

Colorado State Capitol
200 East Colfax Avenue, Room 307
Denver, Colorado 80203
Office: 303-866-2780
email: karen.mccormick.house@state.co.us

COLORADO
HOUSE OF REPRESENTATIVES
State Capitol
Denver
80203

Karen McCormick
Chair: Agriculture, Livestock & Water Committee
Member:
Appropriations Committee
Health & Insurance Committee



TO: Members of the House Agriculture, Livestock, and Water Committee

FROM: Representative Karen McCormick, Chair

SUBJECT: General Committee Procedural Information

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.

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

General Committee Procedural Items

Committee Meetings

- The House Committee on Agriculture, Livestock, and Water meets on Mondays at 1:30 PM and Thursday upon adjournment from the House floor in HCR 0107. Meetings start 10 minutes following House adjournment unless the chair announces otherwise.
- 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.
- As long as there is a statewide or City and County of Denver mask mandate, committee members, staff, witnesses, and individuals sitting within the committee hearing room are expected to comply with the mandate in order to protect the safety and well-being of our colleagues, staff, lobbyists, members of the public, and their loved ones. During committee hearings, members and staff should make every effort to remain socially distant at all times.

Joint Committee Meetings

- Joint meetings with the Senate Agriculture and Natural Resources Committee 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 Department of Natural Resources, the Department of Agriculture, and the Joint Budget Committee.

Committee Deadlines

- The first committee deadline is February 10, 2022 for House bills introduced on or before January 18, 2022. All remaining House bills must be reported out of committee by February 24, 2022.
- The next committee deadline is March 25, 2022, 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.
- 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 the committee analyst 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.
- 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

- During a declared public health disaster emergency, members of the public may testify remotely through the Zoom video conferencing or call-in options. 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 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:
 - o postpone indefinitely (kill the bill);
 - o favorably referred to the Committee of the Whole (the entire House acting as a committee);
 - o 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
 - o favorably referred to the Committee on Finance or the Committee on Appropriations.

Committee Report

- The committee analyst 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 Alexa Kelly of the Legislative Council Staff. Ms. Kelly can be reached at 303-866-3469 or alexa.kelly@state.co.us