

## **House State, Veterans, and Military Affairs Committee Information and Procedures**

**Meeting times and locations.** The House State, Veterans, and Military Affairs Committee is scheduled to meet on Tuesday and Thursday afternoons at 1:30 p.m. The committee's designated meeting room is Legislative Services Building Hearing Room A (LSB-A). 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 House floor prior to adjournment.

**Committee hearings.** Committee meetings are broadcast over the internet. Interested persons who are not able to attend the meeting in person can listen live over the internet. To access the live feed, go to the General Assembly's main page at <http://leg.colorado.gov/>. In the top right corner of the page is a link to audio and video broadcasts under the *Watch & Listen* link. The meeting audio is organized by committee, and archived meetings are available as well.

**Joint meetings with the Senate State, Veterans, and Military Affairs Committee.** Joint rules of the House and Senate require the committee to stay advised of the activities, functions, and budgets of the Department of State and the Department of Military and Veterans Affairs. The committee may meet jointly with the Senate State, Veterans, and Military Affairs Committee to receive briefings from the Joint Budget Committee and the two departments for which the committee has oversight responsibility. Joint meetings of the State, Veterans, and Military Affairs Committee will be posted in the calendar when scheduled.

**Testifying before the committee.** Individuals who wish to testify before the committee are asked to sign up prior to the start of the meeting on the designated witness sign-up sheets in the committee room. There will be a separate witness sign-up sheet for each bill the committee is hearing at each meeting. Individuals are asked to sign in on the witness sign-up sheet pertaining to his or her bill of interest.

The chair of the committee, Representative Chris Kennedy, will oversee the public testimony on bills and other matters before the committee. When it is time for a witness to testify, the chair will call the name of the witness and ask the witness to come forward. With rare exception, everyone who signed up to testify will be called upon; however, at times witness testimony may be limited. Witnesses should wait to be recognized by the chair prior to beginning their testimony. Because the meetings are taped and broadcast over the internet, it is important for the chair to recognize all those speaking. The appropriate manner of address for the committee chair is "Mister Chair." The appropriate manner of address for House committee members is "Representative."

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 concise, relevant to the bill, and to the extent possible, to not repeat testimony that may have already been provided to the committee. Witnesses may prepare copies of handouts and written testimony for the committee. Witnesses who wish to distribute materials to the committee are asked to provide **ten copies** to the committee staff – 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, boozing, or otherwise disruptive behavior is not permitted. In addition, witnesses must avoid any personal attacks or other emotional outbursts. Finally, all individuals present in the committee room are asked to turn off all cell phones and electronic devices prior to the start of the meeting.

***Committee staff and information.*** The Legislative Council Staff person for the committee is Amanda King. She is available to answer any questions regarding the committee schedule. Her phone number is 303-866-4332 and her email address is [amanda.king@state.co.us](mailto:amanda.king@state.co.us). Interested persons can also follow the State Affairs Committees on Twitter to receive updates on bill votes, schedule changes, and other important information: <https://twitter.com/COSStateAffComm>. Additional information can be found on the committee's website at:

<http://leg.colorado.gov/committees/state-veterans-and-military-affairs/2019-regular-session>