

December 8, 2017

**MEMORANDUM**

**TO:** Members, Senate Law & Justice Committee

**FROM:** Senator Jamie Pedersen, Chair

**RE:** Senate Law & Justice Committee Rules

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Welcome to the 2018 session! I am looking forward to working with all of you on a long list of important issues. To help us complete the work of our committee efficiently and effectively during this session, I would like to ask that all of us abide by the following rules:

**1. Punctuality**

I expect that our committee agendas will be very full. Out of respect for those testifying and your fellow members, please be punctual. I intend to call each committee meeting to order at the time stated on the agenda.

**2. Hearings; Remote Testimony**

Please let me know if you have bills that you would like scheduled for a hearing. I will try to give members as much notice as practicable of the committee's work schedule. I expect that most testimony will be offered in person at hearings and work sessions. I will consider requests from members for remote testimony on a case-by-case basis, considering the special expertise of the witness and the burden of travel to Olympia among other factors.

**3. Electronic Bill Book (EBB)**

The committee will rely upon and use Electronic Bill Book, and I strongly encourage members who have been using paper to make the transition. Committee staff will add all materials relating to hearings, work sessions, or executive sessions to EBB as early as possible or when the material has been made public. The EBB will include bills, bill analyses, bill reports, fiscal notes, and amendments. Paper copies will be provided only at the specific request of committee members. Out of concern for the environment and cost, I urge all of you to take full advantage of this technology.

**4. Committee Hearing Sign-In**

The committee will use the electronic sign-in kiosks and the Committee Hearing Sign-In application. I have requested that the application be made available to all members so that everyone will be able to see who has signed in to testify on each bill.

**5. Amendments**

- a. All amendments (including substitutes) must be sponsored by a committee member.
- b. All amendments and effect statements must be drafted and/or reviewed by nonpartisan committee staff: Tim Ford, Shani Bauer, or Melissa Burke-Cain. Nonpartisan staff have the final say on the content of any effect statement.
- c. Amendment sponsors should turn in requests for amendments to committee staff no later than *12 noon of the day preceding the scheduled executive session* on the bill. Please be considerate of staff and turn in amendment requests earlier if they are long or complex, keeping in mind the final deadline below.
- d. I will not ordinarily entertain oral amendments. I may consider very short and simple amendments after consultation with the ranking minority member.

To be eligible for consideration at an executive session, amendments must be released from confidentiality and posted to EBB for committee members by *4:00 p.m. the day before the executive session* or the amendments will be considered out of order. I will consider waiving this deadline only in extraordinary circumstances.

**6. Executive Sessions**

The committee generally will hold executive sessions on the same day each week (likely Thursdays) at the beginning of the meeting time. The committee will not take executive action on a bill on the same day as the public hearing on the bill.

**7. Confidentiality**

Committee staff are impartial and serve members of both parties. Your request for confidentiality on a specific assignment will be honored by the staff.

**8. General**

I may waive these rules (except, of course, for Rule 7) at my discretion. I will consult with the ranking minority member before granting any waivers.

Thank you for your cooperation, and please feel free to contact me if you have any questions about these rules or other matters relating to the committee. I look forward to working with you this session.