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## **SENATE COMMITTEE ON INSURANCE**

### **2019-2020 RULES**

1. The Chair shall preside at meetings when present, except when the committee is considering a bill of which he is the sole or lead author. Whenever the Chair is not presiding, the Vice Chair shall assume the duties of the Chair. In the absence of both, a member designated by the Chair shall preside.
2. The committee shall meet in regular session on the day and hour designated by the Senate Committee on Rules. Upon approval by the Committee on Rules, special meetings may be called at any time by the Chair by giving reasonable notice to all members of the committee and specifying the matters to be considered at the meeting. The notice provisions of Joint Rule 62 (a) apply. No matters shall be considered at a special meeting other than those specified in the notice.
3. A majority of the committee membership shall constitute a quorum. A majority "aye" vote of the committee membership is required to adopt amendments to a bill in committee. As used in these rules, "committee membership" shall mean the full membership of thirteen members of the committee.
4. No action shall be taken on any bill outside of a duly constituted committee meeting.
5.
  - a) A bill may be set for hearing in the committee only three times. A bill is "set" whenever notice of the hearing has been published in the Daily File for one or more days. If a bill is set for hearing and the committee, on its own initiation and not the author's, postpones the hearing on the bill or adjourns the hearing while testimony is being taken, such hearing shall not be counted as one of the three times a bill may be set. If the hearing notice in the File specifically indicates that "testimony only" will be taken, such hearing shall not be counted as one of the three times a bill may be set.
  - b) Any bill which has been set for hearing in the Daily File for three (3) consecutive meetings shall be returned to the Secretary of the Senate pursuant to Joint Rule 62 (a), if

the author or an authorized representative has not appeared to present the bill during these three meetings.

6. Author's amendments must be submitted in Legislative Counsel form no later **than noon on Monday of the week preceding the scheduled hearing date** so that the amendments can be in print and analyzed prior to the hearing. Amendments should be submitted to the committee as a signed original with nine copies. Two copies of the amendments in context as provided by Legislative Counsel shall also be provided.
7. The committee worksheet should be returned as soon as possible but no later **than noon on the Monday of the week preceding the scheduled hearing date**.
8. Letters in support or opposition must be received by the committee no later **than 5:00 p.m. on the Wednesday of the week preceding the scheduled hearing date** to be included in the text of the analysis. Letters received after that date but before **noon on Friday** will only be listed at the end of the analysis as registered support or opposition. Letters received after the deadline may be put on a support/opposition addendum.
9.
  - a) Meetings shall be open to the public unless otherwise provided for by Government Code Section 9027 and Article IV, Sections 7(c)(1) of the California Constitution.
  - b) Representatives of the press shall be permitted to transcribe record and photograph the proceedings for news purposes. Supplementary lighting may be used only when existing lighting is deemed inadequate and with permission of the Chair.
  - c) The Chair may request any person to relocate or remove any object, or discontinue the use of any equipment, which is situated or used in such a manner as to disrupt the proceedings or obstruct the view of members of the committee or the public.
10. At the discretion of the Chair, the committee may open a meeting as a subcommittee. A subcommittee shall consist of two or more members of the committee and must include at least one Democratic and one Republican member. Once a meeting has been opened, the members may continue to present bills, take testimony and vote as a subcommittee.

With approval of Senate Rules Committee, the Chair may appoint, from the members of the committee, subcommittees of one or more members to consider and recommend to the full committee action on any matters which may be assigned to the subcommittee for reconsideration from time to time by the Chair. The Chair may assign and reassign members of, and matters to, the various subcommittees. The recommendation of a subcommittee may be accepted by the affirmative vote of seven members of the committee.
11. The Chair may, or at the request of any member or author of a bill shall, order a call of the committee. When a bill is on call, no member will be permitted to cast a vote until the call is lifted. No votes will be added to or removed from any roll call after the committee has been officially adjourned. If the committee adjourns while operating under a call, the call shall be dispensed with and any pending vote announced.

12. Further consideration of a bill which has been voted out of the committee, held in committee, or defeated shall be by reconsideration only, as follows:
  - a) A motion to reconsider a vote by which a bill is voted out shall be in order and shall be voted upon at the same meeting. If the motion is carried by the affirmative vote of a majority of the committee membership, the bill may be considered at that meeting, if the author is present, or at a subsequent meeting.
  - b) After a committee has voted on a bill, reconsideration may be granted only one time. Reconsideration may be granted within 15 legislative days or prior to the interim study joint recess, whichever first occurs. A vote on reconsideration cannot be taken without the same notice required to set a bill unless such vote is taken at the same meeting at which the vote to be reconsidered was taken and the author is present.
  - c) Any bill which has been granted reconsideration pursuant to this rule shall not be heard again until a subsequent meeting of the committee after being calendered in the Daily File and notice being given in the same manner as that required for its initial hearing. This requirement shall not apply to a bill which has been voted out of committee, granted reconsideration, and considered at the same meeting pursuant to subdivision (a) of this rule.
13. In order to expedite the committee hearing agenda, the Chair may order a consent calendar of non-controversial bills that have no reported opposition. The proposed consent calendar will be made available to the committee members prior to hearing denoted as "Proposed Consent" and a bill will be pulled from this calendar at the request of any member. The committee will notify the author of the need to present the bill and the member who pulled the bill from the calendar. A vote will be taken on the consent calendar and the committee Secretary will report the action of the committee on each bill with a recommendation of "do pass," or "do pass as amended" or "do pass, but first be referred to another policy or fiscal committee."
14. When appropriate, the Chair may impose a time limit for witness testimony and limit the number of witnesses speaking for or against a bill. This limit will apply equally to both proponents and opponents.
15. Bills will be heard in the following order: bills by non-committee members in order of Sign-in, bills by Senate Insurance Committee members, and bills presented by staff. The Chair may also set a special time for a bill to be heard, i.e., a Special Order of Business.
16. If an author is unable to present a bill, another member of the Legislature or a member of the author's staff, with a signed letter from the author, may present the bill for the author.
17. In all cases not provided for by these rules, the Rules of the Senate, the Joint Rules, the California Constitution, or statute, the authority shall be Mason's Manual.