



**HOUSE COMMITTEE ON
HIGHER EDUCATION AND WORKFORCE DEVELOPMENT
Committee Rules
2017 Session
Seventy-ninth Legislative Assembly**

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

1. **Quorum:** A majority of the members appointed to the committee shall constitute a quorum for the transaction of business. In the absence of a quorum, the chair may assign fewer members to receive public testimony.
2. **Rules Amendments:** Committee rules may be amended by 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 Chief Clerk of the House.
3. **Meeting Agendas:** The chair shall call committee meetings, set agendas and cause notice of the time and place of the 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. All meetings shall be open to the public. Testimony shall be taken at a hearing but need not be taken at a work session. The chair may set a time limit on public testimony for the purpose of accommodating the greatest number of witnesses. Upon the request of two members, a roll call vote shall be taken and recorded on any question.
4. **Carry-Over Items:** 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 House Rule 8.15.
 - (b) The measure must be carried over for the same type of meeting or less.
 - (c) The chair announces in committee his/her intent to schedule the measure for the next meeting.
 - (d) A revised agenda listing the measures that originally received the notice required shall be posted as soon as possible following adjournment of the committee meeting.
5. **Subcommittees:** The Speaker may designate subcommittees as deemed necessary and shall appoint the chair and the membership of each subcommittee. At the chair's discretion, measures may be either assigned to a subcommittee or retained in full committee for action. The Chair, at any time, may remove a measure from a subcommittee and assign it to another subcommittee or the full committee. The chair shall be an ex-officio voting member of all subcommittees. Any member of the

full committee may attend and participate in any hearing or work session of a subcommittee to which he or she is not assigned. Such attendance shall not be considered in determining the presence of a quorum, and such participation shall not include voting on any issue before the subcommittee

6. **Votes on Motions:** The affirmative vote of a majority of the members of the committee is required to:
 - (a) Cause a measure to be introduced as sponsored by the committee;
 - (b) Table a measure;
 - (c) Remove a measure from the table;
 - (d) Amend a measure;
 - (e) Send a measure to the floor of the House; or,
 - (f) Approve recommendations.
7. **Petition:** The Chair shall schedule a hearing or work session on a measure in possession of the committee upon receipt of a written request signed by a majority of committee members. The request must be filed with the Chair, the Speaker and the Chief Clerk. The hearing or work session shall be held only after notice as required by Rule 8.15 (5) but shall be held within five business days after the date of the request.
8. **Seconds on Motions:** A motion does not require a second.
9. **Meeting Minutes:** All meetings of House committees shall be recorded and the minutes transcribed. Minutes shall be available to the public within a reasonable time after the meeting and shall contain at least the following information:
 - (a) Members present, excused or absent;
 - (b) All motions and their disposition;
 - (c) Results of all votes; and
 - (d) References to the recording log, sufficient to serve as an index to the original sound recording.
10. **Attribution of Sponsorship Requests:** 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...” Proposed amendments to all measures shall bear the appropriate attribution pursuant to House Rule 8.23
11. **Minority Report Deadlines:** The notice of intent to file a minority report may only be applied to a measure reported out of committee. The minority report shall be subscribed to by at least two committee members who are present and vote in opposition to the committee report. They shall notify the chair and committee staff no later than two hours after adjournment of the committee meeting during which such final action was taken. Any members giving such notice shall have until 5:00 p.m. of the second following business day after giving notice to deliver the minority

report, including a Legislative Counsel draft, to the committee staff. Minority reports shall be filed at The Desk on the same day the committee report is filed. No member shall sign onto more than one minority report on the same measure.

12. **Germaneness:** The minority report is subject to the requirements of House Rule 5.35.
13. **Minority Report Topics:** Issues contained within a minority report must have been submitted as proposed Legislative Counsel amendments and distributed to the committee for possible consideration. If a work session occurs within 24 hours of the first public hearing, the issues contained within the minority report must have come under discussion of the measure in the committee filing the committee report.
14. **Amendment Notice Requirement:** Except by a suspension of the rules by the affirmative vote of a two-thirds majority of the members of the committee, a committee may take action on amendments to a measure only after the full text of the amendments has been made publicly available online for at least one hour.
15. **Impact Statements:** 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 Revenue and/or Ways and Means.
16. **Conflict of Interest:** When involved in an actual or potential conflict of interest, as defined by ORS 244.020, a member shall announce in the committee meeting the nature of the actual or potential conflict prior to voting on the issue giving rise to the conflict. The member shall file in writing a statement of the nature of the actual or potential conflict with the committee assistant by 5:00 p.m. the next business day following the vote on the measure. The statement shall be limited to the substance of the oral explanation given in committee. The member's announcement of an actual or potential conflict of interest shall be recorded in the committee minutes.

Adopted: _____