

## **DISCUSSION DRAFT**

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

## **Committee Operating Procedures**

Adopted \_\_\_\_\_, 2012

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### **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**

**(Option One)** 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.

**(Option Two)** The Committee shall, by a majority of its membership, elect two Committee members to serve as co-chairs for the Committee's operations. One member must be from the House and one must be from the Senate. The co-chairs may not represent the same political party. The co-chairs must alternate chairmanship of Committee meetings.

#### **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 these rules of procedure.

#### **Rule 4. Meetings**

The (chair or) co-chairs, 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 or) co-chairs. Committee members, subject to applicable approvals from the House and Senate, will be reimbursed for travel costs to Committee meetings.

#### **Rule 5. Agendas and Minutes**

The (chair or) co-chairs, 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. Alternates**

Committee members are encouraged to make every effort possible to attend all meetings. In case of absence from a meeting:

- (1) Committee members may participate in meetings via telephone; or

- (2) **(Optional)** Committee members may be temporarily replaced at meetings by another legislator. Alternates must be briefed on prior and pending proceedings by the absent member in advance of the meeting and are authorized to vote on behalf of the absent member.

## **Subcommittees and Advisory Committees (optional)**

### **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.

### **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.

### **Rule 9. Other Non-Committee Perspectives**

- (1) Draft recommendations will be posted on the Committee website and be made available for comments by legislatively-identified stakeholders (the Department of Revenue, the Auditor's Office, counties, cities, junior taxing districts, and representatives of counties, cities, and junior taxing districts) and the public.
- (2) The chair (or co-chairs) should reserve time during each Committee meeting for remarks by the legislatively-identified stakeholders and the public; or  
(Alternate option) The Department of Revenue, the Auditor's Office, counties, cities, and junior taxing districts, and representatives of counties, cities and junior taxing districts will, at the request of the Committee, report to the Committee at each meeting on topics identified by Committee members and staff.

## **Decision-Making Process**

### **Rule 10. Research Requests (optional)**

Research requests for data from state agencies must be made by the (chair or) co-chairs. The chair (or co-chair) must review all data requests from Committee members, develop agreement on the questions to be asked, prioritize requests, and submit the requests in writing to the appropriate agency. Prioritization should be based on the need for information 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.