

JOINT SELECT COMMITTEE ON JUNIOR TAXING DISTRICTS, MUNICIPAL CORPORATIONS, AND LOCAL GOVERNMENT FINANCE

Committee Operating Procedures

Adopted August 13, 2012

Organization and Conduct of the Joint Select Committee

Rule 1. Committee Membership

Membership consists of eight appointed legislators: two members from each caucus of the House, and two from each caucus of the Senate.

Rule 2. Committee Leadership

The Committee shall, by a majority of its membership, elect a chair and vice-chair for the Committee's operations. The chair and vice-chair must be from different houses of the Legislature and may not represent the same political party.

Rule 3. Rules of Order

All meetings of the Committee, or any subcommittee or advisory committee created by the Committee, are governed by Reed's Parliamentary Rules, except as otherwise specified by these rules of procedure.

Rule 4. Meetings

The chair, with the advice of the Committee members, shall determine the date, time, and place of meetings. Notices of the Committee meetings must be printed in the Legislative Meeting Schedule, when possible, and published on the Internet. A minimum notice of five days must be given for any Committee meeting. Any portion of a Committee meeting may be devoted to public comment, as determined by the chair. Committee members, subject to applicable approvals from the House and Senate, will be reimbursed for travel costs to Committee meetings.

Rule 5. Agendas and Meeting Materials

The chair, with the advice of the Committee members, shall set the meeting agendas. Agendas and other meeting materials will be distributed by email to Committee members prior to each meeting. Agendas, meetings and other related documents will be maintained on the Committee's website.

Rule 6. Attendance

Committee members are encouraged to make every effort possible to attend all meetings. In case of absence from a meeting, members may participate in meetings via telephone.

Subcommittees and Advisory Committees

Rule 7. Subcommittees

The Committee may agree to one or more subcommittees of its membership. Subcommittees, if created, would be responsible for discussing and making recommendations to the full Committee on specific topics assigned by the Committee. Subcommittee recommendations, if any, will be posted on the Committee website.

Rule 8. Advisory Committees

The Committee may also agree to one or more advisory committees, consisting of non-members of the Committee, to discuss and make recommendations to the Committee on specific topics assigned by the Committee. Advisory committee recommendations, if any, will be posted on the Committee website.

Rule 9. Other Non-Committee Perspectives

Draft recommendations will be posted on the Committee website and be made available for comments by the public.

Decision-Making Process**Rule 10. Research Requests**

Research requests for data from state agencies may be made by members of the Committee. Members are encouraged to base requests upon information needed to support scheduled Committee agenda items.

Rule 11. Findings and Recommendations

Findings and recommendations may be made by agreement of a majority of the Committee members. Minority reports may also be offered. Any preliminary understandings reached during discussions must, unless agreed otherwise, remain tentative until an agreement is reached on all issues under discussion.