



**Joint Statutory Committee on Legislative Administration**  
**2025 Legislative Session**  
**83rd Legislative Assembly**

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

**Officers**

1. Per ORS 173.730(4), the President of the Senate and the Speaker of the House shall act as co-chairs and may alternate at succeeding meetings as presiding chair and vice chair of the committee.

**Quorum**

2. A majority of the members appointed to the committee from the House of Representatives and a majority of the members appointed to the committee from the Senate shall constitute a quorum for the transaction of business. In the absence of a quorum, a co-chair may assign one or more members to receive public testimony.

**Meetings**

3. The co-chairs shall call meetings, set agendas and cause notice of the time and place of committee meetings in accordance with House and Senate Rules. In the event of a conflict, the more generous public notice provisions apply. The notice shall specify the type of meeting and, if applicable, whether testimony will be taken and whether a work session will be held. Meetings shall be open to the public.

**Committee Action**

4. An affirmative vote of a majority of the committee members from the House and a majority of the committee members from the Senate is required to approve recommendations or introduce a measure for pre-session filing.

**Recording**

5. Meetings of the committee shall be recorded. The audio records shall be indexed and shall be filed with the Oregon Archivist in accordance with Oregon law.

### **Off-site meetings**

6. Any committee meeting held outside the Capitol shall adhere to the same notice provisions as a regular meeting. Recordings shall be made in the same manner as a regular meeting unless the use of recording equipment is not practicable. At a minimum, written minutes should be kept noting attendance and any subject matter discussed. A recording of the meeting and recording log must be made if any work session is held. Meetings shall be open to the public.

### **Field Trips**

7. 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.

### **Subcommittees**

8. Subcommittees may be appointed by the co-chairs 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.

### **Measure Introduction**

9. 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 [the person or organization]."

### **Amending the Rules**

10. Committee rules may be amended by the affirmative vote of the majority of the House members of the committee and an affirmative vote of the majority of the Senate members 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 and the Secretary of the Senate.

### **Suspending the Rules**

11. These rules may be suspended temporarily by the affirmative vote of two-thirds (2/3) of the members from the House and two-thirds (2/3) of the members from the Senate.

ADOPTED: 06/13/2024