

# Sample Standing Committee Policies and Procedures

*[Some committee chairs like to implement policies and procedures for the operation of their standing committees. This is an optional practice, and is done at the discretion of the chair. This is a draft of sample policies and procedures that have been implemented in the past by some committee chairs.]*

Below are some policies and procedures for the \_\_\_\_\_ Committee on \_\_\_\_\_. Please note that as Chair I reserve the right to make exceptions or modifications to these policies and procedures at my discretion.

## 1. COMMITTEE MEETINGS:

- The \_\_\_\_\_ Committee on \_\_\_\_\_ is designated to meet in \_\_\_\_\_ of the State Capitol. The committee's regular meeting day is (odd/even/both) (weekday). The standard starting time for the committee will be \_\_\_\_\_ a.m. I will make every attempt to start the committee proceedings promptly at the scheduled start time.
- Legislation before the committee will not receive a public hearing and executive action on the same day unless I determine the circumstances requiring an exception to this rule are unavoidable.

## 2. ATTENDANCE:

- The roll call for attendance at public hearings and executive sessions will be held open until adjournment of the hearing. Members arriving after the verbal roll call is taken should check with me or the Committee Clerk to ensure their attendance is noted.
- If you are unable to attend a public hearing, or executive session, even in part, please notify my office as soon as possible. If you would like me to share the reason for your absence during the committee meeting, I will do so.

## 3. EXECUTIVE SESSIONS:

- If a member is not present when a committee vote is taken, the roll will be held open, if possible for the committee to be able to proceed with its business, until the adjournment of the executive session. [In the Assembly, this will be done in conformance with Assembly Rule 11 (5) (a), which provides that votes in committee must be held open after the adjournment of the committee session to permit an absent member to vote until 5:00 p.m. on the day on which the committee session is adjourned

or 30 minutes after the adjournment, whichever is earlier. The absent member must cast his or her vote in the committee room where the meeting is held.]

- If a member misses a committee vote, the member may contact my office to indicate how the member would have voted had he or she been present. If such contact is made prior to the clerk transmitting the committee report, this information will be included in the report.
- Note that Assembly rules prevent members from casting votes by paper ballots (except for the Assembly Organization Committee) or over the telephone.
- Note that Senate rules allow members to cast votes by paper ballot or over the phone; this committee will use these procedures as follows: \_\_\_\_\_.

#### **4. PUBLIC HEARINGS:**

- Testimony time limits may be imposed at my discretion.
- Detailed written testimony is welcomed, but should not be read in its entirety during an oral presentation at a hearing.
- Individuals with similar positions on a matter before the committee may be asked to testify together if time is limited.

#### **5. AMENDMENTS:**

- To be considered by the committee, amendments must be distributed to committee members at least 24-hours (not including weekends or holidays) prior to the scheduled start of an executive session, unless I determine the circumstances requiring an exception to this rule are unavoidable.
- Amendments must generally be in written form and prepared by the Legislative Reference Bureau or Legislative Council staff to be considered by the committee.

As always, if you have any questions about the committee or these policies and procedures please feel free to contact me or \_\_\_\_\_, the Committee Clerk, at \_\_\_\_\_. I look forward to working with you and to having an organized and productive committee.

Thank You.

Prepared by:

Dan Schmidt, Principal Analyst  
Wisconsin Legislative Council  
January 10, 2017