



JEFF STONE

STATE REPRESENTATIVE
82ND DISTRICT

DATE: January 19, 1999

TO: Members, Assembly Highway Safety Committee

FROM: Representative Jeff Stone, Chair

RE: General Committee Guidelines

This memo outlines the general guidelines for, and the issues to be examined by, the Assembly Highway Safety Committee.

The committee will focus on legislation in the following areas:

- Drunk Driving
- Speed Limits
- Seat Belts and other Car Safety Devices
- Highway Law Enforcement
- Other Highway Safety Issues which may emerge during the 1999-2000 session.

It is my goal that the committee provide the public with an arena in which to contribute to the legislative process, that we recommend for passage legislation which reflects the wishes of the majority of committee members and which has a positive effect on the State of Wisconsin, and that all committee meetings and proceedings are conducted in a fair, consistent, and timely manner.

To help us achieve these goals, I have outlined the following guidelines for the committee:

1. Hearings and executive sessions will begin on time. Please notify the Committee Clerk if you will be unable to attend a meeting, or if you will be arriving late. Members who notify the Committee Clerk **at least 24 hours** before a meeting that they will absent will be excused.
2. Whenever possible, executive sessions will not be held on legislation that have been discussed in a public hearing on the same day.

CAPITOL OFFICE:

POST OFFICE BOX 8953

MADISON, WISCONSIN 53708-8953

(608) 266-8590

TOLL-FREE: (888) 534-0082

FAX: (608) 282-3682

REP.STONE@LEGIS.STATE.WI.US

HOME:

7424 W. FOREST HOME AVENUE

GREENFIELD, WISCONSIN 53220

(414) 321-7299

3. Amendments to legislation that will be considered in executive session should be distributed **in written form** (preferably drafted by Legislative Council staff or the Legislative Reference Bureau) to all committee members and to Legislative Council Staff **at least 24 hours** in advance of an executive session. Committee members are responsible for the distribution of their own amendments.
4. Committee members must be present while the Committee is in session in order to vote. (See Assembly Rule 11 (4).) If a member is absent while a vote is taken in executive session, the roll will usually be held open until the executive session is completed in order to permit an absent member to vote. **Proxies and/or mail ballots will not be permitted.** If a Committee member is unable to vote during an executive session, the member may contact the Committee Clerk to indicate how he or she would have voted if they had been present. That member's vote, however, will not be included in the reported vote on the Committee's recommendation.
5. Whenever possible, I will try to hold hearings only on items which have been introduced, and will try to provide hearing notice in sufficient time for publication in the Weekly Schedule of Committee Activities.

Given the nature of the legislative process, strict adherence to these guidelines may not always be possible. I will do all I can to ensure that exceptions to these guidelines will be the rule, rather than the exception.

I am honored to serve as Chairman of the Assembly Highway Safety Committee, and look forward to working with all of you during the 1999-2000 session. If you ever have any comments, questions, or concerns about the committee's activities, please let me know.