

SENATE HUMAN SERVICES COMMITTEE

RULES

2020-21 LEGISLATIVE SESSION

1. COMMITTEE HEARINGS

The committee, which is comprised of five (5) members, shall meet in regular session upon the 1st, 3rd and 5th Tuesday of each month at 1:30 p.m. in Room 4203 of the state Capitol, unless otherwise requested by the Chair and approved by the Committee on Rules.

2. QUORUM

- a. A majority of the committee membership (three members) shall constitute a quorum.
- b. The Chair shall preside at meetings when present except when the Committee is considering a bill of which he/she is the 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.
- c. Lacking a majority and at the discretion of the Chair, the Committee may convene a hearing as a Subcommittee of one or more members to consider bills, take testimony and make recommendations as a Subcommittee. The recommendation of the Subcommittee may be accepted by the affirmative vote of a majority of the members of the full Committee.

3. SETTING BILLS

- a. Setting of Bills: Pursuant to the Chair's authority, Committee staff shall be responsible for preparing Committee hearing agendas. Bills referred to the Committee shall be set for hearing as soon as practicable and in a manner that enables the Committee to meet its workload and schedule. Bills relating to the same subject matter may be set for hearing on the same day, as deemed appropriate by the Chair.
- b. Restriction on the Setting of Bills: A bill is "set" for the purposes of this subsection whenever notice of the hearing has been published in the Senate Daily File for one or more days. A bill shall be set for hearing in the Committee no more than three times.

An Author's Set: The initial setting of a bill is an author's set. If a bill is withdrawn at the request of the author from the hearing in which it was set, or is not heard to permit the preparation of amendments or to comply with any other Committee rules, and re-set for hearing, the subsequent set shall be deemed an author's set. Similarly, an author's set includes any time a bill is set for hearing and pulled due to the lack of background information received, amendments not submitted in a timely fashion or an author's lack of appearance at a hearing in which the bill is scheduled to be heard.

A Committee Set: If a bill is set for hearing and the Committee postpones the hearing of the bill on its sole initiative, or adjourns the hearing while testimony is being taken, such an action shall be considered a Committee set, and will not be counted as one of the three times a bill may be set.

- c. Special Order of Business: The Committee may set any bill for a special order of business so that the bill may be heard at a time certain, or as the Chairperson deems appropriate.

4. BACKGROUND INFORMATION REQUEST

- a. When a bill is referred to the Committee, the Committee Assistant shall forward to the author's office a background information request to aid in the preparation of the Committee analysis of the bill.
- b. The author's office shall electronically transmit the completed background information and any supporting background materials to the Committee Consultant, Committee Assistant and Senate Minority Consultant no later than three working days after the information is requested. Failure to submit the required background information may result in the bill not being set for hearing or being pulled from the scheduled hearing.
- c. Additional background materials and documentation submitted electronically shall be provided by the author to the Committee Consultant and the Minority Consultant. Any materials not available electronically must be submitted to both the Committee Consultant and to the Minority Consultant in hard copy.
- d. Support and opposition letters must be submitted as provided in Section 7.

- e. The completed background information request shall contain the names of any person in the author's office who may be contacted regarding the bill and any sponsor(s) who may be contacted regarding the bill; the author's statement of the purpose of the bill, including the problem or deficiency in existing law which the bill seeks to remedy; any studies, reports, statistics and facts which support the conclusion that there is a problem and that the proposed legislation will properly address that problem; and a complete list of known support and opposition.
- f. If documentation has not been received to the satisfaction of the Committee, the Committee may reset the bill for a subsequent hearing and such a set shall be deemed an author's set.

5. AMENDMENTS

- a. If an author plans to amend a bill prior to hearing, the author's staff must notify Committee staff and Senate Minority Consultant and provide a copy of draft language that was submitted to Legislative Counsel. Draft language may be reviewed by Committee staff, but staff will not analyze amendments that are not in the format provided by Legislative Counsel.
- b. Author's amendments shall be submitted to the Committee and the Senate Minority Consultant in the format provided by Legislative Counsel, including the signed RN and the in context amendments, , no later than noon seven calendar days prior to the hearing at which the bill has been set. Consistent with Senate Desk COVID-19 protocols, author's amendments may be submitted via email. The subject line of the email should read: Electronic Amendments for SB ### (Author Name) - RN ##. The email must include the following:
 - One PDF of the RN from Legislative Counsel that includes the digest, page and line instructions and the in-context amendments.
 - One signed secure PDF from counsel (page and line instruction only - not the digest or the amendments in-context). Author's signature should appear in the upper right hand corner of the PDF. If a signed PDF is unavailable, an electronic copy of the member's signature must be included in the email.
- c. In the event that the Senate Desk no longer accepts author's amendments via email, Hard copies of author's amendments shall be submitted to the Committee (the original, signed by the author, plus eight copies). The author also shall submit one copy of amendments in-context. The Chair reserves the right to reset for a subsequent hearing any bill for which amendments are submitted after the deadline in (b), and such a set shall be deemed an author's set.
- d. If an author offers substantive amendments to a bill less than seven calendar days prior to the Committee hearing for which the bill is set, or during the hearing, the hearing of the bill may, at the discretion of the Chair, be postponed in order to place the amendments in print and permit appropriate analysis by Committee staff. Such a set shall be deemed an author's set.

6. COMMITTEE ANALYSES

- a. Committee staff analyses of bills scheduled for hearing before this Committee shall be made available to the public no later than one working day prior to the committee hearing date, except in cases where it is not feasible, including due to holidays or extraordinary workload. For special hearings, the analyses shall be made available to the public at the time of the hearing and prior to any testimony being taken on the bill.
- b. A copy of an analysis shall be sent to the bill's author and a draft "pre-hearing" packet containing each analysis shall be delivered to members of the Committee and the Minority Consultant prior to its general distribution to the public. Bill analysis may be provided electronically or in hard copy.

7. LETTERS IN SUPPORT OR OPPOSITION

- a. Support and opposition letters must be received by the Committee no later than noon six days prior to the scheduled hearing on the bill in question.
- b. Electronic copies of support and opposition letters must be submitted electronically via the Advocacy Portal at <https://calegislation.lc.ca.gov/Advocates/>. Hard copies of letters may be delivered to the Committee Office and to the Senate Minority Consultant, but use of the Advocacy Portal is strongly encouraged.
- c. Only letters that clearly indicate "Support" or "Oppose" to the current version of the bill will be noted in the Committee analysis. Letters identified as "Oppose Unless Amended," or "Support if Amended," will not be noted in the Committee's analysis.
- d. Letters from organizations must be on letterhead, include a signature and a reference to the bill in order to be listed in the committee analysis. If the bill is substantially amended, a new letter is required. Single letters from multiple organizations must include letterhead insignia from each organization to be included, as well as signatures from each organization. These letters may be noted as a single letter in the bill analysis.
- e. Letters from individuals must include the writer's full name and residential address, including zip code.
- f. Policy committees are responsible for the 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, consistent with committee rules in this section. If updated letters are not provided, support and opposition cannot be verified and therefore will not be listed on the floor analysis.

8. COMMITTEE AGENDA

- a. Bills set for hearing shall be heard in file order, except as the Chair otherwise deems appropriate. The Chair may permit an author to present all of his or her bills at one time, or may take an author out of order out of courtesy or special circumstances.
- b. If an author is not present when his or her bill(s) is scheduled to be heard, the bill(s) will be heard upon the author's appearance at the hearing at the earliest feasible opportunity, and in accordance with the agenda.
- c. If an author does not present his or her bill at the hearing at which it is set, the bill will be passed on file and re-setting it will be considered an author's set, unless the Chair otherwise deems appropriate.
- d. A bill may not be considered in the absence of the author without his or her consent. However, a bill may be presented by the author's representative who is authorized in writing. The Chair reserves the right to have the author, and not a representative, present his/her bill.
- e. Committee members' bills shall be listed in numerical order. Committee members, however, shall take up their bills after other authors or at the discretion of the Chair, such as when no other authors are present.

9. CONSENT CALENDAR

- a. Bills without written opposition may be placed on a proposed consent calendar. All items remaining on the consent calendar shall be voted on by the Committee without testimony, unless the Chair deems otherwise. The Committee staff, in consultation with the Minority Consultant, may prepare a proposed consent calendar.
- b. The Chair may take up the consent calendar at any convenient opportunity during the Committee hearing. Authors of bills placed on the consent calendar need not be present when the consent calendar is taken up.
- c. Any member of the Committee may pull a bill off the consent calendar before the consent calendar is taken up for a vote. If a bill is removed from the consent calendar, the Chair shall direct the Sergeant-at-Arms to call the author's office and notify the author of the need to present the bill before the Committee. If the Chair deems it necessary, the bill may be taken up at the next scheduled committee hearing.
- d. A bill may be amended while on consent provided the amendments are noncontroversial and have been approved by the Chair.

10. TESTIMONY AT HEARINGS

- a. The Chair may, in consultation with the Vice Chair, limit duplicative testimony, limit the number of witnesses appearing on behalf of or in opposition to a bill, and limit the time allotted

to authors and witnesses testifying on behalf of or in opposition to a bill. If the Chair imposes limitations, the Chair shall announce them at the beginning of the hearing.

- b. Written Testimony: The Chair may require any author wishing to present written testimony on any bill before the Committee to deliver the testimony in written form to the Committee at least one working day prior to the hearing.

11. RECONSIDERATION

- a. If a bill is defeated by the Committee, reconsideration of the bill may be granted one time.
- b. A request for reconsideration shall be made by the author at the hearing in which the bill was defeated, or within 15 legislative days of the bill's defeat or prior to the interim joint recess, whichever occurs first. Any request for reconsideration not made at the hearing in which the bill was defeated shall be submitted by the author to the Committee in writing.
- c. Following a proper request for reconsideration, the Committee may grant reconsideration of a bill by a majority, recorded roll call vote or unanimous consent. The Committee may grant reconsideration pursuant to Joint Rule 62. If a request for reconsideration fails, the bill shall be immediately returned to the Secretary of the Senate.

12. COMMITTEE BILLS AND OMNIBUS BILLS

The Committee may introduce a bill germane to any subject within the proper consideration of such committee in the same manner as any member. A Committee bill shall contain the signatures of all members of the committee.

13. MISCELLANEOUS PROCEDURAL RULES

- a. Any Committee member may appeal a decision or ruling of the Chair on a point of order. Such appeals shall be decided by a majority of those members present and voting. A majority of those members present and voting or a tie vote sustains the decision or ruling of the Chair.
- b. A vacancy on the Committee does not reduce the quorum requirement or the number of votes required to take action on a bill.
- c. Committee rules may be changed by a majority vote of the Committee, as long as they do not suspend a standing rule of the Senate.

14. COMMITTEE RECORDS

The Committee Assistant is the custodian of the Committee's legislative records. Pursuant to Section 9080 of the Government Code, the Committee Assistant shall preserve the Committee's current

legislative records and may store the Committee's past legislative records with the State Archives. The Committee records that are in the possession of the Committee Assistant are open to inspection and reproduction by the public in the Committee office during normal working hours of 9 a.m. to 5 p.m., Monday through Friday. Records held in the State Archives are open to inspection and reproduction pursuant to the procedures established by the Secretary of State.

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