

**THE ASSEMBLY COMMITTEE ON ARTS, ENTERTAINMENT,  
SPORTS, TOURISM AND INTERNET MEDIA**  
**Rules and Procedures for 2013-14**  
*Adopted March 19, 2013*

I. SETTING OF BILLS

- a) Bills referred to the Assembly Committee on Arts, Entertainment, Sports, Tourism and Internet Media (the "Committee") shall be set for hearing by the Chair at the hour and place provided by the schedule established by the Speaker, unless permission for a different hearing time is granted by the Speaker. To the extent practicable, bills relating to the same subject matter shall be set on the same day.
- b) When a bill is referred to the Committee, the committee secretary shall forward to the author a committee worksheet to be completed to assist in the preparation of the committee analysis. The Chair may withhold the setting of a bill for hearing until the committee worksheet is completed and returned to the Committee as specified in Section II.
- c) A bill may be set for hearing in the Committee only three (3) times. If a bill is not heard at the request of the author at the hearing for which it was set, or is not heard in order to permit the preparation of amendments, the set shall be deemed an author's set.
- d) For purposes of these rules and procedures:
  - i) A bill is "set" whenever notice of the hearing has been published in the Assembly Daily File, unless such notice is waived according to the Standing Rules of the Assembly.
  - ii) An "author's set" is any set which is counted as one of the three times a bill may be set. If a hearing as set in the Assembly Daily File specifically indicates "testimony only," such hearing shall not be counted as one of the three times a bill may be set.
- e) If a bill is to be presented by someone other than the author, it will be taken up at the end of the grouping of like subject matter after all authors (including those temporarily "passed over" and committee members) have been accommodated. Anyone other than the author who is to present the bill must have an authorizing letter from the author.
- f) If an author is not present when his or her bill is called, the measure will be passed temporarily.
- g) Authors are responsible for informing the Sergeant-at-Arms of their whereabouts so that they can be called for a timely appearance.

- h) These rules and procedures shall not apply to any measure that has been set as a special order of business.
- i) The Committee shall act upon bills referred to it as soon as practicable. Each bill that is voted out of the Committee shall be reported back to the Assembly within 24 hours, except those waiting for amendments. The Chair is charged with the observance of this rule.

## II. WORKSHEETS

- a) Absent extraordinary circumstances, all committee worksheets shall be returned to the Committee at least one week prior to the scheduled hearing of the bill.
- b) The Chair may refuse to hear a bill, even though it has been set, if the author fails to promptly return a completed worksheet. Such a set shall be deemed an author's set.
- c) Worksheets and associated supplementary materials shall be copied and forwarded by the committee secretary to designated staff of the Vice Chair.

## III. AUTHOR'S AMENDMENTS PRIOR TO HEARING

- a) Subject to the Joint Rules, an author may amend a bill at any time prior to hearing provided, however, substantive author's amendments (Legislative Counsel form) shall not be accepted by the committee secretary, absent extraordinary circumstances, later than one week prior to the committee hearing at which the bill has been set. A revised committee worksheet shall be offered with the amendments. An author shall provide the signed original and eight (8) copies of the amendments.
- b) Absent extraordinary circumstances, if an author offers substantive amendments to his or her bill later than one week prior to the committee hearing at which it is set, the bill may not be heard and may be deemed an author's set.
- c) The Chair shall have sole discretion in ruling on whether or not an amendment is "substantive" within the meaning of this section.

## IV. COMMITTEE ANALYSES

- a) Committee analyses of bills set for hearing shall be made available to the public at least one day prior to the day of the committee hearing. In the case of special hearings, the analyses need not be made available one day prior to the hearing, but shall be made available to the public at the time of the hearing or prior to any testimony being taken. For purposes of this section, a "special hearing" shall be any hearing of a bill for which notice of the hearing was not published in the Assembly Daily File prior to the hearing or a hearing on a general subject area.
- b) A copy of the committee analysis shall be sent to the bill's author and to members of the Committee prior to its general distribution to the public.

## V. MEETING AND QUORUM

- a) The Chair shall promptly call all meetings to order at the time and place designated in the Assembly Daily File for such meetings.
- b) A majority (4 members) of the entire committee membership (7 members) shall constitute a quorum. If a quorum is not present, the Chair may start the hearing as a subcommittee subject to both House and Joint Rules.
- c) In the absence of a quorum, a majority of the members present may order a quorum call of the Committee and compel the attendance of absentees. Once a meeting has been opened, the members may continue to take testimony even in the absence of a quorum, however, voting is subject to Section VIII. In the absence of the Chair or when the Chair is presenting a bill, the Vice Chair shall preside. In the absence of both the Chair and the Vice Chair, another member designated by the Chair shall preside.
- d) If a member is disqualified from voting because of a conflict of interest, there shall be no change in the "quorum requirements" or the number of affirmative votes required to report a bill out of committee. A member shall advise the Chair of the disqualification at the beginning of the hearing.

## VI. ORDER OF AGENDA

- a) Bills set for hearing shall be heard in numerical order, or at the discretion of the Chair. Exception shall be made for bills placed on the Committee's Consent Calendar. Committee members' bills will be heard after non-committee members' bills in numerical order, or at the discretion of the Chair.
- b) When the Chair finds that another order of business is more expedient, measures may be taken up out of order.

## VII. CONSENT CALENDAR

- a) The Chair may prepare a Consent Calendar for bills of a non-controversial nature. The Consent Calendar shall be prepared before the meeting. If any committee member objects, a bill shall be removed from the Consent Calendar and heard as a regular agenda item.
- b) Notwithstanding Rule 6(a), the Chair may take up the Consent Calendar at any convenient opportunity. Any member of the Committee may remove a bill from the Consent Calendar. If a bill is removed from the Consent Calendar, the Sergeant-at-Arms will call the author's office and the bill will be taken in the order specified in Rules 6(a) and (b).

## VIII. VOTING

- a) A majority of the committee membership is required to pass a bill from the Committee. A simple majority of those present and voting is required to adopt committee amendments, provided that a quorum is present.
- b) A recorded roll call vote shall be taken on all of the following actions of the Committee:
  - i) Actions which constitute the Committee's final action on a bill, constitutional amendment or resolution.
  - ii) Committee amendments taken up in committee, whether adopted or not.
  - iii) Motions to reconsider committee actions.
  - iv) Recommendations to the Assembly Floor relating to executive reorganization plans.
  - v) Amendments which add an urgency clause.
- c) A roll call vote on a previous bill may be substituted by unanimous consent, provided the members whose votes are substituted are present at the time of substitution.
- d) Prior to announcement of the vote, upon the request of the author or any member of the Committee, the Chair shall announce that the bill subject to a vote will be placed on-call for a period of time not to exceed the adjournment of the committee meeting. Absent extraordinary circumstances, a vote on a bill which is on-call shall not be permitted when testimony is being taken. The Chair shall announce the time or times when the roll shall be opened and any vote on a bill which is on-call may be cast. A motion to adjourn is not in order if any bills are on-call.
- e) The vote shall be announced upon conclusion of the roll call vote, absent a request to place a bill on-call.
- f) A motion to "hold in committee" or to "table" requires a second, shall be put to the Committee without discussion, and requires an affirmative vote by a majority of the committee membership.
- g) A recorded roll call vote is not required on the following actions by the Committee:
  - i) Motions to take a bill "under submission" or other procedural motion which does not have the effect of finally disposing of the bill.
  - ii) Author's requests to withdraw a bill from the committee calendar.
  - iii) The removal of an item from the Consent Calendar.

- iv) The return of a bill to the Assembly where the bill has not been voted upon by the Committee.
- v) Author's amendments to a bill.
- h) Any member having to leave the Committee for any reason shall advise the Chair where the member can be reached.
- i) In all respects, committee voting will be governed by the Standing Rules of the Assembly and the Joint Rules of the Legislature.
- j) After the final vote on a motion is announced, any member may change or add a vote before adjournment of the hearing unless the change or addition would alter the announced outcome of the vote.

#### IX. RECONSIDERATION

- a) After a bill has been voted upon, reconsideration may be granted only once.
- b) Reconsideration may be granted within 15 Legislative days of the Committee's vote on a bill or prior to the interim study joint recess, whichever occurs first. A reconsideration vote cannot be taken without the same notice required to set a bill unless it is taken at the same meeting at which the vote to be reconsidered was taken and the author is present.
- c) If reconsideration is granted, the Committee may vote on the bill immediately if the author is present or may postpone the vote until the next regular hearing. In the case of a defeated bill, if the motion for reconsideration or the vote on the bill after the granting of reconsideration fails, the bill shall be immediately returned to the Chief Clerk.
- d) Unless specifically authorized by the Chair, no additional testimony shall be permitted on a bill that has been granted reconsideration.

#### X. COMMITTEE BILLS

- a) The Committee may introduce a bill germane to any subject within the proper consideration of the Committee in the same manner as any member. A Committee Bill must contain the signatures of a majority of the members of the Committee.
- b) If all the members of the Committee sign a bill, at the option of the Chair, the Committee Members' names may not appear as authors in the heading of the printed bill.
- c) The Committee, at the discretion of the Chair, will seek to consolidate related subject matter into a single legislative proposal whenever appropriate.

## XI. PILOT PROJECTS

Any bill that proposes the creation of a pilot project should contain the following specific requirements:

- a) A statement of purpose of the proposed pilot project which specifically states the goals or objectives and the length of time of the project.
- b) Precise cost projections and methods by which savings, if any, may be calculated.
- c) A definitive mechanism by which the value and success, if any, of the project may be quantified. This mechanism shall include specific numerical objectives that must be met or exceeded, if a project is to be judged successful, and a suggested timeline.

## XII. INTERIM STUDY RECOMMENDATION

The Committee may refer the subject matter of any bill not given a do pass vote to the Rules Committee for study. The Committee may, however, subsequently reconsider and act on the bill.

## XIII. DECORUM AND CONDUCT OF COMMITTEE BUSINESS

- a) In addition to any other duties prescribed by these rules, the Standing Rules of the Assembly and the Joint Rules of the Senate and Assembly, the Chair shall:
  - i) Expedite all business of the Committee in an orderly and efficient manner.
  - ii) Set bills as early as practicable to facilitate the efficient and timely review of all bills assigned to the Committee.
  - iii) Maintain decorum at all committee hearings by directing the Assembly Sergeants-at-Arms to, among other things, keep all aisles in the committee room clear, direct the audience and witnesses to be seated, and reduce disruptive noise and conversation.
  - iv) Not preside during consideration of a bill which he or she is the author.
- b) No smoking shall be permitted in the committee hearing room.