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State, Veterans, & Military  
Affairs Committee

**COLORADO**  
**HOUSE OF REPRESENTATIVES**

STATE CAPITOL  
DENVER  
80203

**MEMORANDUM**

January 16, 2019

**TO:** Members of the House Health and Insurance Committee  
**FROM:** Representative Susan Lontine, Chair  
**SUBJECT:** General Committee Procedural Items

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

**General Committee Procedural Items**

***Parliamentary Procedure***

- Parliamentary procedure is generally governed by Robert's Rules of Order.
- Motions made by members of House committees of reference require a second.
- Committee members must be recognized by the committee chair before speaking on a measure.
- The chair rules on proper motions and whether an amendment fits under the title of the bill.

***Committee Meetings***

- The House Committee on Health and Insurance meets on Tuesday mornings upon adjournment from the House floor in HCR 0107. Committee meetings will generally begin 15 minutes after adjournment. The committee also meets on Wednesday afternoons beginning at 1:30 p.m. in HCR 0107. Based upon the large number of bills heard by the committee in previous years, please be prepared for meetings to run into the evening on Wednesdays if the calendar is full. Committee members should anticipate this and not schedule conflicting engagements.
- 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 (if available) for bills scheduled to be considered by the committee to meetings. Committee members are encouraged to review the bills, amendments, and fiscal notes prior to the committee meeting.
- Committee meetings are audio recorded and a brief summary of the meeting is prepared by the staff.
- Joint meetings with the Senate Health and Human Services Committee and House Public Health Care and Human Services Committee may be scheduled from time to time. Annual joint meetings are held before the start of session for SMART Government Act briefings from the executive health departments and the Joint Budget Committee. A Joint Health Committee meeting has been scheduled for **Wednesday, January 30, upon adjournment of the House and Senate.**
- **Committee members are encouraged not to use laptop computers or i-Pads during committee meetings. If necessary, committee members are asked to use them for reference purposes only. This policy is for consideration of other committee members and witnesses.**
- Members are asked to turn their cell phones off before entering a committee meeting. Texting, tweeting, and reading e-mails are not appropriate during a meeting.

### ***Committee Deadlines***

- The first committee deadline is February 1, when all House bills introduced on or before the seventh day and assigned to the committee must be reported out. All remaining House bills must be reported out by February 15.
- The next committee deadline is March 20, 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. Interested individuals sometimes travel great distances or take time away from their employment to testify regarding legislation. It is a matter of courtesy that we start committee meetings at the time listed in the House calendar. If you are sponsoring a bill in other committee meetings 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.
- Discuss unavoidable absences with the committee chair, in order that you may be marked excused for purposes of the legislative tape and meeting summary. If a member is absent from three consecutive scheduled committee meetings without being excused, the chair shall report such fact to the floor leader of the party to which the member belongs.

### ***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 his/her bill will be considered.
- Sponsors need to be flexible about the scheduling of their bills. Scheduling 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.

### ***Testimony***

- All persons testifying before a committee are required to sign the witness sheet that is located in the committee room prior to the start of the meeting.
- The chair may limit opposing sides on any issue to a set amount of time, limit the time during which each witness may testify, 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.
- Committee members are to be courteous to those who are testifying.

### ***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 Appropriations.
- My preference is that amendments be in writing and distributed to members prior to any vote. Conceptual amendments will be allowed subject to the ruling of the chair.

### ***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.

### ***Constitutional Requirements (GAVEL)***

- Every bill must be heard by a committee, considered on its merits, and voted on (Article V, Section 20 of the Colorado Constitution).
- A motion that the committee report the measure favorably to the Committee of the Whole, with or without amendments, is always in order within appropriate deadlines.