

February 16, 2021

TO: Members of the Senate Education Committee

FROM: Senator Rachel Zenzinger, Chair, 303-866-4840

SUBJECT: Organization and Procedures for the Senate Education Committee

Welcome to the Senate Committee on Education. I look forward to serving with you. Everyone's time is valuable, and everyone deserves courtesy and respect. To ensure that meetings are productive and remain congenial and professional, the following committee rules and procedures are established. Please review this memorandum and discuss with me if you have any questions or feedback.

I. Meetings and Attendance

A. Senate Education Committee will meet at the following times:

- Wednesdays upon adjournment; and
- Thursdays at 1:30 p.m.

On occasion, Thursday afternoon meetings will run past 5:00 p.m. depending on the amount of testimony and members' questions. If we need additional time for committee meetings during a week, I will work with the committee members to find the most convenient time. The committee will meet in Senate Committee Room 357 unless otherwise scheduled. Every effort will be made to start the meetings on time, and your cooperation in being on time for meetings would be appreciated.

- B. Prompt and reliable attendance will expedite committee business and help eliminate the need for additional meetings.
- C. Please notify the Chair or our staff person, Rachel Kurtz-Phelan (303-866-3028), of any absences so that you may be excused.
- D. The sound on electronic devices must be turned off.
- E. Please notify the Chair or staff of your whereabouts if you must leave during a committee hearing and wish to be retrieved for a final vote on a bill.
- F. Eating during a committee meeting is discouraged. You may be asked to leave the meeting if your eating is viewed as a distraction to the other committee members.

II. Bills, Amendments, and Fiscal Notes

- A. The Chair is responsible for scheduling hearings on all bills before the committee. Legislative Council Staff will maintain an up-to-date list of all bills assigned to the committee and the current status of their disposition. Staff will provide you a copy of this status sheet upon request.
- B. Committee members are strongly encouraged to bring copies of bills, amendments, and fiscal notes under consideration by the committee to each meeting. Please notify staff if you do not have a bill or fiscal note for a bill that is under consideration.
- C. Amendments should be tendered in written form whenever possible. Verbal amendments should be in as specific language as possible. If, when hearing a bill, the bill sponsor or committee cannot arrive at specific language, the bill may be laid over at the discretion of the chair.
- D. If a member plans to offer any major amendment to substantively amend a bill, please distribute it to all committee members at least 24 hours prior to the committee hearing. Failure to do so may result in the bill being laid over until the next scheduled committee hearing.
- E. Whenever possible, email proposed amendments to staff prior to the appropriate committee meeting.
- F. On or before hearing days, each committee member will receive a fiscal note on pink paper for each bill on the day's calendar. The statement will indicate what fiscal impact the measure will likely have on the state and local governments, or whether the measure will have no fiscal impact. If a committee member is interested in seeing a fiscal note statement prior to a meeting, staff may provide a copy in advance, if it is available.
- G. Whenever possible, those bills requiring a significant amount of discussion or amendments, or that may attract a large number of witnesses, will be scheduled for Thursday afternoon committee meetings.

III. Testimony

A. During a declared public health disaster emergency, members of the public may testify remotely through the WebEx video conferencing or call-in options. Persons wishing to testify remotely must register in advance of the meeting. Registration opens when a bill is scheduled for its committee hearing and closes when the meeting begins. Persons wishing to testify in person may register in advance or during the meeting. Witnesses may sign up to testify remotely or in person at:

<https://www2.leg.state.co.us/CLICS/CLICS2021A/commsumm.nsf/signIn.xsp>

B. Members of the public may submit written testimony in lieu of testifying in person at <https://www2.leg.state.co.us/CLICS/CLICS2021A/commsumm.nsf/signIn.xsp>. The option to

submit written testimony will be available once a bill is scheduled for a hearing in a committee of reference and last until the committee hearing on the bill concludes. Members of the committee can access submitted written testimony through the committee's Box account.

C. All witnesses will be required to orally identify themselves and the organization they represent, if any, for the taped record of each meeting.

D. Testimony will be kept to three minutes per person, and may be limited or extended at the discretion of the chair. In general, testimony which duplicates prior testimony will be discouraged. I will work with the bill sponsors to determine the best method for scheduling testimony.

E. Be courteous to those who come to testify. Part of courtesy is being present and listening to what they have to say.

F. In the past, many witnesses have wanted to present lengthy information on their areas of concern. It is strongly suggested that these persons speak to the bill under consideration and, if they want to impart more information to the committee, schedule an informational presentation to the committee at another time. Prime sponsors will be asked to request that witnesses observe this protocol.

IV. Committee Procedures and Voting

A. All committee members and individuals testifying before the committee are to be recognized by the Chair before speaking.

B. In order to take any action on a measure, an affirmative vote of a majority of a quorum or a majority of those present and voting, whichever is greater, is required [Senate Rule 22 (n)].

C. Committee members participating in a committee meeting remotely must keep their video on as much as possible. When voting on a bill, the video must remain on at all times.

D. A motion to place a bill on the consent calendar is in order for any bill that is referred to the Committee of the Whole, though it is usually used only for a bill that received a unanimous vote.

E. A motion to reconsider requires the affirmative vote of a majority of the members of the committee [Senate Rule 18 (e)].

F. If a bill has not been assigned by the President to the Committee on Appropriations, and the committee adopts an amendment to eliminate the need for an appropriation, the committee may, after receiving a memorandum from the fiscal note analyst confirming that the fiscal impact has been eliminated, refer the bill to the Committee of the Whole.

V. Handouts to Committee Members

- A. Committee members and bill sponsors are encouraged to email handouts to the committee or ask staff to place them in the committee's Box account. Members of the legislature may distribute written materials to each other, but members are encouraged to provide materials electronically when possible. Staff will not distribute written materials provided by committee members or bill sponsors. Materials emailed by members to staff for distribution to the committee through email or Box will be attached to the committee summary.
- B. Witnesses testifying in person who wish to provide handouts to members of the committee will be directed to distribute materials to committee members through the written testimony form on the [General Assembly's website](#), or by emailing the committee members. Except when authorized by the chair, committee staff will not handle or distribute paper handouts provided by members of the public. Materials that are submitted through the written testimony form before and during the bill's hearing will be attached to the committee summary as part of the official record. Materials that are directly emailed to committee members will not be attached to the committee summary.

VI. Committee Records

- A. The committee will receive staff assistance from Rachel Kurtz-Phelan, Legislative Council Staff, 303-866-3028. Ms. Kurtz-Phelan's functions include preparation of committee reports, a brief summary of each meeting, committee research requests, and committee records such as attendance and bill disposition.
- B. Ms. Kurtz-Phelan will provide notification to prime sponsors of bills to be considered by the committee as far in advance as possible. The notification will include the date, time, and location of the committee at which the bill will be heard.

VII. Committee Oversight Responsibilities

- A. Joint Rule 25 directs committees of reference to keep themselves advised of the activities, functions, problems, new developments, and budgets of the principal departments under their purview. Joint Rule 25 specifies that the House and Senate Education Committees have direct oversight over the following Executive Branch Departments and Divisions:
 - the Department of Education; and
 - the Department of Higher Education.
- B. Senate committees are responsible for considering the Governor's appointments to boards, commissions, authorities, and his cabinet. After hearing testimony from the appointee and any other interested persons, the committee must favorably or unfavorably recommend the appointee's confirmation to the full Senate. A majority vote of the committee is necessary to refer the recommendation to the Senate.