WAYS AND MEANS COMMITTEE RULES

Adopted February 8, 2007

1. The Rules of the House as they are now or as hereafter adopted shall be the House Ways and Means Committee rules as determined to be appropriate by the Chairman and except as otherwise provided below.

2. At the organizational session at the beginning of each two-year session, the Committee shall elect a 1st Vice-Chairman, a 2nd Vice-Chairman, a 3rd Vice-Chairman, and Secretary/Treasurer. The 1st Vice-Chairman shall preside over Committee meetings in the absence of the Chairman. The 2nd Vice-Chairman shall preside over Committee meetings in the absence of the Chairman and 1st Vice-Chairman.

3. The Chairman shall determine the number and size of subcommittees. The Chairman shall appoint subcommittee chairmen and may appoint other subcommittee officers. Legislation is assigned to a subcommittee at the discretion of the Chairman and the Chairman may modify assignments, as he deems appropriate. The Chairman may appoint ad hoc subcommittees to study specific legislation and/or issues. An ad hoc subcommittee shall cease to exist upon completion of the assigned task(s).

4. A matter to be considered at a meeting shall be listed on the agenda. Preparation of the agenda for a Committee meeting and designation of the meeting time is the responsibility of the Chairman. Each item on the agenda will include the following information: the bill number, primary sponsor, an abbreviated bill title, and a summary of the bill including a statement of fiscal impact.

   When possible, the agenda must be distributed to the members of the Committee no later than adjournment of the House on the day for which the meeting is scheduled.

   A matter shall be added to the agenda for the subsequent meeting of the Committee if approved by a two-thirds vote of the appointed members of the Committee at any regularly scheduled meeting.

   With unanimous consent of those members present, a matter that is not listed on the agenda may be considered at the meeting for which the agenda is prepared.

5. A simple majority (13) of the appointed membership constitutes a quorum.

6. A subcommittee chairman is responsible for scheduling a meeting of the subcommittee.

7. Unless recalled by the Committee, a bill or resolution must be reported out of a subcommittee as favorable, favorable with amendments, or unfavorable to be considered by the full Committee.

A bill or resolution may be recalled from a subcommittee for consideration by the Committee by a majority vote of the members present at a Committee meeting, but the bill or resolution will not be eligible for consideration until the next meeting of the Committee.

8. The Chairman of the Ways and Means Committee may serve as a an ex-officio member of each subcommittee and may vote in any subcommittee in order to make a quorum.

9. To address the Committee, a person must be:

   (1) a constitutional officer of the state,
   (2) a member of the General Assembly,
   (3) scheduled on the agenda, or
   (4) granted permission during the meeting by the Chairman without objection of five (5) or more members of the Committee.

10. Any member of the Committee may request a roll-call vote on any question pending consideration. The Chairman shall direct a roll-call vote to be taken if at least five (5) Committee members second the requesting member's action.

11. The Chairman may vote on any issue; however, he must vote in case of a tie.

12. All hearings on legislation shall be requested in writing and shall be conducted by the subcommittee studying that legislation. With the exception of members of the General Assembly, persons requesting to be heard at a hearing shall contact the Committee office and submit a prepared statement at least twenty-four hours before the day and time of the hearing. An appropriate number of copies of a prepared statement (number determined by Committee staff) is the responsibility of the person requesting to be heard. The Chairman or subcommittee chairman, whichever is appropriate, may waive the requirement of a prepared statement.

13. Any member desiring to sign a minority report to a bill or resolution must do so or express the intent to do so to the Chairman before adjournment of the Committee meeting at which the Committee approves the bill or resolution.

14. The foregoing rules must be taken as an expression of the normal operating procedure of the Committee, but the procedure, excluding voting requirements, may be departed from with the approval of two-thirds of the Committee members present.

15. The approval of two-thirds of the appointed membership of the Committee is required to permanently change any of the foregoing rules.