

2024 Regular Session
JOINT COMMITTEE ON WAYS AND MEANS
Subcommittee on Education
Orientation

SUBCOMMITTEE INFORMATIONAL & PROCEDURAL ISSUES

Meeting Schedule and Attendance

- The Subcommittee on Education meets from 8:00 to 9:30 a.m., Monday and Wednesday in Hearing Room 170.
- Attendance is needed to meet quorum and voting requirements. **Please be in attendance by the 8:00 a.m. starting time and allow sufficient time to pass through the security checkpoint if coming from outside the Capitol.**
- If you are unable to attend a meeting, or will be late to a meeting, please notify your Subcommittee Co-Chair and the Legislative Fiscal Office (LFO) Subcommittee Coordinator [Julie Neburka; 503.986.1839; julie.neburka@oregonlegislature.gov].

Subcommittee Rules

- The subcommittee will use the rules adopted by the Joint Committee on Ways and Means (Full Committee).
- The Senate and House Co-Chairs will alternate holding the gavel every other subcommittee meeting.
- The subcommittee may only be called to order after a quorum is established, which requires a majority of subcommittee members from each chamber to be in attendance. A call of the roll is not necessary to open a meeting.
- The subcommittee has three Senate members and five House members. This means two Senate members and three House members are required for a meeting to be called to order and to report legislation and other items from the subcommittee to the Full Committee.
- The Full Committee Co-Chairs may attend subcommittee meetings to meet quorum requirements for their respective chamber and/or vote when in attendance.
- Votes will be taken on a voice vote only, with the Presiding Subcommittee Co-Chair calling for any objections. If a roll call vote is requested, the Committee Assistant will call the roll.
- The subcommittee does not have the power to table or hold legislation. If the original motion fails, another motion for an alternate recommendation to modify the original recommendation, deny the request, or send the item to the Full Committee without recommendation needs to be made and passed.

Meeting Operations

- Subcommittee members, staff, presenters, and audience members should turn off cell phones or other audible electronic devices.
- The microphones are sensitive and may pick up side conversations. The hearing room is constantly televised, but without audio when the subcommittee is at ease, in recess, or adjourned.
- American Sign Language interpreters will interpret each meeting via Microsoft Teams or in-person. Please speak at a moderate pace. The interpreter may need you to pause, slow down, or repeat information. Spoken language interpretation in languages other than English is also available to the public upon request. Please provide at least three business days' notice for language access services.

Agendas and Posting Requirements

- Agendas and meeting materials will be provided through the Oregon Legislative Information System (OLIS).
- Meeting notice is required 48 hours before the first public hearing on a measure and 24 hours for all subsequent meetings. Amendments must be posted for public viewing four hours before consideration. These deadlines may change near the end of session when adjournment sine die is imminent.
- Amendments to measures need to be delivered to the Legislative Fiscal Officer, Amanda Beitel, by email (amanda.beitel@oregonlegislature.gov) for posting to OLIS with sufficient time to meet the four-hour posting requirement.
- Measures can be carried over to the next day when work has not been completed if the Presiding Subcommittee Co-Chair announces the measure will be carried over and the measure is carried over for the same purpose as originally scheduled (e.g., a public hearing must be carried over as a public hearing).

PROCESS FOR BUDGET HEARINGS, WORK SESSIONS, AND FLOORS SESSIONS

Subcommittee Process and Procedure

- The primary work of the subcommittee, including issues related to potential adjustments to agency budgets, will be discussed under an "Informational Meeting" agenda item with invited testimony, as approved by the Joint Committee on Ways and Means Co-Chairs.
- Budget adjustments will be made in an omnibus budget measure which will be assigned to the Capital Construction Subcommittee. No individual agency budget measures will be assigned to subcommittees.

- Work sessions will be scheduled for agency reports, federal grant requests, and policy measures, if any, assigned to the subcommittee by the Joint Committee on Ways and Means Co-Chairs.
- If subcommittee members ask questions of the agency that need to be responded to in writing, the agency will have two working days to provide the written response to LFO unless an extension has been granted. Agency responses will then be posted to OLIS.

Work Sessions

- The subcommittee will hold work sessions to review and act on assigned policy measures, federal grant application requests, and legislatively required reports. LFO will provide, via OLIS, a summary recommendation memo for policy measures, an analysis and recommendation for federal grant requests and agency reports, and other supporting documents in advance of the work session.
- A budget report is prepared to document the subcommittee's recommendations for policy measures that include budgetary adjustments. Budget notes may be included in the budget report if essential to clarify or expand on administrative requirements directly related to the budget. Proposed budget notes must be approved by the Full Committee Co-Chairs. LFO recommends submitting proposed budget note language to LFO staff for assistance with form and content.
- The presiding Subcommittee Co-Chair will assign a member, who must also be a member of the Full Committee, to carry the subcommittee's recommendation on work session items to the Full Committee. If the item is a bill, additional carriers will be assigned to carry the measure to each chamber's floor. Carriers to the House and Senate floors are not assigned for federal grant application requests or agency reports because those items require approval only through the Full Committee.
- LFO will prepare a summary of the subcommittee recommendation ("pony") for carriers of policy measures to read at the Full Committee and on the House and Senate floor during scheduled votes on the measures. Ponies will also be prepared for federal grant application requests and agency reports. Full Committee ponies will be available on OLIS for members to access shortly before the Full Committee meeting. Floor ponies will be emailed to members directly. LFO will be available to support carriers during the Full Committee meeting and at the side aisle of each chamber (or at the member's desk, if asked) during floor discussions.

ORIENTATION MATERIALS AND OTHER RESOURCES

Electronic attachments posted to OLIS for today's orientation meetings include:

- Subcommittee Orientation Memorandum
- Joint Committee on Ways and Means Rules

Other resources and budget information can be found on the [LFO website](#). Publications that may be useful to the subcommittee include:

- 2023-25 Legislatively Adopted Budget Detailed Analysis

- 2023-25 Budget Highlights
- Emergency Board summary and actions
- Budget Terms
- Budget Notes
- Legislative Budget Authorities
- State Agency Fee Approval and Ratification Process
- State Employee Compensation
- How Positions Are Created, Budgeted, and Used
- Limited Duration Positions
- Nonlimited Authority
- Referral of Measure to a Budget Committee
- State of Oregon Bond Programs
- State Agency Pension Obligation Bonding
- Compensation Plan Funding