

SENATE EDUCATION COMMITTEE  
**2017-18 RULES**  
COMMITTEE MANAGEMENT

1) **SETTING BILLS**

The Committee Assistant shall set bills as they are referred to the Committee, at the Committee's discretion. The Committee Assistant may not contact the author's office prior to setting bills.

2) **BACKGROUND MATERIALS**

The Committee Assistant shall forward to the author's office the Committee Background Sheet upon referral of a bill to the Committee. Copies of the completed committee background sheet and other background information **must be delivered immediately upon referral of your bill to this Committee.** **One copy** to the Senate Education Committee, Room 2083; **and one copy** to the Senate Minority Consultants, 1020 N Street, Room 234.

- a. A bill that is set for hearing cannot be analyzed until the background sheet is completed and received by committee staff. Failure to submit background sheet may result in the bill being pulled from the scheduled hearing.
- b. An updated background sheet must be submitted with any substantive amendments.

3) **AMENDMENTS, Submission to Committee**

- a. If you plan any **amendments** to this bill prior to hearing, notify Committee Staff at 651-4105 (Room 2083) and Senate Minority staff at 651-1501 (LOB Room 234) **immediately.**
- b. Do not wait for the Legislative Counsel draft before notifying Committee Staff; Staff should be provided with a copy of the amendments that were submitted to Legislative Counsel. Draft language will be reviewed but Committee Staff will only analyze amendments that are in Legislative Counsel form.
- c. Author's amendments must be submitted to the Committee in Legislative Counsel form no later than **noon the Monday one week prior to the hearing date** for the bill, so that the amendments can be in print and analyzed prior to the hearing. Submit the original with the signature of the author plus 10 copies (only the original needs a signature).
- d. **An updated background sheet must be submitted with any substantive amendments.**
- e. A separate copy of the amendments must be submitted to the Senate Minority Consultants.

4) **AMENDMENTS, Committee Process**

- a. If the author presents substantive amendments in committee **the bill may be put over** and the author will bear the responsibility of obtaining any necessary rule waivers.
- b. Author's amendments that have the effect of circumventing the action of any committee will not be accepted by this Committee until the author consults with and receives permission from the appropriate committee chair. At the discretion of the Committee, the

Senate Rules Committee will be notified about any bill that circumvents the action of another committee.

- c. If significant amendments are made in committee, the chair may put the bill over to allow the public and staff sufficient opportunity to analyze the amended bill. If the amendments are controversial or significantly change intent or policy, the author should expect the bill to be put over.

## 5) **LETTERS IN SUPPORT OR OPPOSITION**

- a. Letters in support or opposition must be received no later than **noon on the Friday before the hearing**. Letters from organizations must be on letterhead, and include a signature-in order to be listed in the committee analysis. Electronic copies of letters are acceptable if they are on letterhead with a signature. Letters of conditional support or opposition (support if amended) will not be listed on analyses.
- b. Policy committees are responsible for analyses of bills that reach Third Reading. Floor analyses reflect verified support and opposition. It is the responsibility of the author's office to provide updated letters to this committee prior to bills reaching Third Reading. Floor analyses may indicate if support and opposition cannot be verified. Committee staff will assume that positions are unchanged even if a bill has been amended, unless the Committee receives an updated letter stating the position has changed.
- c. Copies of letters must be submitted to the Senate Minority Consultants.

## 6) **COMMITTEE OPERATIONS**

- a. Bills will be heard in file order. Bills of Senators other than Education Committee members will be heard first, followed in this order: bills of Assembly members, bills of Senate Education Committee members, and bills being presented by staff or another legislator. Pursuant to Senate Rule 21.5(h), a bill may be presented by the author's representative who is authorized in writing. Lobbyists and advocates cannot present bills on behalf of authors.
- b. When practicable, it is the intent of the Committee to group bills in the same subject area for hearing on the same day. Authors may present their bill(s) that are a part of the subject matter grouping, and then return to the Committee hearing to take up their other bills on file that day. This allows the Committee to focus on all proposals relative to a given subject matter at the same time.
- c. The Committee, to the greatest extent possible, will not approve more than one bill on the same subject, except for second house bills or if the originally passed bill has either died or been substantially amended.
- d. Any bill, which fails by a majority of the Committee voting "no", is not eligible to be reconsidered until the author has presented the Chair with substantial amendments to the bill.
- e. Pursuant to Joint Rule 62(a), reconsideration may be granted only one time. A vote on reconsideration may not be taken without the same notice required to set a bill unless that vote is taken at the same meeting at which the vote to be reconsidered was taken, and the author is present. It is the responsibility of the author to request that a bill that has failed and had reconsideration granted be set for hearing; such scheduling will not be automatic.
- f. Upon referral by the Senate Rules Committee, bills will be set for hearing by the Committee.

- g. The Chair may appoint, with the permission of the Committee on Rules, subcommittees of one or more members to consider and recommend to the full Committee action on matters as may be assigned to the subcommittee for consideration from time to time by the Chair. The Chair may assign and reassign members of, and matters to, the various subcommittees.
- h. In all cases not provided for by this rule, the Senate Rules Committee, or the Joint Rules of the Senate and Assembly, or statute, the authority shall be the latest edition of Mason's Manual.