

House Committee on Business Affairs & Labor

Meeting times and locations. The House Committee on Business Affairs & Labor meets on Wednesday mornings upon adjournment of the House floor session and Thursday afternoons at 1:30 p.m. The committee's designated meeting room is House Committee Room 0112 on the ground floor of the Capitol. In some instances, the committee must meet 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. Schedule changes and other information will also be broadcast via Twitter by the committee staff. The Twitter feed will be displayed on the committee's web page or you can follow the committee on Twitter: @COLCSCcommittees. The House Business Affairs & Labor Committee web page can be found at: leg.colorado.gov/content/committees.

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 committee's web page. At the top of the page is a link to audio broadcasts of current proceedings.

Joint meetings with the Senate Business, Labor, and Technology Committee. The joint rules of the House and Senate require the House Committee on Business Affairs & Labor and the Senate Business, Labor, and Technology Committee to stay advised of the activities, functions, and budgets of the Department of Labor and Employment, the Department of Personnel and Administration, the Department of Regulatory Agencies, and the Governor's Office of Economic Development and International Trade. The House Business Affairs & Labor Committee meets jointly with the Senate Business, Labor, and Technology Committee to receive briefings from these departments and the Joint Budget Committee. In addition, the committees have jurisdiction to conduct general oversight of the economic development activities of state government and may, jointly or separately, review the activities of any agencies of state government engaged in economic development matters.

Testifying before the committee. All persons testifying before the committee are requested to sign in prior to the start of the agenda item in question. All witnesses will be required to orally identify themselves and whom they represent (if anyone other than themselves) at the beginning of their testimony. Every effort will be made to accommodate all witness who wish to testify, however, this may not always be possible. The chair may limit opposing sides on any issue to a set amount of time or limit the number of individuals who may testify if it appears the committee will not be able to hear all of those who wish to speak. Witnesses will generally be timed at three minutes.

Remote and in-person testimony. 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 online in advance of the meeting. Registration for remote testimony opens when a bill is scheduled for its committee hearing and closes when the hearing for the bill begins.

Persons wishing to testify in person must also register online. Registration for in person testimony opens one hour prior to the committee hearing at which the bill is scheduled to be heard, or 8:30 am for upon adjournment meetings, and closes when a final vote is taken on the bill.

Witnesses may sign up to testify remotely or in person at: leg.colorado.gov/testimony.

Written testimony. Members of the public may submit written testimony in lieu of testifying at leg.colorado.gov/testimony. 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.

Handouts from the public. 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 at leg.colorado.gov/testimony, or by emailing the committee members directly. 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. Witnesses who wish to distribute materials to the committee are asked to bring **14** 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.

The chair of the committee, Representative Dylan Roberts, 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 signed up to testify will be called upon. 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 of address to the committee chair is "Mister Chair." The appropriate manner of address to 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 are asked to observe professional decorum during the committee meetings. Clapping, booing, 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 turn off all cell phones and electronic devices prior to the start of the meeting.

Committee staff. The Legislative Council Staff person for the House Committee on Business Affairs & Labor is Luisa Altmann. She is available to answer any questions regarding the committee schedule. Her phone is (303) 866-3518 and her email is luisa.altmann@state.co.us.