiscal notes for bills scheduled to be considered by the committee to meetings. Committee members are expected to have reviewed the bills, amendments, and fiscal notes prior to the committee meeting.

- Members should use their utmost discretion when using laptops and other electronic devices during committee meetings. Committee members may use these devices *solely* for committee-related work or emergencies. The devices must be used in a manner that does not disrupt the committee or reflect disrespect to the witnesses who are testifying. Members should turn off or silence cell phones.

Joint Committee Meetings

- Joint meetings with the House Health and Insurance and Senate Health and Human Services Committees may be scheduled from time to time. Annual joint meetings are held at the start of session for the SMART Government Act briefings from the three executive health departments and the Joint Budget Committee. The SMART Government Act briefings are scheduled for January 10, upon adjournment, and January 21 at 1:30 pm. The Joint Rule 25 meeting with the JBC is scheduled for January 22, upon adjournment.
- The joint health committees are required by statute to hear a number of presentations throughout the course of the session.

Committee Deadlines

- The first committee deadline is February 6, when all House bills introduced on or before the seventh day of the session and assigned to the committee must be reported out. All remaining House bills must be reported out of committee by February 20.
- The next committee deadline is March 20, which is the deadline for committees to report bills originating in the Senate.

Attendance

- **Be prompt.** A majority of the members of each committee of reference constitutes a quorum. It is a matter of courtesy that we start committee meetings at the time listed in the House calendar. If you are presenting a bill in another committee or need to be out of the room during the meeting, please inform the chair or staff of your whereabouts.
- Attendance is recorded at every meeting and these records are available for public inspection.
- **Consistent tardiness or absence will be noted and reported to the floor leader of the party to which the member belongs.** Members are required to inform the chair or the committee staff person if they will be late or absent from the committee meeting. If you are absent at the beginning of a committee hearing and have not previously informed the chair or staff person, the chair will mark you absent on the committee roll call.
- Members are asked to focus their attention on the proceedings of the committee. The chair will grant occasional recesses to allow members to conduct business not related to the committee

proceeding. However, while the committee is meeting, members should avoid prolonged absences from the committee room unless they have previously informed the chair regarding their whereabouts. Members who are consistently absent from the room may be marked absent for committee votes.

Calendaring of Bills

- Bills are scheduled by the committee chair within the applicable deadlines and usually with the concurrence of the sponsor. The chair determines the order of business for each committee meeting.
- As bills are calendared, sponsors receive an electronic notice from committee staff concerning the date, time, and location that their bills will be considered.
- Sponsors need to be flexible about the scheduling of their bills. Scheduling bills early within the applicable deadlines may allow more time for committee consideration.
- Bills of committee members will be scheduled last at each meeting unless circumstances require a different order.

Amendments

- The chair strongly discourages conceptual amendments other than those that make minor changes or technical corrections. Conceptual amendments will be drafted by legislative staff and approved by the originator before the committee report is signed by the chair.
- Any amendment that exceeds one page in length or strikes everything below the enacting clause should be made available to all committee members and the bill sponsor as soon as possible prior to the bill hearing. The chair reserves the right to lay over a bill to give committee members the opportunity to adequately review any such amendments that are offered.

Testimony

- All persons who wish to testify before the committee are required to sign the witness sign-in sheet for that particular measure or agenda item.
- The chair may limit opposing sides on any issue to a set amount of time or limit the number of individuals who may testify if it appears the committee will not be able to hear all of those who wish to speak. Generally, the chair limits testimony to three minutes per witness, and limits committee questioning of each witness to five minutes. The chair will attempt to work with bill sponsors who expect a large number of witnesses or a large amount of public interest to schedule the bill appropriately and accommodate witness schedules. The chair may allow the bill sponsor to determine the order of the testimony.

- Committee members are to be polite, engaged, and courteous to those who are testifying. Citizens have often taken off work or traveled long distances to appear before the committee. Committee members are to give their attention to witnesses by minimizing their use of electronic devices and trips outside of the committee room during witness testimony. **Above all, the chair requests that members be courteous in their questioning of witnesses.** The chair will end questioning or dialogue that is disrespectful or overly aggressive. The appropriate time for members of the committee to express their opinions on policy matters is not during the questioning of witnesses. Members will be given ample opportunity to express such opinions before voting.

Voting

- A written record is maintained by staff on all roll call votes taken in committee. Roll call votes are taken on all final actions and when a member expresses objection to a proposed amendment.
- House rules provide that if a member has a personal or private interest in any bill, he or she must disclose that fact and not vote on the bill.
- Committee members may pass during the roll call vote, but must vote prior to the vice-chair and chair of the committee.
- Committee actions on bills include the following:
 - postpone indefinitely (kill the bill);
 - favorably referred to the Committee of the Whole (the entire House acting as a committee);
 - favorably referred to another committee of reference (sometimes bills are dually assigned, or the committee may decide review by another committee of reference is appropriate); or
 - favorably referred to the Committee on Finance or the Committee on Appropriations.

Committee Report

- The committee staff prepares a report of the committee's action.
- After the report is signed by the chair and delivered to the Chief Clerk of the House, it appears in the House Journal.