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Human Services Committee
Member:
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COLORADO
HOUSE OF REPRESENTATIVES
State Capitol
Denver
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January 24, 2023

TO: Members of the House Public & Behavioral Health and Human Services Committee
FROM: Representative Dafna Michaelson Jenet, Chair
SUBJECT: General Committee Procedural Items

In order to expedite committee business and help eliminate the need for additional committee hearings, you need to be aware of the following procedures during the session.

General Committee Procedural Items

Committee Meetings

- The House Committee on Public & Behavioral Health and Human Services meets on Tuesdays upon adjournment from the House floor and on Tuesday and Wednesday at 1:30 p.m. in HCR 0107. Meetings start 10 minutes following House adjournment unless the chair announces otherwise.
- The chair will attempt to conduct committee business on Tuesday and Wednesday afternoons and meet on Tuesdays upon adjournment for educational sessions or when the committee's bill load or legislative deadlines make such meetings necessary.
- Committee meetings and bills scheduled for consideration are published in the daily House calendar. Changes to the schedule of calendared bills and canceled meetings will be announced on the House floor by either the committee chair or vice chair.
- Committee members are responsible for bringing copies of bills (bill folders), amendments, and fiscal notes for bills scheduled to be considered by the committee to meetings. Committee members are expected to have reviewed the bills, amendments, and fiscal notes prior to the committee meeting.

- Committee members may use laptops and other electronic devices for committee-related work. The devices must be used in a manner that does not disrupt the committee or reflect disrespect to the witnesses who are testifying. Members should silence cell phones.

Joint Committee Meetings

- Joint meetings with the House Health and Insurance and Senate Health and Human Services Committees may be scheduled from time to time. Annual joint meetings are held at the start of session for the SMART Government Act briefings from the three executive health departments and the Department of Early Childhood. Additionally, Joint Rule 25 requires the committee to meet with the Joint Budget Committee prior to the 30th legislative day. The Joint Health Committee conducted its 2023 SMART Government Act and Joint Rule 25 briefings on Wednesday, January 11 and Thursday, January 12.
- The joint health committees are required by statute to hear a number of presentations throughout the course of the session.

Committee Deadlines

- The first committee deadline is February 7, 2023, for House bills introduced on or before January 17, 2023. All remaining House bills must be reported out of committee by February 21, 2023.
- The next committee deadline is March 22, 2023, which is the deadline for committees to report bills originating in the Senate.

Attendance

- **Be prompt.** A majority of the members of each committee of reference constitutes a quorum. It is a matter of courtesy that we start committee meetings at the time listed in the House calendar. If you are presenting a bill in another committee or need to be out of the room during the meeting, please inform the chair or staff of your whereabouts.
- Attendance is recorded at every meeting and these records are available for public inspection.
- If you are unable to attend a committee meeting, please get a substitute. On rare occasions remote participation will be available for members.
- **Consistent tardiness or absence will be noted and reported to the floor leader of the party to which the member belongs.** Members are required to inform the chair or the committee staff person if they will be late or absent from the committee meeting. If you are absent at the beginning of a committee hearing and have not previously informed the chair or staff person, the chair will mark you absent/unexcused on the committee roll call.

- Members are asked to focus their attention on the proceedings of the committee. The chair will grant occasional recesses to allow members to conduct business not related to the committee proceeding. However, while the committee is meeting, members should avoid prolonged absences from the committee room unless they have previously informed the chair regarding their whereabouts. Members who are consistently absent from the room may be marked absent for committee votes.

Calendaring of Bills

- Bills are scheduled by the committee chair within the applicable deadlines and usually with the concurrence of the sponsor. The chair determines the order of business for each committee meeting.
- As bills are calendared, sponsors receive an electronic notice from committee staff concerning the date, time, and location that their bills will be considered.
- Sponsors need to be flexible about the scheduling of their bills. Scheduling bills early within the applicable deadlines may allow more time for committee consideration.
- Bills of committee members will be scheduled last at each meeting unless circumstances require a different order.

Amendments

- To assist with the efficient operation of committee meetings, amendments should be prepared prior to a committee meeting.
- Amendments will be distributed to committee members via Box.
- The chair strongly discourages conceptual amendments other than those that make minor changes or technical corrections. Conceptual amendments will be drafted by legislative staff and approved by the originator before the committee report is signed by the chair. The chair reserves the right to lay over a bill to give committee members the opportunity to adequately review any such amendments that are offered.
- Any amendment that exceeds one page in length or strikes everything below the enacting clause should be made available to all committee members and the bill sponsor as soon as possible prior to the bill hearing. The chair reserves the right to lay over a bill to give committee members the opportunity to adequately review any such amendments that are offered.

Testimony

- Members of the public may testify remotely through Zoom. Persons wishing to testify remotely must register in advance of the meeting. Registration opens when a bill is scheduled for its committee hearing and closes when the meeting begins. Persons wishing to testify in person may

register in advance or during the meeting. Witnesses may sign up to testify remotely or in person at <https://leg.colorado.gov/testimony>.

- Members of the public may submit written testimony in lieu of testifying in person at <https://leg.colorado.gov/testimony>. The option to submit written testimony will be available once a bill is scheduled for a hearing in a committee of reference and last until the committee hearing on the bill concludes. Members of the committee can access submitted written testimony through the committee's Box account.
- The chair may limit opposing sides on any issue to a set amount of time or limit the number of individuals who may testify if it appears the committee will not be able to hear all of those who wish to speak. Generally, the chair limits testimony to three minutes per witness. Witnesses will generally be called in panels of four and committee questioning of each panel will be limited to ten minutes. In certain circumstances, the chair may limit testimony to two minutes per person. The chair will attempt to work with bill sponsors who expect a large number of witnesses or a large amount of public interest to schedule the bill appropriately and accommodate witness schedules. The chair may allow the bill sponsor to determine the order of the testimony.
- Committee members are to be polite, engaged, and courteous to those who are testifying. Citizens have often taken off work or traveled long distances to appear before the committee. Committee members are to give their attention to witnesses by minimizing their use of electronic devices and trips outside of the committee room during witness testimony. **Above all, the chair requests that members be courteous in their questioning of witnesses.** The chair will end questioning or dialogue that is disrespectful or overly aggressive. The appropriate time for members of the committee to express their opinions on policy matters is not during the questioning of witnesses. Members will be given ample opportunity to express such opinions before voting.

Voting

- A written record is maintained by staff on all roll call votes taken in committee. Roll call votes are taken on all final actions and when a member expresses objection to a proposed amendment.
- House rules provide that if a member has a personal or private interest in any bill, he or she must disclose that fact and not vote on the bill.
- Committee members may pass during the roll call vote, but must vote prior to the vice-chair and chair of the committee.
- Committee actions on bills include the following:
 - postpone indefinitely (kill the bill);
 - favorably referred to the Committee of the Whole (the entire House acting as a committee);
 - favorably referred to another committee of reference (sometimes bills are dually assigned, or the committee may decide review by another committee of reference is appropriate); or
 - favorably referred to the Committee on Finance or the Committee on Appropriations.

Committee Report

- The committee staff prepares a report of the committee's action.
- After the report is signed by the chair and delivered to the Chief Clerk of the House, it appears in the House Journal.

Committee Staff

- The committee will be staffed by Amanda King of the Legislative Council Staff. In addition to assisting the chair with committee procedure, rules, and votes, Ms. King prepares meeting summaries and committee records, and is available to assist committee members with health and human services policy research requests. Ms. King can be reached at 303-866-4332 or amanda.king@coleg.gov.