



**Joint Committee on Capitol Culture**  
**2019 Session**  
80<sup>th</sup> Legislative Assembly

The committee shall operate in accordance with the Oregon Constitution; House and Senate Rules; custom, usage and precedents; Mason's Manual of Legislative Procedure; and applicable statutory provisions.

**Officers**

1. The officers of the Joint Committee shall include a co-chair and co-vice chair from each chamber appointed by the appointing authority.

**Quorum**

2. A majority of the members appointed to the committee from the House of Representatives and a majority of the members appointed to the committee from the Senate shall constitute a quorum for the transaction of business. In the absence of a quorum, a co-chair may assign one or more members to receive testimony.

**Meetings**

3. The co-chairs shall call meetings, set agendas and cause notice of the time and place of committee meetings in accordance with House and Senate Rules. In the event of a conflict, the more generous public notice provisions apply. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken. Meetings shall be open to the public.

**Recording**

4. Meetings of the committee shall be recorded. The audio records shall be indexed and shall be submitted to the Oregon Archivist in accordance with Oregon law.

**Committee Action**

5. The affirmative vote of a majority of the appointed members of each chamber of the Joint Committee is required to:
  - a. Cause a measure to be introduced by the committee.
  - b. Table a measure.
  - c. Remove a measure from the table.
  - d. Amend a measure.
  - e. Report a measure to the floor of either chamber.
  - f. Approve recommendations.

**Carry-Over Agendas**

6. 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 and Senate rules.
  - b. The measure must be carried over for the same type of meeting or that portion that was left unfinished upon adjournment.
  - c. A co-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 House and Senate rules 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 House and Senate rules.

#### **Measure Introduction**

- 7. 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 [the person or organization].”

#### **Off-Site Meetings**

- 8. Any committee meeting held outside the Capitol shall adhere to the same notice provisions as a regular meeting. Recordings shall be made in the same manner as a regular meeting unless the use of recording equipment is not practicable. At a minimum, written minutes must be kept noting attendance and any subject matter discussed. A recording of the meeting and recording log must be made if any work session is held. Meetings shall be open to the public.

#### **Field Trips**

- 9. 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.

#### **Amending the Rules**

- 10. Committee rules may be amended by the affirmative vote of the majority of the House members of the committee and an affirmative vote of the majority of the Senate members of the committee, but at least one day’s notice shall be provided to each committee member and the Chief Clerk of the House and the Secretary of the Senate.

#### **Suspending the Rules**

- 11. These rules may be suspended temporarily by the affirmative vote of two-thirds (2/3) of the members from the House and two-thirds (2/3) of the members from the Senate.

ADOPTED: January 23, 2019