

**ASSEMBLY COMMITTEE ON ARTS, ENTERTAINMENT
SPORTS, AND TOURISM
Rules and Procedures for 2025-26
Adoption date: April 1, 2025**

I. SETTING OF BILLS

- a) Committee hearings are regularly scheduled at the time and place designated in the Assembly Daily File at the discretion of the Speaker.
- b) For a non-substantive bill pending referral which the author anticipates will be referred to this Committee, the author must provide the Committee with author's amendments when they are provided to the Rules Committee. Failure to do so may result in a bill not being set for hearing.
- c) When a bill is referred to the Committee, the committee secretary will forward to the author a committee background worksheet. 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.
- d) 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.
- e) 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 is 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.
- f) If a bill is to be presented by someone other than the author, another member, or the member's staff, who is to present the bill must have an authorizing letter from the author.
- g) If an author is not present when their bill is called, the measure will be passed temporarily.
- h) Authors are responsible for informing the Sergeant-at-Arms of their whereabouts so they can be called for a timely appearance.

II. WORKSHEETS – SUPPORT/OPPOSITION LETTER REQUIREMENTS

- a) Absent extraordinary circumstances, all committee background 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 background worksheet. Such a set shall be deemed an author's set.
- c) Background worksheets and associated supplementary materials shall be copied and forwarded by the committee secretary to designated staff of the Vice Chair.
- d) Support and opposition letters are due a week prior to the hearing on Tuesday. Position letters must be signed on organizational letterhead where possible, and include the name and mailing address for the organization or individual expressing the position. Letters may be submitted to the Committee via the online portal/committee website, by hand, via regular mail or email attachment, provided that the other requirements of this rule are met. Additional requirements for the submission of letters regarding a specified bill may be instituted at the discretion of the Chair.

III. AUTHOR'S AMENDMENTS PRIOR TO HEARING

- a) Absent extraordinary circumstances, if an author offers substantive amendments to their 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.

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.
- 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 of the entire committee membership shall constitute a quorum. If a quorum is not present, the Chair may start the hearing as a subcommittee subject to both Assembly 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 prior to 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 that have received no "no" votes and have no opposition to the version presented. 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 VI (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 those present and voting.

- g) A recorded roll call vote is not required on the following actions by the Committee:
 - i) Motions to hold 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) Adoption of 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 defeated 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 they are the author.