



SENATE COMMITTEE ON WORKFORCE

COMMITTEE RULES

2019 SESSION

80th Legislative Assembly

The committee will operate in accordance with the Oregon Constitution; Senate Rules; custom, usage and precedents; 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 testimony.
2. **Meetings.** The chair shall call meetings, set agendas and cause notice of the time and place of the meeting. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken. Meetings shall be open to the public. Meetings shall be recessed or adjourned either by the chair or by an affirmative vote of a majority of those members present. The chair may allow members of the public to testify by telephone or other electronic means.
3. **Recording.** A recording log of all meetings of the committee shall be produced to reference the recording of each meeting. Meetings will be video recorded when practicable. 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; and
 - e. any announcements of conflicts of interest
4. **Committee Action.** 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; or
 - f. Approve recommendations.
5. **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 SR 8.15 or 8.16.
 - b. The measure must be carried over for the same type of meeting or that portion which was left unfinished at the time of adjournment.
 - c. The chair announces in committee their 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.

- e. 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.
6. **Subcommittees.** 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.
7. **Petition.** 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 notice as required by SR 8.15 (1) or SR 8.16, if applicable, but shall be held within a reasonable time.
8. **Motions.** A motion does not require a second.
9. **Field trips.** A written summary of the committee's activities may be prepared in lieu of a recording of a meeting when the committee conducts a tour, inspection, or other similar activity outside the Capitol; provided, however, that a recording of the meeting and recording log must be made if any public hearing or work session is held.
10. **Attribution.** 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 . . ."
11. **Minority Reports Deadlines Long Session.** For minority reports during the Long Session when SR 8.16 has not been invoked:
 - a. At least one dissenting committee member wishing to file a minority report must notify the chair or committee analyst 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.

- 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.
- 12. **Minority Reports Deadlines Short Session.** 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. At least one dissenting committee member wishing to file a minority report must notify the chair or committee analyst 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.
- 13. **Minority Reports.** 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. At least two members must sign on to a minority report. No member shall sign on a minority report unless the member dissented when the final action on the measure was taken.
- 14. **Amendments Deadline.** Proposed amendments, by other than members of the Legislative Assembly, must be submitted in writing to the committee staff at least 24 hours prior to the work session at which they are to be considered or at least one hour prior to the work session when SR8.16 has been invoked. The chair may waive the requirement of this rule.
- 15. **Amendment Action.** Except by a suspension of the rules, a 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.
- 16. **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 Finance and Revenue and/or Ways and Means.
- 17. **Clerical Errors.** 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."
- 18. **Rules Amendments.** 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.

Adopted: 1-22-2019