



SCOTT R. JENSEN
ASSEMBLY SPEAKER
MEMORANDUM

To: Assembly Committee Chairs
From: Assembly Speaker Scott R. Jensen
Subject: Committee Hearing Schedules
Date: March 29, 1999

A number of committee chairs have asked to hold a committee hearing on a date different from the established committee schedule. Because we have several new committee chairs and clerks, I just wanted to remind everyone of the long-standing rules. In order to avoid committee scheduling conflicts for members, the following guidelines shall be adhered to when committee chairs make such a request.

- All committees have been assigned a hearing day. If for example your committee has been assigned "Odd Tuesdays," the committee may only meet on Tuesdays in an odd week. Attached are copies of the "odd/even committee schedule" and a list of all of the committees and their assigned hearing day. (See the Yellow Attachments)

Tuesday in an odd week would be - March 9th and April 6th would be correct.

Tuesdays with an odd date - May 11th and May 25th would be wrong. These dates are during even weeks.

- The committee chair shall submit a written request to the Speaker at least two weeks in advance of the proposed hearing date. Please allow at least **three business days** for the Speaker to approve or deny the request.
- The written request shall include the purpose for which the hearing will be held, the reason(s) why it is necessary to hold the hearing in advance of a regularly scheduled committee date, and whether an executive session will be held.
- The committee chair shall determine if committee members will be attending committee meetings previously scheduled for the date and time in question. The two-step verification process requires the committee chair to first determine on which other committees the members serve. Second, the committee chair must contact the committee chairs of potentially affected committees to determine if a committee meeting is scheduled for the date in question. Any potential scheduling conflicts must be included in the written request submitted to the Speaker.
- **Remember that holding a committee meeting on a session day is strongly discouraged.** Please verify the floor period schedule with Majority Leader Foti's office if the desired committee date falls within a scheduled floor period. This must be done before submitting the written request to the Speaker. If the committee chair determines it is absolutely necessary to hold a hearing on a scheduled floor session day, the chair must request a hearing time which would conclude before the time the Assembly is called to the floor or request that the hearing be commenced upon adjournment of the day's floor period.

Thank you for your attention and compliance to this matter.

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Committees and Assigned Days

Even Tuesdays

Environment
Health
Judiciary & Personal Privacy
State Affairs
Utilities

Even Wednesdays

Ways & Means
Highway Safety
Labor
Natural Resources
Veteran & Military Affairs
Campaigns & Elections

Even Thursdays

Children & Families
Family Law
Housing
Insurance
Public Health

Even Fridays

Farmland Preservation

Odd Tuesdays

Census and Redistricting
Conservation & Land Use
Education
Small Business
Tourism
Urban and Rural Affairs

Odd Wednesdays

Ways & Means
Colleges & Universities
Corrections & the Courts
Education Reform
Financial Institutions
Government Operations

Odd Thursdays

Agriculture
Consumer Affairs
Criminal Justice
Rural Affairs
Transportation

Odd Fridays

Farmland Preservation

1999 Session Schedule

■ = Floor Schedule

○ = Bills sent to Governor

■ = Holiday

JANUARY							
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1999

2000 Session Schedule

■ = Floor Schedule

○ = Bills sent to Governor

■ = Holiday

JANUARY

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2000

January 3, 2001 - Inauguration (Wednesday)

Prentiss, Mike

From: Vrakas, Dan
Sent: Wednesday, March 03, 1999 10:00 AM
To: Narveson, Linda; Griffiths, Terri; Volz, David; Stippich, Janine; Cook, Andrew; Williams, Vincent; Larson, Rebecca; Eberle, Ed; Vernon, Kent; Maxwell, Georgia; Mikalsen, Mike; Sande, Rebecca; Zibrowski, Jacque; Becher, Scott; Lonergan, Sandra; Prentiss, Mike; Jermstad, Sara; Wadium, Mark; Delaporte, Robert; Loomans, Scott; Buschman, Sara; Mueller, Virginia; Karius, Bob; Boardman, Kristina; Fiocchi, Timothy; Colvin, Alan; Krause, Sheri; Westphal, Jason; Rindfleisch, Kelly; Welsh, Michael; Tierney, Jodie; Rep.Ainsworth; Rep.Albers; Rep.Brandemuehl; Rep.Duff; Rep.Freese; Rep.Gard; Rep.Goetsch; Rep.Grothman; Rep.Gunderson; Rep.Gundrum; Rep.Hahn; Rep.Handrick; Rep.Hoven; Rep.Huebsch; Rep.Hundertmark; Rep.Hutchison; Rep.Jeskewitz; Rep.Johnsrud; Rep.Kaufert; Rep.Kedzie; Rep.Kelso; Rep.Kestell; Rep.Klusman; Rep.Kreibich; Rep.Ladwig; Rep.Lasee; Rep.Lehman; Rep.Leibham; Rep.Montgomery; Rep.Musser; Rep.Nass; Rep.Olsen; Rep.Ott; Rep.Owens; Rep.Petrowski; Rep.Pettis; Rep.Powers; Rep.Rhoades; Rep.Seratti; Rep.Skindrud; Rep.Spillner; Rep.Stone; Rep.Suder; Rep.Sykora; Rep.Townsend; Rep.Underheim; Rep.Urban; Rep.Walker; Rep.Ward; Rep.Wieckert; Starzyk, Samantha
Subject: Public Hearing Notice Requirements

To: Assembly Committee Chairs
From: Dan Vrakas, Majority Caucus Chair
Date: 3-3-99
Re: Notice for Public Hearings

Pursuant to the concerns raised by Representative Freese and the follow up discussion in caucus yesterday, the following are the procedures for giving proper notice of public hearings:

- The notice should provide the date, time, place and agenda for the hearing. Other things to remember:
 - If an LRB draft is included on the agenda and it is introduced before the hearing, an amended notice should be sent with the number of the properly introduced bill. When possible, it is best to notice hearings on properly introduced bills.
 - If an executive session may be held on any of the items on the agenda, it should be noted on the notice.
 - If you are planning to hold a hearing on a day not specified for your committee or on a session day, contact Jodie Tierney in the Speaker's office.
- The chair is responsible to notify all committee members and the Legislative Council Attorney assigned to their committee of the hearing. It is also customary for the chair to notify the authors of the bills included on the agenda.
- Copies of the notice are required to be posted on the Assembly and Senate Bulletin Boards and filed with the Chief Clerk for their records. To be included in the *Weekly Schedule of Committee Activities* the notice has to be filed with Jody Nussbaum of the Chief Clerk's office before Monday noon for hearings to be held the following week.
 - When possible, it is important for committees to get their hearing noticed in the *Weekly Schedule of Committee Activities*.**
- If the notice cannot be included in the *Weekly Schedule of Committee Activities*, it must be provided at least 24 hours before the committee meets. If the chair determines, with good cause, that the 24 hour notice requirement cannot be met, the law allows shorter notice, but not less than 2 hours under any circumstances. In such cases, the hearing notice is required to be posted as follows:

-If the notice is ready 26 hours or more before the hearing, it is required to be posted on the Assembly and Senate Bulletin Boards and sent to the Chief Clerk. It is also suggested that copies of the notice be provided to the media (The Capitol Press Room is now located in 235 SW).

-If the notice is ready less than 26 hours before the hearing, it is required to be posted on the Assembly and Senate Bulletin Boards, sent to the Chief Clerk, sent to the official state newspaper (the Wisconsin State Journal) and news media that have specifically requested that they be given such notice (check with the Chief Clerks office). It is also suggested that copies of the notice be provided to the other media (The Capitol Press Room is now located in 235 SW).

- **Amended Notices** are required to be posted on the Assembly and Senate Bulletin Boards, sent to the Chief Clerk and committee members. It is also suggested that copies of the notice be provided to the media (The Capitol Press Room is now located in 235 SW).

Points to remember:

- 1.) **Committees should always try to have their public hearing noticed in the Weekly Schedule of Committee Activities.**
- 2.) **Amended notices should be posted and distributed in the manner explained above.**
- 3.) **If you have any questions about committee procedures, contact the Legislative Council Attorney assigned to your committee or the Chief Clerk.**