



SENATE WORKFORCE COMMITTEE RULES 2015 SESSION

Date Adopted: _____

1. A quorum shall be comprised of a majority of the members of the committee. In the absence of a quorum, the committee may convene as a subcommittee for the purposes of taking testimony.
2. Rules applicable to the committee shall be those of the Senate and of *Mason's Manual of Legislative Procedure* and those adopted by the majority of committee members. 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.
3. The chair shall call meetings, set the agenda and cause notice of the time and place of the meeting to be posted in accordance with Senate Rules. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken and whether a work session will be held. All meetings shall be open to the public and the press in accordance with the public meetings' law.
4. Meetings shall be held at the regularly scheduled hour, or at the call of the chair, for the purposes of considering such items as may be on the agenda. Meetings shall be recessed or adjourned either by the chair or by an affirmative vote of a majority of those members present.
5. Public notice must be posted within the time required under SR 8.15 or 8.16. In the event the committee does not complete the scheduled agenda, the items may be carried over to the next scheduled meeting with the following guidelines:
 - (a) The measure must have been initially scheduled within the time required under SR 8.15 or 8.16.
 - (b) The measure must be carried over for the same type of meeting.
 - (c) The chair announces in committee his/her intent to schedule the measure at the next meeting.
 - (d) A revised agenda listing the measures that originally received the notice required under SR 8.15 or 8.16 shall be posted as soon as possible following adjournment of the committee meeting.
6. Measures that have had a work session and are waiting only for the fiscal/revenue review by the committee may be carried over until the impacts have been received at which time they may be taken up under a work session for final consideration in accordance with carryover provisions in SR 8.15.

7. 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. A majority vote of the subcommittee shall be required to refer a measure to the full committee. The committee chair may remove a measure from a subcommittee and assign it to another subcommittee or the full committee. The full committee shall consider and take action on any item referred to it by the subcommittee.
8. The affirmative vote of a majority of the members of the committee is required as follows to:
 - (a) Cause a measure to be introduced as sponsored by the committee, if introduction is permitted by applicable rule;
 - (b) Table a measure;
 - (c) Remove a measure from the table;
 - (d) Amend a measure;
 - (e) Send a measure to the floor.
9. Upon written request of a majority of committee members, filed with the committee chair and the Secretary of the Senate, the chair shall order a hearing and/or work session on any measure in the possession of the committee. The hearing or work session shall be held only after appropriate public notice, but shall be held within a reasonable time after the date of the request.
10. A motion does not require a second.
11. A recording log of all meetings of the committee shall be produced to reference the sound recording. The recording log shall be available to the public within a reasonable time and shall include the following:
 - (a) Attendance of members and staff;
 - (b) Names of witnesses;
 - (c) All motions and their disposition;
 - (d) The recorded vote on official action;
 - (e) Any announcements of conflicts of interest.

A written summary of the committee's activities may be prepared in lieu of a sound recording when the committee conducts a tour, inspection, or other similar activity outside the Capitol; provided, however, that a sound recording and recording log must be made if any public hearing or work session is held.

12. If permitted by applicable rule, 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 . . ."

13. For minority reports during the Long Session when SR 8.16 has not been invoked:
 - (a) Members of the committee wishing to file a minority report must notify the chair or committee administrator by 5 p.m. of the day on which final action on the measure was taken, or before adjournment of the committee, whichever is later; and
 - (b) Members shall have until 5 p.m. of the second following session day to file the minority report and the Legislative Counsel draft with the committee staff.
14. For minority reports during the Short Session, any special session, or in the event that the one-hour notice has been invoked in accordance with SR 8.16 during the Long Session:
 - (a) Members of the committee wishing to file a minority report must notify the chair or committee administrator before adjournment of the committee meeting during which the action was taken;
 - (b) The minority draft amendments must be requested from the legislative counsel within an hour following adjournment of the committee meeting where notice was given; and
 - (c) In order for staff to complete their work in an orderly and practical manner, the draft amendments shall be submitted to committee staff within an hour after receipt from Legislative Counsel.
15. A minority report shall be filed jointly with the committee report in the Secretary of the Senate's office. Committee members may subscribe to a minority report only if present during the committee meeting when action was taken and at least two members must sign on to a minority report. No member shall sign on a minority report unless they dissented when the final action of the measure was taken.
16. Proposed amendments, by other than members of the Legislative Assembly, must be submitted in writing to the committee staff at least 36 hours prior to the work session at which they are to be considered or at least 30 minutes prior to the work session when SR 8.16 has been invoked. The chair may waive the requirement of this rule
17. Except by a suspension of the rules, a committee or joint committee may take action on a measure or amendment only after the full text of the measure or amendment has been made publicly available online for at least one hour.
18. No measure shall be reported out of committee unless the written Legislative Counsel amendments and any fiscal and/or revenue impact statements have been distributed and reviewed by the committee. This provision applies to all

measures reported to the floor for action or measures with subsequent referral to the Committees on Finance and Revenue and/or Ways and Means.

19. The correction of clerical errors on amendments need not be approved by a majority of members but may be signed for by the committee chair. The corrected amendments must bear the written caption "corrected."