



## Model Committee Rules

### HOUSE COMMITTEE ON HIGHER EDUCATION

Seventy-Sixth Legislative Assembly

2012 Regular Session

The committee will operate in accordance with the Oregon Constitution, House Rules, Mason's Manual of Legislative Procedure and applicable statutory provisions.

1. Committee rules may be amended by affirmative vote of the majority of the committee, but at least one day's notice shall be given in writing to each committee member.
2. A quorum shall be comprised of a majority of the members appointed to the committee. In the absence of a quorum, the co-chairs may assign fewer members to receive public testimony. A quorum for such hearings shall be one member.
3. The co-chairs shall call committee meetings, set agendas and cause notice of the time and place of committee meetings.
4. The Co-Speakers may designate subcommittees as deemed necessary and shall appoint the co-chairs and the membership of each subcommittee. At the co-chairs' discretion, measures may be either assigned to a subcommittee or retained in full committee for action. The co-chairs at any time may remove a measure from a subcommittee and assign it to another subcommittee or the full committee.
5. The co-chairs shall be ex-officio voting members of all subcommittees.
6. Notice of any full committee or subcommittee meeting shall specify whether the committee or subcommittee will conduct a hearing, work session, or both. Testimony shall be taken at a hearing but need not be taken at a work session.
7. 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 scheduled with appropriate notice as defined in House Rule 8.15.
  - (b) The measure must be carried over for the same type of meeting.
  - (c) A co-chair announces in committee the intent of both co-chairs to schedule the measure at the next meeting.
  - (d) A revised agenda listing the measure that originally received the appropriate notice shall be posted as soon as possible following adjournment of the committee meeting.
8. 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 subsection 7 of these rules.
9. All committee and subcommittee meetings shall be open to the public and press.
  10. The presiding chair may set a time limit on public testimony for the purpose of accommodating the greatest number of witnesses.
  11. Any member of the full committee may attend and participate in any hearing or work session of a subcommittee to which he or she is not assigned. Such attendance shall not be considered in determining the presence of a quorum, and such participation shall not include voting on any issue before the subcommittee.
  12. The affirmative vote of a majority of the appointed members is required:
    - a. To table a measure.
    - b. To remove a measure from the table.
    - c. To amend a measure.
    - d. To send a measure to the floor of the House.
    - e. To approve recommendations.
  13. A motion in committee does not require a second.
  14. Upon the request of two members, a roll call vote shall be taken and recorded on any question.
  15. The notice of intent to file a minority report may only be applied to a measure reported out of committee. The minority report shall be subscribed to by at least two committee members who are present and vote in opposition to the committee report. They shall notify the co-chairs or committee staff by 5:00 p.m. of the business day on which final action on the measure was taken or before adjournment of the committee meeting during which such final action was taken if adjournment is later than 5:00 p.m. Any members giving such notice shall have until 5 p.m. the next business day after the notice was given, to deliver the minority report, including any amendments to the committee staff. Minority reports shall be filed at the desk on the same day the committee report is filed. No member shall sign onto more than one minority report on the same measure.
  16. The minority report is subject to the requirements of House Rule 5.35.
    - (a) Issues contained within a minority report must have been submitted as proposed LC amendments and distributed to the committee for possible consideration.

- (b) If a work session occurs within 24 hours of the first public hearing in the House subsection (a) will not apply but the issues contained within the minority report must have come under discussion in the committee filing the committee report.
17. Proposed amendments by other than members of the Legislative Assembly must be submitted in writing to committee staff at least 48 hours prior to the work session at which they are to be considered.
18. 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 Revenue and/or Ways and Means.
19. Any correction of clerical errors on amendments need not be approved by a majority of members but shall be signed for by the committee co-chairs. The corrected amendments must bear the written caption "corrected."

Adopted: February 1, 2012