

**COLORADO GENERAL ASSEMBLY
JOINT BUDGET COMMITTEE**



FY 2016-17 STAFF BUDGET BRIEFING

Joint Budget Committee Organizational Meeting

**JBC Working Document - Subject to Change
Staff Recommendation Does Not Represent Committee Decision**

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Joint Budget Committee Operating Rules

The following are the operating rules that were adopted by the JBC in November 2014:

1. Every two years, after the Committee is formed, the JBC members elect a Chairman (from the Senate) and vice-chairman (from the House). The Chairman and Vice-Chairman 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 Chairman.
4. Motions do not require a second.
5. The Chairman may make motions.
6. Passage of a motion requires a simple majority. 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 simple majority.
9. To "close" or agree that no further votes will be taken on the Long Bill or a department requires two votes from each house.
10. Decisions by the Conference Committee members require two votes from each house.
11. The Committee, by two-thirds vote of the entire body, can go into Executive Session to discuss legal matters or staff personnel matters.
12. Members need to ask the Chair to be officially "excused" when they will not be able to attend scheduled meetings.
13. A unanimous vote of the JBC is necessary for a bill to be considered a JBC bill.

Joint Budget Committee Operating Procedures

The following are the operating procedures that the JBC adopted in November 2014:

1. Staff write-ups will be available to Committee members by 4:00 p.m. two days before action by the Committee. Write-ups will be pre-punched and placed in notebooks for Committee members.
2. Telephone messages will be taken and placed in the Committee's message box or forwarded to a member's voice mail. Only if it is an emergency will support staff carry messages to Committee members across the street to the Capitol.
3. Requests for Tuesday/Thursday meetings will be coordinated through the Staff Director. The Staff Director will review these requests with the Chair. Meetings will be scheduled on Tuesday and Thursday afternoons. Priority will be given to meetings where participants have not previously met with the JBC and groups without a lobbyist.
4. Information prepared for the Committee will not be released before the Committee has had an opportunity to receive the information.
5. Letters received by all Committee members regarding the same budget matters may be referred to the Staff Director for response by the appropriate staff analyst. Responses will be reviewed and approved by the Committee before being sent out. Individual letters regarding budget matters or separate legislation will not be reviewed by the full Committee.
6. Staff will not be responsible for constituent related correspondence and matters; House and Senate staff or interns will handle these items.
7. Support staff will not call Committee members out of hearings or take messages into a hearing unless specifically instructed by a Committee member to do so.

Sharing Information with the Office of State Planning and Budgeting (OSPB), the Departments, and Other Interested Parties

The following is a list of the procedures for sharing information that have been used in the past by the JBC:

1. Staff briefing write-ups will be available the day of the briefing and given to the OSPB and the department representatives at the start of the briefing. Additional copies will be made available for the press and other interested parties at the start of the briefing.
2. Supplemental and figure setting write-ups will be available at the start of the presentation and given to OSPB and department representatives. Technical issues/errors will be discussed at the staff level and brought to the Committee's attention for approval. These write-ups will also be available to interested parties at the start of the Committee's discussion.
3. All other printed information will be made available to OSPB and the department representatives at the time it is presented to the Committee. This information will also be available to interested parties at the start of the Committee discussion. Staff documents (briefing, hearing agenda, supplemental and figure setting write-ups) will be posted on the Internet.
4. OSPB will present departmental requests for reconsideration of Committee decisions ("comebacks") on supplemental requests or figure setting at the end of decision making by the Committee. The other elected officials and the Judicial Branch will be allowed the same opportunity.
5. A draft of each department's portion of the Long Bill will be shared prior to introduction of the bill with the department's budget officer to check for technical errors.
6. General overview information presented during caucus discussions of the Long Bill will be made available to OSPB and other interested parties after members have the information. Amendments or responses to individual questions will not be available to OSPB or other interested parties.
7. Staff responses to individual member questions during caucus discussions of the Long Bill will be provided to the member who asked the question and to the JBC members.