

INTRODUCTION

Principles of Parliamentary Law

An understanding of parliamentary principles will simplify the learning and application of parliamentary rules. Parliamentary procedure is based primarily on a group of principles which underlie the whole scheme of parliamentary rules. Some of these principles are set out below. Thought of in terms of principles instead of rigid, detailed technical rules, parliamentary law is essentially logical and simple.

Parliamentary Rules

Every deliberative body is bound to comply with all applicable rules laid down for it by the Constitution and laws, both statutes and court decisions and basic legal principles. These rules and principles govern whether adopted by the body or not, and they apply whenever group decisions are being made. Failure to conform to them invalidates any action taken or decision made.

Unless restricted by the Constitution, statutes or other superior authority, an organization can adopt its own rules of parliamentary procedure by a majority vote. Also by a majority vote, it can change, suspend or repeal the rules at any time it chooses. Failure to comply with its own adopted rules does not invalidate actions of the organization.

Every member of an organization is presumed to be the equal of each other member, and each has rights that must be respected. The rights of the minority and the majority both must be protected.

Ten Principles That Govern Procedure in Group Decision Making

Ten principles govern procedure in group decision making.

1. *The group must have the authority to take the actions it purports to take.* Jurisdiction must be given; it cannot be assumed. Groups sometimes assume powers that they do not have.
2. *There must be a meeting of the decision-making group.* When authority to make a decision is vested in any group, it is vested in the group collectively and not merely in the individual members of the group. To make a decision, the group must meet and make up its collective mind.
3. *A proper notice of the meeting must be given to all members of the group.* All members of the group are entitled to such a notice of the time, place and purpose of the meeting as will enable them to attend and participate. Failure to give such notice will invalidate actions taken at the meeting.
4. *There must be a quorum present at the meeting.* A quorum is a sufficient number or proportion of the members as will qualify those present to act for the entire membership. A quorum is a majority of the members qualified to act, unless a lesser number is given that authority by proper authority or a higher number is especially required. A member who is not entitled to vote on a particular question cannot be counted to make a quorum for voting on that question.
5. *There must be a question before the group upon which it can make a decision.* The question may be a motion, resolution or other proper form and may be oral or in writing and in most cases should be capable of being answered by an affirmative or negative vote. A member has the right to know what the question is and what its effect will be before voting on the question.

6. *There must be an opportunity to debate the question.* An opportunity to debate is necessary to enable the members of a group to reach a collective judgment. A member has the right to express personal opinions and hear the opinions of the other members.
7. *The question must be decided by taking a vote.* It is not enough to presume how a member will vote. A vote actually must be taken. It may be taken by an authorized and fair method.
8. *There must be a majority vote to take an action or decide a question.* In order to take any action or decide any question, there must be an expression of the will of the majority. This is usually a majority of the legal votes but sometimes is a majority of the entire membership or a two-thirds vote is required. A minority vote or a tie vote will not take any action.
9. *There must be no fraud, trickery or deception resulting in injury to any member.* A person is entitled to the protection of the courts from injury through injustice by a body making a group decision as in any other situation involving injury.
10. *To be valid, any action or decision of a body must not violate any applicable law or constitutional provision.* The decision-making procedures of any body must comply with the applicable provisions of any local, state or Federal law. It is governed by any statutory or court-made law, including provisions of constitutions and charters.

Principles Are Easier Than Rules to Remember and to Apply

Many parliamentary authors use a table to show how certain actions apply to a list of 40 to 82 motions. It is much easier to apply the governing principle than to memorize how the action applies to each of the 40 to 82 motions or to look up the answer each time in the table. For example:

Is the motion amendable? If the motion can be made in more than one form, it is amendable. If it can be made in only one form, it is not amendable.

Is the motion debatable? A main motion or other question presenting a matter of business to the body for its decision is debatable because debate is essential to enable the members to reach a meeting of the minds. The question is not debatable when it is a simple procedural motion that can be understood by the members without debate such as a motion to adjourn or to lay on the table.

May a speaker be interrupted? A speaker may be interrupted whenever the needs of the body require it, as the concern of the body outweighs the convenience of a member. A speaker may be interrupted by a question of privilege of the house that requires immediate attention, for example, or may be interrupted for a matter that has a definite time such as objection to the consideration of a question that is being presented.

Is a second required? Legislative bodies usually do not require seconds, but where seconds are used, motions require seconds. However, actions in which a member has the right to request or demand such as points of order, parliamentary inquiry or demands for a division do not require seconds. Only motions require seconds.

What vote is required? The rules of parliamentary law do not require the vote of more than a majority, but constitutions and statutes sometimes do and adopted rules often do. Unless there is a special requirement for a higher vote, a majority of the legal votes cast is sufficient.

THE ART OF CHAIRING A MEETING

Any number of people who have been involved in various organizations over time could put together a "laundry list" of mistakes presiding officers make in conducting meetings, not only mistakes in the sense of violating Robert's Rules, but mistakes in the manner in which they perform the presiding officer's role. It is useful to identify them because collectively they help us understand the meaning of professional competence. This somewhat negative approach to elucidating the "art of chairing a meeting" is analogous to defining justice by citing cases of injustice.

The list of mistakes which follows is presented in no order of importance. A caveat: most mistakes appear to be trivial and perhaps should be called something other than mistakes, but any presiding officer who is not sensitive to them is not likely to be described as one who knows and practices the art of presiding.

1. Failure to control a meeting. A meeting out of control is one in which people talk directly to each other without first receiving recognition of the chair or in which several people are talking simultaneously. These situations are not likely to occur if the presiding officer is determined to prevent them. When they happen the silent members of the group tend to register disgust, in part because the dialogue is perceived as confusing and/or disorderly. To be sure, conversation in small committees often can proceed in a satisfactory manner if the chair relaxes the rules of recognition. To permit informality is not a mistake, providing that the chair is able and willing to reassert the chair's prerogative to "run the meeting" when he or she judges that it is appropriate to do so. Essentially, the chairperson must remain ever sensitive to the possibility that the conversation or dialogue is unproductive, that progress in disposing of the agenda is not occurring. That sensitivity is most likely when the chairperson is both an observer and listener simultaneously. Inattentiveness to speaking participants is a privilege of a member, but not of the chairperson. Inattentiveness of a chairperson invites loss of control of a meeting.

2. Failure to curtail distractions. Related to the first mistake is a chairperson's tolerance for distracting side conversations or any other kind of behavior which directs attention from the speaker. A chairperson should risk offending a person or persons who are distracting in preference to risking the decorum of the meeting. Usually, a chairperson who establishes an image of being firm in this respect does not have to rap the gavel very often. Distracting behavior should be viewed as a discourtesy. It is the chairperson's responsibility to protect respect for the organization. Discourtesy to a speaker is disrespect for the organization.

3. Failure to curb compulsive talkers. Almost everyone reacts negatively to those who talk too much, particularly those who are repetitious and boring. By exercising the power of recognition the chairperson can protect the group from those who seem not to understand that they lose whatever influence they might enjoy by yielding to their impulses to monopolize the floor.

It is true, of course, that certain persons in almost every group have more information and knowledge to contribute on certain subjects than others. A wise chairperson discerns this and allows such a person greater latitude to speak than might be accorded others. This is a matter of judgement for which no guidelines can be specified.

4. Failure to communicate motions. Every main motion should be stated clearly by the chairperson, not only at the time the motion is presented, but also when the vote on the motion is announced, "What are we voting on?" is a question which an effective chairperson will never be asked. If a motion is ambiguous when offered, a chairperson should ask clarifying questions at the outset. If a motion is complicated, the chairperson should ask that the motion be put in writing. It is unreasonable to expect a secretary to record a complicated motion if the oral presentation is not easily recordable.

5. **Failure to explain the effects of a subsidiary motion.** This point can be made by illustration: Because the motion to table is not debatable and, in effect, closes discussion, the chairperson is entitled to ask the mover whether he or she understands the effect. Such a question is particularly appropriate when the chair judges a motion to table to be premature. If the member does not withdraw the motion to table and it has been seconded, the chair is obligated to put the question to vote. The prescription that the chair should explain the effects of a subsidiary motion could be broadened by saying that a chairperson ought to educate the group on all motions as the opportunities occur. If the presiding officer performs this legitimate role, the quality of the group's procedure will gradually improve. Most people will not resent instruction about the rules. Quite the contrary, they will want to know and the chairperson will be rewarded by the enhanced respect of the members.

One beneficial consequence flows from a chairman's performance of the rules-education role: it becomes less probable that any one individual or clique can dominate an organization by manipulating Robert's Rules to their own special advantage.

6. **Failure to put a motion to vote until prompted to do so by one or more members.** The chairperson should call for the vote on a pending motion when there is a lull in the discussion. If he or she waits for further discussion, someone is likely to want to fill the vacuum of silence, thus unnecessarily prolonging the meeting. The belief that the chair is obligated to ask members whether they are ready to vote is erroneous. While that action may be wise at times, it invites further discussion when further discussion is no longer useful to decision making.

Members often assist the chair in closing discussion and putting a pending motion to a vote by calling out "question." But the chair should know that this only means that the person who shouts "question" is ready for the vote. If the chair regards the call as premature, it should be ignored.

7. **Failure to encourage the use of the unanimous consent motion.** Motions perceived as non-controversial should be put in the following words: "Mr. Chairman, I ask unanimous consent that..." The chairman's response should be to repeat the motion, then say, "Without objection (slight pause) it is so ordered." If one member objects the motion is lost. No vote is required. The obvious advantage of the unanimous consent motion is that it expedites decision making. If an objection is heard, the member making the motion is still free to offer a main motion if he or she believes that the motion will be supported by a majority or for any other reason.

Except in the United States Congress unanimous consent motions are not often used, but members of an organization can be taught by the chairperson to put routine, non-controversial motions in this form in the interest of disposing of matters expeditiously.

8. **Failure to help a member clarify his or her position on an issue.** A chairperson may and should exercise the prerogative of the chair to ask a member questions designed to make a member's position clear before asking for further discussion. However, this privilege should not be used by the chairperson as a means of influencing the group's response affirmatively or negatively, but solely to prevent unnecessary confusion about what a member has said.

9. **Failure to preside dispassionately.** Neutrality in demeanor is essential if respect for the chair is to be maintained. However distasteful a motion or statement may be to the chairperson, he or she should avoid responding with a revealing expression. If the chairperson wishes to answer a statement or speak in favor or against a motion, he or she should relinquish the chair momentarily for that purpose.

In highly informal meetings this rule can be relaxed without compromising the chairperson's role as presiding officer. Once more, this is a matter of judgement.

10. **Failure to provide an agenda.** No advice to a chairperson is more important than the prescription that an agenda be prepared in advance of a meeting. By agenda is meant no more than a list

of items to be discussed. It means, in addition, proposals for action. The genius of a committee or group lies in its collective ability to project the consequences of a proposed action. It does not lie in its ability to develop a proposal to cope with a problem. Though brainstorming to identify alternatives of action can be productive, the chairperson is better advised to present one or more choices for action. Agenda preparation is the responsibility of a chairperson and his or her staff. The more competent they perform the agenda-building role the more likely the meeting will be perceived as successful. Too many presiding officers assume that a group can develop and act on its own agenda, that is, an agenda developed while in session. The likelihood is that a meeting without a prepared agenda will be viewed as a time-wasting experience.

Beyond the avoidance of "mistakes" the art of chairing a meeting is a matter of style. A chairperson who presides with style is one who conveys a sense of direction, a knowledge of correct procedure, an amiability which is infectious, skills of articulation and an understanding that time is a precious commodity.

Source: Marvin A. Harder, *Robert's Rules of Order and the Art of Chairing a Meeting* (Kansas State Legislature, 1982).

THE SIGNIFICANCE OF PARLIAMENTARY LAW

Parliamentary Law Safeguards Rights

When Winston Churchill, during the abdication crisis in 1936, rose before a shocked House of Commons to discuss the constitutional question before a final decision was made, the House was in a hostile temper. A burst of disapproval greeted the great state. Churchill set his pugnacious jaw and, as the uproar subsided, declared:

"If the Houses resist my claim [to speak] it will only add more importance to any words that I may use."

Here in the mother of parliaments, which has lent its name to the system of rules by which assemblies are conducted, we see at work procedural safeguards and the fundamental principles of democratic discussion. Here is the right of free and fair debate, the right of the majority to decide, and the right of the minority to protest and be protected. Here also is a demonstration that the violation of rights in assemblies lends weight to the cause of the suppressed.

Here is the essence of the democratic procedure of a free assembly, whether a professional society, a political organization, a labor union, or a social club—a procedure based on what Thomas Jefferson called "equal and exact justice to all."

Any right is only as strong as the procedures that enforce it. To vote by secret ballot is a fundamental right, but it is meaningless unless supported by procedures that ensure equal opportunity to vote, freedom of choice, absolute secrecy, and honesty in counting. Even though this right to vote has procedural safeguards, it still is meaningless if they are not observed.

Parliamentary law is the procedural safeguard that protects the individual and the group in their exercise of the rights of free speech, free assembly, and the freedom to unite in organizations for the achievement of common aims. These rights, too, are meaningless, and the timeless freedoms they define can be lost, if parliamentary procedure is not observed.

One of the basic concepts of freedom is the right of people to join together to achieve their common purposes. This concept includes the right to assemble and to organize, to propose ideas, to speak without fear of reprisal, to vote on proposals, and to carry out the decisions of the group. Parliamentary law provides the procedures that give reality to these democratic concepts. Parliamentary procedure is not an end in itself. It is, rather, the guardian of the freedom to band together, to discuss, to decide, and to act.

What is Parliamentary Law?

Parliamentary law is the code of rules and ethics for working together in groups. It has evolved through centuries out of the experience of individuals working together for a common purpose. It provides the means of translating beliefs and ideas into effective group action. It is logic and common sense crystallized into law, and is as much a part of the body of the law as is civil or criminal procedure. The rules of parliamentary procedure are found both in common law and in statutory law.

The common law of parliamentary procedure is the body of principles, rules, and usages that has developed from court decisions on parliamentary questions, and is based on reason and long observance. The common law of parliamentary procedure applies in all parliamentary situations except where a statutory law governs.

The statutory law of procedure consists of statutes, or law, relating to procedures that have been enacted by federal, state, or local legislative bodies. These rules of parliamentary procedure apply only to the particular organizations covered by the law.

Parliamentary procedure is easy to learn, because it is essentially fairness and common sense. It gives confidence and power to those who master it, and it enables members and organizations to present, consider, and carry out their ideas with efficiency and harmony.

It is true that parliamentary law can be used to obstruct the will of the majority, as well as to implement it—but this can happen only when a majority of the members are ignorant of their parliamentary rights.

What Organizations Must Observe Parliamentary Law?

All organizations, such as business, cultural, religious, social, fraternal, professional, educational, labor, civic, scientific, medical, and governmental, are subject to the principles and rules of common parliamentary law. All profit and nonprofit corporations and associations, and the boards, councils, commissions, and committees of government, must observe its rules.

International and national parliaments, congresses, and state legislatures have developed complete sets of special rules to meet their own specialized needs, and most of these rules differ sharply from those of common parliamentary law. Therefore, these bodies are the only ones that are not subject to common parliamentary law.

Clarence Cannon, former member of Congress and parliamentarian of the House of Representatives, explains why the rules of Congress are not suitable for other bodies to use:

These rules of Parliament and Congress are designed for bicameral bodies, generally with paid memberships, meeting in continuous session, requiring a majority for a quorum, and delegating their duties largely to committees. Their special requirements...have produced highly complex and remarkably efficient systems of rules peculiar to their respective bodies, but which are, as a whole, unsuited to the needs of the ordinary assembly.

When Must Organizations Observe Parliamentary Law?

The courts hold that all groups, with the exception of state, national, and international governmental bodies, must follow general parliamentary law whenever they are meeting to transact business. If, however, a group meets solely for other purposes—for example, social or educational—it is, of course, not subject to parliamentary rules.

Even a small group—for example, a finance committee of a board of education—must observe parliamentary law. However, the procedure in such groups is usually more informal than in a large convention.

When a group meets for the purpose of presenting proposals, discussing them, and arriving at decisions, parliamentary procedure is not only helpful, but indispensable. In all organizations the rules of procedure must be observed if the actions of the assembly are to be legal.

Where Parliamentary Rules Are Found

The four basic sources of parliamentary rules governing a particular organization, arranged in the order of their rank, are:

1. Law. The law, consisting of common law of parliamentary procedure and the statutes enacted by federal, state, or local governments, is the highest source of parliamentary rules for any organization.

2. Charter. The charter granted by government to an incorporated organization ranks second as a source. The charter granted by a parent organization to a constituent or component unit of the organization ranks next to its charter from government.

3. Bylaws. Any provisions of the bylaws of a parent organization that regulate the constituent or component units of the organization rank ahead of the bylaws adopted by the units. The bylaws, or the constitution and bylaws, and other adopted rules of an organization rank next.

4. Adopted parliamentary authority. The book adopted by an organization as its authority on all procedural questions *not* covered by the law or its charters, bylaws, or adopted rules completes the sources of parliamentary rules governing an organization. A parliamentary authority is a compilation of the parliamentary rules from *all of these sources*, assembled and organized for convenient reference.

A parliamentary authority suited for adoption (a) explains the principles and procedures that are based on long-time parliamentary usages and accepted practices; (b) summarizes and interprets the common law of parliamentary procedures as determined by court decisions and the law contained in statutes applicable to particular organizations; and (c) presents practical ideas developed by leading organizations for efficient operation.

If there is a conflict between sources, the higher-ranking source prevails. For example, a charter must not conflict with the law; bylaws must not conflict with either the law or charter.

Organizations also have the right to adopt rules that supplement or change the less fundamental provisions of parliamentary procedure. None of these adopted rules may conflict with any rule of higher rank. For example, a voluntary organization cannot adopt a rule requiring six months' notice for resignation, because common law gives a member the right to resign at any time.

Source: Alice Sturgis, *Standard Code of Parliamentary Procedure, 3rd Edition* (McGraw-Hill, 1988).

FUNDAMENTAL PRINCIPLES OF PARLIAMENTARY LAW

A knowledge of the basic principles of parliamentary law enables one to reason out the answers to most parliamentary questions. A thorough understanding of these principles clarifies the entire subject of parliamentary procedure. When one understands the basic principles, it is easy to become familiar with the rules because most of them follow logically from the principles.

These basic principles are so simple and familiar that we may fail to recognize their importance. They are the same principles on which democracies are based and seem almost self-evident.

The most important principles of parliamentary procedure are those that follow.

The Purpose of Parliamentary Law

The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony. The philosophy of parliamentary law is constructive—to make it easier for people to work together effectively and to help organizations and members accomplish their purposes.

Parliamentary procedure should not be used to awe, entangle, or confound the uninitiated. Technical rules should be used only to the extent necessary to observe the law, to expedite business, to avoid confusion, and to protect the rights of members.

Two basic procedural rules have developed to assure that the simplest and most direct procedure for accomplishing a purpose is observed. First, motions have a definite order of precedence, each motion having a fixed rank for its introduction and its consideration. Second, only one motion may be considered at a time.

Equality of Rights

All members have equal rights, privileges, and obligations. Every member has an equal right to propose motions, speak, ask questions, nominate, be a candidate for office, vote, or exercise any other privilege of a member. Every member also has equal obligations.

The presiding officer should be strictly impartial and should act promptly to protect the equality of members in the exercise of their rights and privileges.

Majority Decision

The majority vote decides. The ultimate authority of an organization is vested in a majority of its members. This is a fundamental concept of democracy.

A primary purpose of parliamentary procedure is to determine the will of the majority and see that it is carried out. By the act of joining a group, a member agrees to be governed by the vote of the majority. Until the vote on a question is announced, every member has an equal right to voice opposition or approval and to seek to persuade others. After the vote is announced, the decision of the majority becomes the decision of every member of the organization. It is the duty of every member to accept and to abide by this decision.

When the members of an organization select officers, boards, or sometimes committees, and delegate authority to them, this selection and delegation should be by the democratic process of majority vote.

Minority Rights

The rights of the minority must be protected. Democratic organizations always protect certain basic rights belonging to all members. The right to present proposals, to be heard, and to oppose are valued rights of all members, although the ultimate authority of decision rests with a majority, except when a higher vote is required. The members who are in the minority on a question are entitled to the same consideration and respect as members who are in the majority.

The minority of today is frequently the majority of tomorrow. A member of the majority on one question may be in the minority on the next. The protection of the rights of all members, minority and majority alike, should be the concern of every member.

The Right of Discussion

Full and free discussion of every proposition presented for decision is an established right of members. Each member of the assembly has the right to speak freely without interruption or interference provided the rules are observed. The right of members to "have their say," or to "have their day in court," is as important as their right to vote.

The Right to Information

Every member has the right to know the meaning of the question before the assembly and what its effect will be. The presiding officer should keep the pending motion clearly before the assembly at all times, and when necessary should explain it or call on some member to do so. Any motion and its effect should be explained if there are members who do not understand it. Members have the right to request information on any motion they do not understand so that they may vote intelligently.

Fairness and Good Faith

All meetings must be characterized by fairness and by good faith. Trickery, overemphasis on minor technicalities, dilatory tactics, indulgence in personalities, and railroading threaten the spirit and practice of fairness and good faith. If a meeting is characterized by fairness and good faith, a minor procedural error will not invalidate an action that has been taken by an organization. But fraud, unfairness, or absence of good faith may cause a court to hold any action invalid.

Parliamentary strategy is the art of using legitimately the parliamentary principles, rules, and motions to support or defeat a proposal. It includes, for example, such important factors as timing, wording of proposals, choice of supporters, selection of arguments, and manipulation of proposals by other motions. Strategy, ethically used, is constructive; however, if it involves deceit, fraud, misrepresentation, intimidation, railroading, or denial of the rights of members, it is destructive and actually illegal.

In 1776, John Hatsell, the famous British parliamentarian, wrote, "Motives ought to outweigh objections to form." The interpretations of the courts make it clear that the intent and overall good faith of the group are of more importance than the particular detail of procedure used in a given instance. The effectiveness and, in fact, often the existence of an organization are destroyed if its officers or members condone unfairness or lack of good faith.

Source: Alice Sturgis, *Standard Code of Parliamentary Procedure, 3rd Edition* (McGraw-Hill, 1988).

How Can A Body Change Its Decision?

When a body is dissatisfied with its vote on a main motion or substantive question, it can cancel the vote by reconsidering it whether it was carried or lost. But if there is dissatisfaction with a vote on a procedural motion, if the motion was lost, the motion may be renewed. Whenever there is a change in the situation, or if the motion carried, the effect of the vote can be changed by a motion which will reverse the effect of the motion such as take from the table, change limits on debate, withdraw from committee or change the time of hearings. After an act is complete, it can be amended or repealed by another act.

Precedence of Motions

There is a principle that determines the precedence of motions. The closer a motion is to final disposition of the matter under consideration, the lower it is in the order of precedence. The furthest removed the motion is from final disposition of the matter, the higher it is in the order of precedence.

Rules Should Be Applied With Judgment

Any rule serves best when it is applied with judgment and fairness. Arbitrary, inflexible rules, rigorously applied to differing situations, often produce injustice.

Source: American Society of Legislative Clerks and Secretaries, *Mason's Manual of Legislative Procedure* (National Conference of State Legislatures, 1989).



1999 Training Session for Assembly Committee Chairs

**Tuesday, January 19, 1999
Room 417 North, State Capitol**

1:00 - 1:05 p.m.

WELCOME AND INTRODUCTORY REMARKS

Daniel Vrakas, Majority Caucus Chair

1:05 - 1:40 p.m.

STANDING COMMITTEE STRUCTURE AND COORDINATION WITH ASSEMBLY RULES COMMITTEE

Steven Foti, Assembly Majority Leader

Speaker Scott Jensen

1:40 - 2:15 p.m.

WORKING WITH THE ASSEMBLY CHIEF CLERK'S OFFICE

Charlie Sanders, Chief Clerk

2:15 - 3:30 p.m.

CHAIR'S RESPONSIBILITIES; ROLE OF LEGISLATIVE COUNCIL STAFF

David J. Stute, Director

Mark C. Patronsky, Senior Staff Attorney

Laura Rose, Senior Staff Attorney

3:30 p.m.

ADJOURNMENT



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New chair training---Mark Patronsky---1/19/99

1) Planning committee work and scheduling meetings

a) *Theme---Plan ahead*

b) *Committee meeting days*

c) *Subjects of hearings*

ITEMS REFERRED
OTHER ITEMS RELEVANT TO COMMITTEE

d) *Hearings on unintroduced bills*

e) *Considerations for scheduling hearings*

i) Which bills and rules should have hearings

ii) Communication with authors of bills

iii) Fiscal estimates

f) *Meeting notice for hearings and executive sessions*

g) *Out of town hearings*

NEED BEFORE PUBLIC HEARING

2) Public hearings

a) *Theme---purpose of the public hearing*

i) Members learn about the bills and rules

ii) Give the public a fair chance to participate

b) *Starting on time*

c) *Chairperson's announcements and remarks*

d) Running the hearing

- i) Order of business
- ii) Recommended order of testimony for bills
- iii) Questions from committee members
- iv) People who read written remarks
- v) Questions from the audience
- vi) Temporary absence of the chair

3) Executive sessions

a) Theme---This is when the real work of the committee is done

b) Need quorum for an executive session

c) Bills must be introduced and referred to the committee

d) Assume that a bill needs amendments

e) Most important policies

- i) Don't hold an executive session on the same day as the hearing
- *ii) Only take up amendments that are distributed 24 hours ahead - MEMBERS
DISTRIBUTE
THEMSELVES
- iii) Reschedule the executive session if there are problems

f) Other issues for the executive session

- i) Unanimous consent
- ii) Tabling motions
- iii) Voting in presence of committee
- iv) Absent members

items not purchased from stores. Put requests in writing to the Assembly Chief Clerk, One East Main. If granted, the Clerk's Office will issue a Purchase Order. "Reimbursements" cannot be made for items purchased outside UW stores.

- * Package express service is run from the Document Room for Assembly members. Packages that must go to Assembly districts may be sent by Greyhound Bus, Badger Bus, or Federal Express.
- * Facsimile (FAX) machines are located in the Sgts. office, ground floor north, first floor north, third floor north, fourth floor west and in both caucuses. Fax charges are ten cents per page. To reduce unsolicited FAX transmissions, **please do not give out the Legislature's FAX receiving number.** Each office has a fax number associated with their office computer.
- * The Chief Clerk's office keeps a supply of legislative pens. The cost is \$5.50 each and they can be taken out of your office account.

~~P.~~ **P. Committee Expenditures**

Committee Chairs, from time to time, have a need for printing, photocopying, postage, stationary, rental of audio-visual equipment and meeting halls, as well as use of fleet autos or vans. These expenditures are for direct services to the committee as a whole, by the Chair, to facilitate the hearing process. Also, postage and duplicating services may be utilized to reply to unsolicited correspondence regarding proposals and issues before the committee. These expenditures are recorded in a monthly account and sent to each Committee Chair. These expenditures are not charged against the Committee Chair's district account, they are recorded as an committee expenditure and paid out of Assembly operations.

Q. Travel and Lodging - Travel Request/Approval Forms

All out-of-state and in-state travel **MUST** first be approved by the Speaker. Travel request forms can be obtained from the Speaker's office. The Speaker's approval of the committee chairperson's travel request will cover the committee members, committee staff person and a messenger. Include the name of the committee or the official title of the conference under the column entitled "Official Business" on the green travel voucher

Out-Of-State-Travel

1. Reimbursement for out-of-state travel from the Assembly's operations budget will be capped at \$2,000 per member for the biennium without exception.
2. All approved out-of-state travel will be reimbursed half from the Assembly operations budget and half from member's office account or other personal means of the member's choice. However, the option is open for the members to have the entire amount reimbursed through their office account, if so desired.



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January 8, 1999

TO: ASSEMBLY CHAIRPERSONS
FROM: Jane R. Henkel, Deputy Director
SUBJECT: Sample Committee Procedures

The attachments to this memorandum contain samples of materials that have been used in the past by some committee chairpersons to establish committee procedures or to guide the conduct of hearings or executive sessions.

Attachments A, B and C establish general guidelines for committee operations, but do not provide a great deal of detail. This approach provides flexibility but, since there is not a lot of detail, may require establishment of additional policies as questions arise in the future.

Attachments D and E are examples of a more detailed set of policies and procedures. While this approach gives clear guidance to committee members, exceptions may have to be made on occasion, to avoid being forced into an undesirable result.

Attachment F furnishes an outline of comments which may be used by a committee chairperson at the beginning of a public hearing. It is structured so that the chairperson covers the points in his or her own words.

Attachment G also provides an example of a chairperson's comments for the beginning of a public hearing. This example is "scripted" to provide details for the opening remarks.

The Legislative Council staffperson assigned to your committee is available to discuss with you the various approaches taken in Attachments A to E and to assist you in adapting any of the attached materials to your particular needs. Because of the range of examples, it is important that you select the degree of generality or specificity with which you are most comfortable.

Please contact me or your assigned Legislative Council Staff member if you have further questions or requests regarding any of these materials.

JRH:wu;jal
Attachments

ASSEMBLY COMMITTEE ON EDUCATION

POLICIES AND PROCEDURES

MEETING DAYS-

PUBLIC HEARINGS:

Room 417 North (GAR) is the regularly assigned meeting room. Odd Tuesdays, according to the odd-even legislative calendar, are the assigned hearing days for the committee. The chair will make every effort to start hearings promptly on meeting days.

EXECUTIVE SESSION:

Will be held on assigned Committee days following public hearings whenever possible but may be scheduled on other days when necessary.

ATTENDANCE AND VOTING:

If a member is absent for a hearing or an executive session and the committee clerk is notified it will be counted as an excused absence.

After the roll is called for a public hearing, the roll will remain open for absent members until the hearing is adjourned. Members who are tardy for the attendance roll call must announce their presence to the chairman in the presence of the committee in order to ensure they are recorded as present. Do not rely on the committee clerk to automatically note your arrival if you are not present during the roll call.

A member must be present in order to be recorded as voting. After the attendance roll is called for an executive session, the attendance roll will be left open for absent members until the executive session is adjourned. The voting roll may be held open until the adjournment of the executive session in

order to allow all members who have indicated their presence to vote. If an absent member is unable to vote before the roll is closed, the absent member may, before the proposal is reported out of committee, have the committee report reflect how the member would have voted had he or she been present.

AMENDMENTS:

All amendments shall be submitted to the Committee Clerk at least twenty four hours before an executive session. The chairman does recognize that meeting this deadline is not always possible, however, the 24 hour deadline should be met whenever possible.

TO: MEMBERS OF THE ASSEMBLY COMMITTEE ON JUDICIARY
FROM: Representative Mark Green, Chairperson
DATE: January 8, 1997
SUBJECT: General Guidelines for Assembly Judiciary Committee Proceedings

As Chair of the Assembly Committee on Judiciary, I intend to preside over Committee proceedings in a fair and consistent manner. Meaningful public and committee participation and development of proposals that accurately reflect the recommendation of the Committee and that are ~~in~~ⁱⁿ proper form for floor debate are among my goals.

The Judiciary Committee is a relatively small Committee and many of the issues that come before it are of a relatively technical and largely nonpartisan nature. I believe the Committee will be able to work in a collegial, informal fashion on most issues and, therefore, I do not intend to establish many procedural rules unless it proves necessary (recognizing that the Assembly rules already outline some basic procedure for Committee proceedings.) Initially, however, I would like to establish the following as general guidelines for the Judiciary Committee to follow during this legislative session:

1. I would like to start hearings and executive session in a timely fashion; please notify my office if you are unable to attend or will be late.
2. Amendments to proposals to be taken up in executive session should be in written form, preferably drafted either by Legislative Council staff or the Legislative Reference Bureau. Further, amendments, with the possible exception of minor technical and other noncontroversial amendments, should be distributed to all members and to Legislative Council staff at least 24 hours in advance of an executive session.
3. 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 the absent member to vote. If a Committee member is unable to vote during a Committee executive session, the member may contact the Committee clerk to indicate how he or she would have voted if present (but that member's vote will not be included in the vote on the Committee's recommendation.)

The above are guidelines and those familiar with the legislative process know that circumstances do not always permit consistent application of such guidelines (although I will attempt to strictly apply the requirement that members cast a vote in the presence of the Committee.)

I am honored to serve as Chairperson of the Assembly Committee on Judiciary and look forward to working with you for a productive legislative session.



Scott Gunderson

Wisconsin State Legislature
83rd Assembly District Representative



ATTACHMENT C

MEMO

Date: February 11, 1997

From: State Rep. Scott Gunderson

To: ASSEMBLY COMMITTEE ON URBAN AND LOCAL AFFAIRS

Re: General Guidelines for Proceedings of the Assembly Urban and Local Affairs Committee

Welcome to the Assembly Committee on Urban and Local Affairs. As Chairperson of the Committee, I am establishing some general guidelines for Committee proceedings that I believe will assist us in performing the Committee's functions. My goals for the Committee include adequate notice of Committee meetings, meaningful participation by the public and Committee members and careful scrutiny and development of proposals before they are voted upon by the Committee.

I intend to operate the Urban and Local Affairs Committee in a fair, but flexible, manner. Therefore, I intend to keep the Committee's operating guidelines at a minimum, recognizing that Assembly rules already establish some procedural rules for Committee proceedings.

The initial guidelines I am establishing for Urban and Local Affairs Committee proceedings during this legislative session are:

1. Hearings and executive sessions will start on time; please notify my office if you are unable to attend or will be late.
2. Ordinarily, executive sessions will not be held on the same day that a public hearing is held on a proposal.
3. Amendments to proposals to be taken up in executive session should be in written form, preferably drafted either by Legislative Council Staff or the Legislative Reference Bureau. Further, amendments, with the possible exception of minor technical and other non-controversial amendments, should be distributed to all members and to Legislative Council Staff at least 24 hours in advance of an executive session.



Scott Gunderson

Wisconsin State Legislature

83rd Assembly District Representative



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 the absent member to vote. If a Committee member is unable to vote during a Committee executive session, the member may contact the Committee Clerk to indicate how he or she would have voted if present (but that member's vote will not be included in the reported vote on the Committee's recommendation).
5. To the extent possible, I will try to hold hearings only on proposals for which a hearing notice is provided in the Weekly Schedule of Committee Activities and which have been introduced.

Given time constraints and the nature of the legislative process, strict adherence to the above guidelines will not always be possible. Adherence to the guidelines, however, should be the rule and not the exception.

I am honored to serve as Chairperson of the Assembly Committee on Urban and Local Affairs and look forward to working with you during the session.



DuWayne Johnsrud

State Representative

DATE: January 17, 1995

TO: MEMBERS OF THE ASSEMBLY COMMITTEE ON NATURAL RESOURCES

FROM: Representative DuWayne Johnsrud, Chairperson

SUBJECT: Guidelines for the Conduct of Business by the Assembly Committee on Natural Resources

My main goals for the Assembly Committee on Natural Resources are to provide the citizens of this state with a meaningful way to participate in legislative deliberations, to make sure that bills and resolutions reflect the wishes of the majority of Committee members and are in proper form for legislative debate and to ensure that administrative rules comply with statutory authority and are consistent with legislative intent. In order to achieve these goals, I intend to observe the following guidelines for conducting Committee business. While it will obviously not be possible to follow these guidelines in all circumstances, I intend that these guidelines will be the rule, rather than the exception.

1. Hearings and executive sessions will start on time.
2. Hearings will be conducted on introduced bills and resolutions only.
3. Hearings will be conducted only on bills and resolutions for which a hearing notice is provided in the weekly schedule of committee activities.
4. Executive sessions will not be held on the same day that a public hearing is held on the proposal. [Exceptions to this guideline will be provided for administrative rules, if necessary, due to the deadline for Committee action.]
5. No executive session will be held on any proposal that has not had a public hearing before the Committee.
6. Any amendment or substitute amendment must be in written form, drafted either by Legislative Council Staff or the Legislative Reference Bureau, in order to be taken up at an executive session.

7. **Amendments and substitute amendments must be distributed to all members and to Legislative Council Staff at least 24 hours in advance of an executive session in order to be taken up at the executive session.**

8. **Committee members must be present while the Committee is in session in order to vote. No mail ballots or proxy votes will be allowed. If an executive session is held before the Committee hearing is adjourned, the roll will be held open until adjournment of the hearing to allow members to vote. After the public hearing and executive session are adjourned, members may contact the committee clerk to indicate how they would have voted if they had been present.**

DJ:lr

Assembly Committee on Criminal Justice and Corrections

Policies and Procedures

(1) MEETING DAYS

A. PUBLIC HEARINGS: ROOM 415 NORTHWEST IS THE REGULARLY ASSIGNED MEETING ROOM ON ALTERNATING THURSDAYS. THE CHAIR WILL MAKE EVERY EFFORT TO START PUBLIC HEARINGS **PROMPTLY** AT 10:00 A.M. ON MEETING DAYS.

B. EXECUTIVE SESSIONS: WILL BE HELD FOLLOWING PUBLIC HEARINGS WHENEVER POSSIBLE BUT MAY BE SCHEDULED ON OTHER DAYS WHEN NECESSARY.

Every effort will be made to accommodate the schedules of the respective committee members whenever possible.

(2) ATTENDANCE

A. "EXCUSED" ABSENCES: THE RECORD OF COMMITTEE PROCEEDINGS WILL NOTE AN "EXCUSED" ABSENCE ONLY WHEN THE CHAIRMAN IS NOTIFIED AT LEAST ONE HOUR BEFORE THE SCHEDULED START OF A COMMITTEE MEETING.

Without the notification, the committee record will reflect that a member simply is "absent."

B. ROLL CALL--PUBLIC HEARINGS: AFTER THE ROLL IS CALLED FOR A PUBLIC HEARING, THE ROLL WILL BE LEFT OPEN FOR ABSENT MEMBERS UNTIL THE HEARING IS ADJOURNED. MEMBERS WHO ARE TARDY FOR THE ATTENDANCE ROLL CALL MUST ANNOUNCE THEIR PRESENCE TO THE CHAIRMAN IN THE PRESENCE OF THE COMMITTEE IN ORDER TO ENSURE THEY ARE RECORDED AS PRESENT.

Do not rely on the committee clerk to automatically note your arrival if you are not present during the call of the roll. By announcing your presence to the chair, your presence will be duly reflected in the committee record.

C. ROLL CALL--EXECUTIVE SESSIONS: AFTER THE ATTENDANCE ROLL IS CALLED FOR AN EXECUTIVE SESSION, THE ATTENDANCE ROLL WILL BE LEFT OPEN FOR ABSENT MEMBERS UNTIL THE EXECUTIVE SESSION IS ADJOURNED.

1. MEMBERS WHO ARE TARDY FOR THE ATTENDANCE ROLL CALL MAY ESTABLISH THEIR PRESENCE BY CASTING A VOTE DURING THE EXECUTIVE SESSION.

2. A MEMBER MUST BE PRESENT IN ORDER TO BE RECORDED AS VOTING.

3. THE VOTING ROLL MAY BE HELD OPEN UNTIL THE ADJOURNMENT OF THE EXECUTIVE SESSION IN ORDER TO ALLOW ALL MEMBERS WHO HAVE INDICATED THEIR PRESENCE TO VOTE. HOWEVER, ABSENT MEMBERS MUST RETURN AND VOTE IN THE PRESENCE OF THE COMMITTEE IN ORDER FOR THE VOTE TO BE RECORDED.

4. THE VOTING ROLL WILL BE CLOSED AFTER ALL MEMBERS WHO HAVE INDICATED THEIR PRESENCE HAVE VOTED.

5. IF AN ABSENT MEMBER IS UNABLE TO VOTE BEFORE THE ROLL IS CLOSED, THE ABSENT MEMBER MAY, BEFORE THE PROPOSAL IS REPORTED OUT OF COMMITTEE, HAVE THE COMMITTEE REPORT REFLECT HOW THE MEMBER WOULD HAVE VOTED HAD HE OR SHE BEEN PRESENT.

6. IF THERE ARE NO VOTES CAST DURING AN EXECUTIVE SESSION, A MEMBER WHO IS TARDY FOR THE ATTENDANCE ROLL CALL MUST ANNOUNCE HIS OR HER PRESENCE TO THE CHAIRMAN IN THE PRESENCE OF THE COMMITTEE IN ORDER TO BE RECORDED AS PRESENT.

3. MOTIONS

A. NO UNANIMOUS CONSENT: ALL MOTIONS ENTERTAINED WILL BE CONSIDERED MOTIONS FOR A ROLL CALL VOTE. NO VOTES WILL BE TAKEN BY UNANIMOUS CONSENT.

This policy affords members the greatest opportunity to vote their conscience and avoids the confusion that can result when members are not present when the motion is made but arrives later and wants to record his or her vote.

B. INTRODUCTION AND ADOPTION OF AMENDMENTS: MOTIONS TO INTRODUCE AND ADOPT AMENDMENTS WILL BE CONSIDERED TWO DIVISIBLE MOTIONS AND WILL BE TAKEN UP SEPARATELY.

4. DRAFTING AMENDMENTS

A. 24-HOUR POLICY: MOTIONS TO INTRODUCE AMENDMENTS SUBMITTED TO THE COMMITTEE LESS THAN 24 HOURS BEFORE A SCHEDULED EXECUTIVE SESSION WILL NOT BE ENTERTAINED.

CJ&C policies/3

Time is needed to read, copy and distribute the amendment. If a proposal receives executive action on the same day it receives a public hearing, accommodations will be made for any amendments that may be needed.

B. LRB DRAFTING REQUESTS: PLEASE DO NOT ASK THE LRB TO DRAFT AMENDMENTS FOR SUBMISSION TO THE COMMITTEE IF THE 24-HOUR POLICY CANNOT BE SATISFIED.

Let the drafters work on more urgent requests and save the amendment for the floor.

C. AMENDMENTS NOT IN WRITTEN FORM: ONLY AMENDMENTS THAT ARE IN WRITTEN FORM ARE PROPER SUBJECTS OF A MOTION FOR ADOPTION.

If there is a need for an amendment that is not in written form, it must be put in writing before the committee will act on it. Executive action on the proposal may be held over when necessary.

5. PUBLIC HEARINGS

A. TIME LIMIT: THE CHAIRMAN MAY LIMIT PUBLIC TESTIMONY TO 5 MINUTES PER SPEAKER. LATITUDE MAY BE GIVEN AT THE CHAIRMAN'S DISCRETION—PARTICULARLY TO PRIMARY AUTHORS. THE CHAIRMAN GENERALLY WILL ASK QUESTIONS BEFORE YIELDING TO OTHER MEMBERS.

B. WRITTEN TESTIMONY: PREFERENCE IS TO HAVE WRITTEN TESTIMONY MADE AVAILABLE FOR DISTRIBUTION TO COMMITTEE MEMBERS RATHER THAN HAVING PUBLIC WITNESSES READ IT TO THE COMMITTEE.

6. PER DIEM SLIPS

PLEASE COMMUNICATE TO LEGISLATORS WHO ARE NOT COMMITTEE MEMBERS THAT **PER DIEM SLIPS WILL BE ACCEPTED ONLY WHEN PERSONALLY DELIVERED BY THE NON-MEMBERS.**



WISCONSIN LEGISLATIVE COUNCIL STAFF MEMORANDUM

One East Main Street, Suite 401; P.O. Box 2536; Madison, WI 53701-2536
Telephone (608) 266-1304
Fax (608) 266-3830

DATE:

TO:

FROM: Mark C. Patronsky, Senior Staff Attorney

SUBJECT: Chairperson's Comments at the Beginning of a Public Hearing

The following is a list of suggested comments for you to make as Chairperson of the Assembly Committee on *fill in* at the commencement of a public hearing on a bill, resolution or administrative rule. The intent of these comments is to inform citizens who may not be familiar with legislative committee procedures about how the hearing will be conducted.

1. Welcome the "real people" who took the time to attend the hearing and thank them for their interest in the subject.
2. Explain the green hearing slips.
 - a. In addition to *speaking* for, against or for information, people can *register* for or against a proposal, which will be noted in the committee record.
 - b. Ask anyone who has time constraints to indicate this on the hearing slip, so that you can attempt to accommodate these needs if possible.
3. Introduce the Assembly page and note that the page will distribute any written testimony or materials that need to be given to committee members.
4. Announce the five-minute time limit (or other time limit) on testimony. The best explanation for the time limit is that it is a matter of fairness, so that everyone has a chance to speak to the committee.
5. Ask speakers to avoid repeating testimony that was previously given. Tell them that anyone is free to give up the chance to speak because his or her arguments were made by other speakers by requesting, when called, that their hearing slip be changed from "speaking" to "registering."

6. Discourage the reading of written testimony. This is best explained by saying that informal remarks are more effective than those which are read. Offer to reproduce any written remarks and distribute them to committee members after the hearing. Note that the time limit will also apply to those who read written remarks.

7. If it appears that the hearing will be controversial and that there are strong feelings on either side of the issue:

- a. Explain that only committee members may ask questions and that questions will not be taken from the audience.
- b. Warn people that demonstrations of support or opposition such as boos or applause are not appropriate. This is best explained by saying that committee members are there to obtain information; they are not swayed by audience responses; and that the hearing will proceed more quickly without these demonstrations.

8. Explain that committee members may need to come and go occasionally because they are members of other committees which are meeting at the same time.

9. If the committee will not be voting on the proposal that same day, indicate that the purpose of the hearing is to take testimony and that voting will be scheduled for a later date. Indicate that citizens can contact the toll-free legislative hotline to obtain information about further committee action on any proposal.

10. State the order of business for the public hearing.

- a. Indicate the order in which bills, resolutions and rules will be taken up.
- b. Indicate whether a lunch break will be taken.
- c. If an executive session is scheduled, indicate when the committee will convene in executive session.

11. State that alternating proponents and opponents of each proposal will be attempted, to the extent possible.

MCP:lah;kja

August 22, 1996

HEARING PROCEDURES

I. CALL TO ORDER AND ROLL CALL

A. Call the meeting to order:

1. ***"The Senate Select Committee on Utility Regulation will come to order. Will members and visitors please take your seats."***
2. Use the gavel if the room is noisy.

B. Call the roll:

- ***"We will dispense with the calling of the roll and the clerk will note presence of Senators as they arrive."*** Randy then fills in a roll call sheet as Senators arrive.

II. WELCOME AND ANNOUNCEMENT OF THE PURPOSE OF THE HEARING

A. Welcome members of the public and thank them for coming to present their testimony.

B. ***"This is the first meeting of the Senate Select Committee on Utility Regulation. I intend to use the Select Committee to keep myself and the members informed about developments regarding utility regulation, especially regarding the PSC's ongoing activities regarding the restructuring of electric utilities."***

C. ***"The purpose of this hearing is to receive testimony from the Public Service Commission and members of the public regarding the progress of the state's multi-step process to deregulate the electric utility industry. The Committee will also accept testimony on recent out-of-state electric utility power sales."***

III. DESCRIBE THE OPERATION OF THE HEARING

A. Inform people how to register to speak:

- ***“If you would like to testify to the Committee, please fill out a hearing slip and return it to the Senate messenger. The messenger has the slips.”***
Point out the messenger. ***“If you do not want to speak but want to register your position, you may do so on the same hearing slips.”***

B. The order in which you will call speakers:

1. ***“To the extent possible, I will alternate between speakers with different points of view on the subjects before us.”***
2. ***“If anyone has particular time constraints, including farmers, please indicate this on your hearing slip and I will try to accommodate you.”***

C. Other rules you may want to establish:

1. Anyone present may register to testify, but only Committee members may ask questions of the speakers.
2. Public demonstrations of support or opposition to anything that is said in the hearing is not permitted.
3. To allow everyone a chance to speak, you may set a time limit for speakers (and you may ask Committee members to limit their questioning of speakers), especially if there are a lot of people registering to speak. You may also ask speakers to avoid repeating what previous speakers have said.
4. Speakers are asked to *not* read written statements, verbatim, but to summarize their remarks. When called to testify, a speaker should give any written statement to the messenger for distribution to the Committee.

D. Plans for the hearing:

1. The order in which you plan to take up topics:
 - ***“So that speakers do not have to be called up twice, I will accept testimony on deregulation of the electric utility industry and on out-of-state power sales at the same time.”***
2. How long the hearing is expected to last and whether you plan to break for lunch.

IV. BEGIN THE HEARING

- A. Randy sorts the hearing slips for each topic by: 1) Speaking in favor; 2) Speaking in opposition; 3) Speaking for information only; 4) Registering in favor; and 5) Registering in opposition.
- B. Call the first speaker. Usually, start with invited speakers, Legislators, agency heads or other dignitaries, if any are present.
- C. When the speaker is through, ask the Committee members if they have any questions or pose any questions that you have.
- D. When there are no more questions, thank the speaker and call the next speaker. Randy will give you the hearing slip for each speaker at the right moment.
- E. When calling the last speaker, announce that this is the last hearing slip you have. State that anyone else who wants to speak must fill out a hearing slip at this time.

V. ADJOURNMENT

- A. Thank all those who came, once again, and if it has been a long hearing thank those who stayed until the end for their patience.
- B. Declare the meeting adjourned, using the gavel if you wish.

Committee

HIGHWAY SAFETY

Chair / Co-Chairs
STONE

CLERK

LEG. COUNCIL

WASENOUR

BRANDENBURG

RYBA

TOWNSEND

L. YOUNG

WARD

URBAN

Public Speakers

Messenger

COMMITTEE

HIGHWAY SAFETY

Chairperson

CLERK

STONE
#

LEG. COUNCIL

HASENDORF	BRANDMUEHL
#	#
RYBA	TOWNSEND
#	#
YOUNG, L.	WARD
#	#
	URBAN
#	#
#	#
#	#
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#	#
#	#

Public Speaker

MESSENGER

Allow at least 1/2 hour before committee meets to set up name plates, pads, pencils and water pitchers. Check with the committee clerk the day before for any special instructions.