

# STATE OF COLORADO

**REPRESENTATIVES**  
JULIE MCCLUSKIE, CHAIR  
LESLIE HEROD  
KIM RANSOM



**STAFF DIRECTOR**  
CAROLYN KAMPMAN

**SENATORS**  
DOMINICK MORENO, VICE-CHAIR  
CHRIS HANSEN  
BOB RANKIN

JOINT BUDGET COMMITTEE  
LEGISLATIVE SERVICES BUILDING  
200 EAST 14TH AVENUE, 3RD FLOOR  
DENVER, CO 80203  
TELEPHONE 303-866-2061  
<http://leg.colorado.gov/agencies/joint-budget-committee>

*The following Operating Rules were adopted by the Joint Budget Committee November 10, 2021.*

## JOINT BUDGET COMMITTEE OPERATING RULES

1. Every two years, after the Committee is formed, the JBC members elect a Chair (from the Senate) and Vice-Chair (from the House). The Chair and Vice Chair switch titles the next year.
2. A quorum consists of two members from each chamber and at least one minority party member.
3. Motions go through the Chair.
4. Motions do not require a second.
5. The Chair may make motions.
6. Passage of a motion requires a majority of the votes cast. In the event of a tie vote, the motion fails.
7. Only one substitute motion is allowed at any one time.
8. A member can ask for reconsideration of a decision at any time. Passage requires a majority of the votes cast.
9. To "close" or agree that no further votes will be taken on the Long Bill or a department requires two votes from each chamber.
10. Decisions by the Conference Committee members on supplemental bills, the Long Bill, and any other bill that is sponsored by the JBC require two votes from each chamber.
11. The JBC, by two-thirds vote of the entire body, can go into Executive Session to discuss legal matters or staff personnel matters.
12. A JBC member must ask the Chair to be officially "excused" when he or she will not be able to attend a scheduled meeting.
13. The JBC must approve a supplemental appropriation bill or the Long Bill by a majority of members of the JBC. A unanimous vote of all members of the JBC is necessary for any other bill to be considered a JBC bill.

*The following Operating Procedures were adopted by the Joint Budget Committee November 10, 2021.*

## JOINT BUDGET COMMITTEE OPERATING PROCEDURES

1. JBC Staff documents will be available to JBC members by 4:00 p.m. two business days before the document is scheduled to be presented to the Committee. Documents will be made available electronically and hard copies will be pre-punched and placed in notebooks for JBC members.
2. Information prepared for the JBC will not be made public before JBC members have had an opportunity to review the information. JBC Staff documents will be available and posted to the Internet the day of the presentation. For JBC meetings that are closed to public in-person attendance due to a public health emergency, JBC staff documents will be posted to the Internet one business day prior to the presentation.
3. Letters received by all JBC members regarding the same budget matters may be referred to the Staff Director for response by the appropriate JBC analyst. Responses will be reviewed and approved by the JBC before being signed by the Chair and sent out. Individual letters regarding budget matters or separate legislation will not be reviewed by the full JBC.
4. JBC Staff will not be responsible for constituent related correspondence and matters. House and Senate staff, aides, or interns will handle these items.
5. JBC Administrative Staff will not call JBC members out of hearings or deliver messages into a hearing unless specifically instructed to do so by a JBC member or in the event of an emergency.
6. The Office of State Planning and Budgeting (OSPB) will present departmental requests for reconsideration of JBC budget decisions ("comebacks") at the end of the supplemental and figure setting processes. Judicial Branch agencies, the Attorney General, the State Treasurer, and the Secretary of State will be allowed the same opportunity.
7. JBC Staff will share a draft of each supplemental bill and the relevant section(s) of the Long Bill with each department's budget office prior to introduction of the bill to check for technical errors.
8. JBC Staff will make general overview information presented during caucus discussions of supplemental bills or the Long Bill available to OSPB and other interested parties after the information has been made available to legislators. Staff will not release amendments or responses to individual legislators' questions to OSPB or other interested parties.
9. The JBC Staff Director will coordinate with the JBC Chair to annually schedule a meeting in late January or early February to provide an opportunity for public testimony concerning the state budget for the upcoming fiscal year.