



## HOUSE COMMITTEE ON CONDUCT

### Committee Rules

2020 Session

80th Legislative Assembly

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

1. **Quorum:** A majority of the members appointed to the committee shall constitute a quorum for the transaction of business. In the absence of a quorum, the co-chairs may assign fewer members to receive public testimony.
2. **Rules Amendments:** 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 and the Chief Clerk of the House.
3. **Meeting Agendas:** The co-chairs shall call committee meetings, set agendas and cause notice of the time and place of the meetings. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken and whether a work session will be held. All meetings shall be open to the public. Testimony shall be taken at a hearing but need not be taken at a work session. The presiding chair may set a time limit on public testimony for the purpose of accommodating the greatest number of witnesses. Upon the request of two members, a roll call vote shall be taken and recorded on any question.
4. **Carry-Over Items:** 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 initially scheduled within the time required under House Rule 8.15.
  - (b) The measure must be carried over for the same type of meeting or that portion which was left unfinished upon adjournment.
  - (c) A co-chair announces in committee the intent of both co-chairs to schedule the measure for the next meeting.
  - (d) A revised agenda listing the measures that originally received the notice required shall be posted as soon as possible following adjournment of the committee meeting.
5. **Subcommittees:** The Speaker 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. The co-chairs shall be ex-officio voting members of all subcommittees. 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.

6. **Votes on Motions:** The affirmative vote of a majority of the members of the committee is required to:
  - (a) Cause a measure to be introduced as sponsored by the committee;
  - (b) Table a measure;
  - (c) Remove a measure from the table;
  - (d) Amend a measure;
  - (e) Send a measure to the floor of the House; or,
  - (f) Approve recommendations.
7. **Petition:** The co-chairs shall schedule a hearing or work session on a measure in possession of the committee upon receipt of a written request signed by a majority of committee members. The request must be filed with the co-chairs, the Speaker and the Chief Clerk. The hearing or work session shall be held only after notice as required by Rule 8.15 (5) but shall be held within five business days after the date of the request.
8. **Seconds on Motions:** A motion does not require a second.
9. **Meeting Minutes:** All meetings of House committees shall be recorded and the minutes transcribed. Minutes shall be available to the public within a reasonable time after the meeting and shall contain at least the following information:
  - (a) Members present, excused or absent;
  - (b) All motions and their disposition;
  - (c) Results of all votes; and
  - (d) References to the recording log, sufficient to serve as an index to the original sound recording.
10. **Attribution of Sponsorship Requests:** Measures introduced by the committee shall bear the appropriate attribution pursuant to House Rule 12.10. Proposed amendments to all measures shall bear the appropriate attribution pursuant to House Rule 8.23.
11. **Amendment Notice Requirement:** Except by a suspension of the rules by the affirmative vote of a two-thirds majority of the members of the committee, a committee may take action on amendments to a measure only after the full text of the amendments has been made publicly available online for at least one hour.
12. **Impact Statements:** 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.

13. **Conflict of Interest:** When involved in an actual or potential conflict of interest, as defined by ORS 244.020, a member shall announce in the committee meeting the nature of the actual or potential conflict prior to voting on the issue giving rise to the conflict. The member shall file in writing a statement of the nature of the actual or potential conflict with the committee assistant by 5:00 p.m. the next business day following the vote on the measure. The statement shall be limited to the substance of the oral explanation given in committee. The member's announcement of an actual or potential conflict of interest shall be recorded in the committee minutes.

Dated: February 21, 2020