MEMORANDUM

Legislative Fiscal Office
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To: Ways and Means Subcommittee on Transportation and Economic Development
From: Michelle Deister, Legislative Fiscal Office
Date: January 17, 2019
Subject: Orientation and Background Information

Subcommittee Members should please note the following:

1. Please Notify LFO at 986-1828 if you are unable to attend a meeting.

2. A copy of the Joint Committee on Ways and Means rules is attached to this memo. These rules state that:

   a. The Subcommittee must report all budget bills assigned to it back to the Full Committee. The Co-Chairs of the Full Committee may remove any bill from the Subcommittee at any time.
   b. No minority reports are allowed.
   c. A quorum of the subcommittee requires a majority of appointed Senate members (at least two) and a majority of appointed House members (at least three).
      - A quorum is required to call the Subcommittee to order, and to take action on a bill (vote).
   d. Reporting a bill or another action to the Full/Joint Committee requires the approval of at least a majority of appointed Senate members and a majority of appointed House members.
   e. The Co-Chairs of the Full Committee may participate in subcommittee meetings and may vote when in attendance.
   f. Budget notes may only clarify or expand upon administrative requirements which are directly related to the execution of budgets during the fiscal period covered.
   g. Typically, The Co-Chairs of the Full Committee will not reassign a bill to the Subcommittee after it passes the first chamber.

3. LFO will make tentative weekly or bi-weekly schedules available to members each Thursday. We will also provide a daily agenda at each meeting.

4. LFO will distribute agency presentation materials, and other items to be reviewed by the Subcommittee, to members through the Oregon Legislative Information System (OLIS) several days before an agency's budget is first scheduled for a public hearing.