

State Representative
Representative JENI JAMES ARNDT
Colorado State Capitol
200 East Colfax Avenue, Room 307
Denver, CO 80203
Office: 303-866-2917
Cell: 970-231-5090
Email: jeni.arndt.house@state.co.us



Chair:
Agriculture, Livestock, & Water
Committee
Member:
Transportation & Local
Government Committee

COLORADO
HOUSE OF REPRESENTATIVES
State Capitol
Denver
80203

February 3, 2021

Memorandum

To: Members of the Committee on Agriculture, Livestock, & Water

From: Representative Jeni Arndt, Chair

Subject: Committee Procedure and Rules

Welcome to the House Committee on Agriculture, Livestock, & Water. I am very excited for a productive session and look forward to working with each of you on agricultural, livestock, and water matters brought before the General Assembly. We have legislative oversight of the Department of Agriculture and the Department of Natural Resources, excluding the Colorado Oil and Gas Conservation Commission. Part of this oversight includes meeting with the Joint Budget Committee regarding these departments. This letter discusses key points to be aware of as we fulfill these obligations.

The committee will be staffed by Andrea Denka of the Legislative Council Staff. In addition to assisting the chair with committee procedure, rules, and votes, Ms. Denka is available to assist committee members with agricultural, livestock, and water policy research requests, and preparing committee amendments, meeting summaries, and committee records.

As chairwoman, it is my goal and responsibility to provide a fair, open, and efficient hearing for each bill referred to the committee and for the public that participate in the legislative process. As such, I intend to adhere to the Rules of the House of Representatives and the following guidelines provided below.

- The committee will meet in HCR 0107 on Mondays at 1:30 p.m. and Thursdays upon adjournment. I intend to call the meeting to order promptly at 1:30 p.m. on Mondays and within 15 minutes of adjournment on Thursdays.

- Members that are late will either be recorded as absent or excused. Excusals should be made by prior arrangement with the chair. In respect to bill sponsors and witnesses, it is expected that members remain in the room during hearings if at all possible. Excessive absences will be duly noted. Should you need to be absent from or late to a committee meeting, please inform either me or Ms. Denka.
- If you need to leave during a meeting to present a bill before a different committee, please inform Ms. Denka and the Chair so that you may be called back for votes. In general, this permission will be granted, but in some cases, we may have to continue with committee business. Committee members are responsible to ensure they are present for votes.
- Prior to speaking or asking questions, witnesses and members will be recognized by the chair. All discussion goes via the Chair.
- Certain bills will draw large numbers of witnesses to testify, some of whom will have traveled many hours to the State Capitol. All witnesses will be provided a fair and open opportunity to testify before the committee. Committee members are to be courteous to individuals testifying. The purpose of testimony is for the person to say what they believe and want the committee to know. Questions of witnesses for understanding are permissible; questions intended to "make a point" are discouraged. Debate during testimony is discouraged. Arguing with witnesses is strongly discouraged. Committee member questions are encouraged to be brief.
- Witness testimony will be timed for every bill and witnesses will be given 3 minutes to give their testimony. If testifying in person, witnesses must wear masks in the committee room and must wipe down the dias after they are finished testifying.
- All comments on an amendment or bill must be stated before any motions are made.
- Computer and iPad use will be permitted for official activities only (i.e., taking notes on the bills, amendments or testimony, research regarding the bill, etc.). Personal or non-committee use of computers, cellular phones, or other devices during committee is not permitted as it is distracting and disrespectful to the public, witnesses, and other committee members. Furthermore, wireless devices cause interference with the committee room sound system.
- Video-taping of the committee by private parties (in addition to routine recordings) may be granted but only upon request and prior notice.
- Strike-below amendments and amendments over one page in length will only be permitted to be offered if committee members and staff have received copies at least 24 hours in advance.
- Conceptual amendments and verbal amendments will not be permitted.
- Committee members are asked to wear masks at all times.

Should you have questions regarding any of these guidelines, please feel free to contact me at (303) 866-2917, or Ms. Denka at (303) 866-4781. Thank you and I look forward to a productive legislative session.