

Chapter 3 Conduct of Meetings

Part 1 Order of Business, Debate, and Voting

IR3-3-101 Order of business.

Unless otherwise determined by the chair or by a majority vote of the interim committee, each committee or subcommittee shall substantially follow this order of business:

- (1) call of the committee to order by the chair;
- (2) approval of the minutes of any previous meeting;
- (3) announcement of the order of consideration of agenda items;
- (4) announcement of time restrictions, if any;
- (5) announcement of communications sent to the committee by the Legislative Management Committee or other entities; and
- (6) agenda business.

IR3-3-102 Obtaining the floor in committee -- Remarks to be germane.

- (1) The chair may recognize any committee member who wishes to speak to a matter of business before the committee.
- (2) Upon being recognized, the committee member shall confine his remarks to the subject under discussion.

IR3-3-103 Members required to vote.

Each committee member present at the committee meeting shall vote "yea" or "nay" on each question put to a vote by the chair.

Part 2 Public Hearings

IR3-3-201 Public hearings.

- (1) An interim committee or subcommittee may hold public hearings in addition to or instead of regular committee meetings.
- (2) The chair, subject to the approval of the committee, may adopt procedures for the orderly conduct of the hearing, including limitation of the time available for the entire hearing and for all individual presenters, and the order in which those presenting shall address the committee.
- (3) The committee may, at any time, close the public hearing and begin a regular committee meeting.
- (4) Upon majority vote of the committee, any presenter's testimony may be taken under oath.