



SENATE INTERIM COMMITTEE ON _____

Committee Rules

81st Legislative Assembly
2021 – 2022 Interim

The committee will operate in accordance with the Oregon Constitution; Senate Rules; custom, usage and precedents; 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 chair may assign fewer members to receive testimony.
2. **Meetings**. The chair shall call meetings, set agendas and cause notice of the time and place of the meeting. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken. Meetings shall be open to the public. Meetings shall be recessed or adjourned either by the chair or by an affirmative vote of a majority of those members present. The chair shall allow members of the public to testify by telephone or other electronic means.
3. **Recording**. A recording log of all meetings of the committee shall be produced to reference the recording of each meeting. Meetings will be video recorded when practicable. The recording log shall be available to the public within a reasonable time and shall include the following:
 - a. Attendance of members and staff;
 - b. Names of witnesses;
 - c. All motions and their disposition;
 - d. The recorded vote on official action; and
 - e. Any announcements of conflicts of interest.
4. **Committee Action**. The affirmative vote of a majority of the members of the committee is required to approve recommendations or introduce a measure for pre-session filing.
5. **Subcommittees**. Subcommittees may be appointed by the chair with specific instructions on matters to be investigated by the subcommittees. However, only the full committee is authorized to take final action on recommendations affecting any matter before the committee.
6. **Field trips**. A written summary of the committee's activities may be prepared in lieu of a recording of a meeting when the committee conducts a tour, inspection, or other similar activity outside the Capitol; provided, however, that a recording of the meeting and recording log must be made if any public hearing or work session is held. If a written summary is prepared, it shall be made available to the public within a reasonable time after the meeting.

7. **Attribution.** If permitted by applicable rule, measures introduced by the committee at the request of any organization or person other than a member of the committee shall indicate the person or organization interested in the measure by stating that the measure is introduced by the committee “at the request of [*person or organization*].”
8. **Rules Amendments.** Committee rules may be amended by the 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 Secretary of the Senate.

Dated: _____