

## Senate Education Committee Information

**Meeting times and locations.** The Senate Education Committee meets on Wednesday mornings upon adjournment of the full Senate. It also meets on Thursday afternoons at 1:30 p.m. The committee's designated meeting room is Senate Committee Room (SCR) 352. Occasionally, the committee meets in a different room to accommodate larger crowds or the needs of other committees. Changes to the committee's regular schedule are announced on the Senate floor prior to adjournment. Schedule changes will also be posted to the Joint Education Twitter account at: [Twitter.com/COEducationComm](https://twitter.com/COEducationComm). Posts to the Twitter account can also be viewed on the committee website at:

<http://leg.colorado.gov/committees/education/2018-regular-session>

**Committee hearings.** Committee meetings are broadcast over the Internet. Interested persons who are not able to attend a meeting in person can listen live over the internet. To access the live and archived feeds, visit: <http://leg.colorado.gov/committee/granicus/742221>

**Joint meetings with the House Education Committee.** The joint rules of the House and Senate require the House and Senate Education committees to stay advised of the activities, functions, and budgets of the Department of Education and the Department of Higher Education. The Senate Education Committee meets jointly with the House Education Committee to receive briefings from these departments annually. This year, the committees will meet in January to receive these briefings. If needed, the committees may also meet to receive briefings on other policy issues by staff, state agencies, or other stakeholder groups, or with the Joint Budget Committee. Joint meetings of the House and Senate Education Committees are held, as needed, on Wednesday mornings upon adjournment of both chambers in Committee Room 271.

**Testifying before the committee.** Individuals who wish to testify before committees are asked to sign-up prior to the start of the meeting or before a bill is debated by the committee. Staff will provide a separate sign-up sheet for each bill. Individuals are also asked to provide contact information on the testimony sign-up sheet.

The chair of the committee, Senator Owen Hill, is responsible for overseeing public testimony and will recognize those on the sign-up sheets in an order most conducive to the business before the committee. With rare exception, everyone who is signed up will be called to testify. Because the meetings are taped and broadcast over the internet, individuals who are testifying are asked to wait to be recognized by the chair prior to beginning their testimony. The appropriate manner to address the committee chair is "Mister Chair." The appropriate manner to address committee members is "Senator."

Once witnesses have been recognized by the chair, they may begin their testimony by giving their name and the organization they represent, if any. Committees are subject to tight deadlines and busy schedules. As a courtesy to the legislative members as well as those in the audience waiting to testify, witnesses are asked to keep their testimony brief and relevant to the bill. Please do not repeat testimony that may have already been provided to the committee. Witnesses may distribute copies of handouts and written testimony to the committee. If you wish to distribute materials to the committee that relate to your testimony, please bring at least eight copies — one for each member of the committee, as well as a copy for the committee's official record. Please hand any materials to the committee staff person, who will distribute the materials to the committee members.

Witnesses are asked to observe professional decorum during the committee meetings. Clapping, booing, hissing, or otherwise disruptive behavior is not permitted. In addition, witnesses are asked to avoid any personal attacks or other emotional outbursts. Finally, all individuals present in the committee room are asked to silence all cell phones and electronic devices prior to the start of the meeting.

**Committee staff.** The Legislative Council Staff person for the Senate Education Committee is Rachel Kurtz-Phelan, who is available to answer any questions regarding the committee schedule at (303) 866-3028 or [rachel.kurtz-phelan@state.co.us](mailto:rachel.kurtz-phelan@state.co.us). Interested persons can also follow the committee on Twitter to receive updates on bill votes, schedule changes, and other important information.