



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

Memorandum

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August 25, 2021

TO: Members of the General Assembly

FROM: Amanda King, Senior Research Analyst, 303-866-4332
Elizabeth Burger, Deputy Director, 303-866-6272

SUBJECT: 2021 Interim Committee Information

Summary

This memorandum summarizes the policies and procedures for committees meeting during the 2021 legislative interim. Table I lists all legislative committees staffed by legislative staff that are authorized to meet during the 2021 interim.

Contents

Summary	Page 1
Interim Committee Overview	Page 1
Bill Request Process	Page 1
Remote Participation	Page 3
Committees Meeting in 2021	Page 3

Interim Committee Overview

Interim committees meet during the legislative interim to study a specific issue or topic. Joint Rule 24A governs procedures for interim committees, and applies to committees created in statute, by the Executive Committee of the Legislative Council, or through the interim committee letter request process. The rule provides the following regarding interim committees.

- If the number of interim committee meetings has not otherwise been set, an interim committee may not exceed six meetings without prior approval from the Executive Committee.
- Expenses for interim committee travel must be approved by the Executive Committee prior to any travel.
- Expenses and per diem must be paid to legislative members of the committee.
- The Executive Committee must approve the use of any additional staff resources requested by an interim committee.

Bill Request Process

A central part of interim committee activity for many committees is the opportunity to request legislation. Joint Rule 24A provides the following regarding interim legislation.

- Interim committees must report their requests for legislation to the Legislative Council by October 15 in even-numbered years and by November 15 in odd-numbered years.

- Committee bills approved by the Legislative Council are exempt from a member’s five-bill introduction limit.
- Legislation approved by the Legislative Council will be introduced during the 2022 legislative session.
- Joint Rule 24A requires the Executive Committee to annually establish procedures and deadlines for the interim committee bill request process. The 2021 guidelines, appended as Attachment A, are summarized below.
- Bill requests must be made at a single interim committee meeting and must be approved by a majority of the total legislative membership of the committee.
- In 2021, this meeting may be held no later than **September 20**.
- A committee may request the drafting of no more than twice the number of bills the interim committee is authorized to recommend to the Legislative Council.
- Members requesting draft legislation must provide drafting information within three calendar days of making the request, or the request is deemed withdrawn.
- No later than 21 days after the meeting at which bills are requested, the bill drafts must be finalized so that a fiscal note may be prepared.
- If the bill sponsor does not finalize the draft bill by this date, the draft bill will be deemed finalized and will be released for purposes of preparing the fiscal note.
- After a draft bill has been finalized, interim committee members may not modify the draft bill and must present all changes to the draft bill as amendments during the meeting at which the draft bill is considered.
- No earlier than 21 days after the draft bills are finalized, the committee must hold a meeting to consider and take final action on draft bills.
- In 2021, this meeting may be held no later than **November 1**.
- In order to be forwarded to the Legislative Council, bills must be approved *by a majority of the total legislative membership of the committee*.

Important Dates

- > Bill request by September 20
- > Bill approval by November 1
- > Legislative Council meets by November 15

Number of bill requests. A committee’s authorizing legislation specifies the total number of bills that it may forward to the Legislative Council. If the total number of bills is not specified, committees may recommend no more than five bills to the Legislative Council. When making requests for bill drafts, members are encouraged to be mindful of the total number of bills that the committee is authorized to recommend to the Legislative Council.

Bill sponsorship. After a bill has been approved by a committee, the chair of the committee assigns bill sponsors and designates whether the bill will start in the House or Senate. Bills recommended by an interim committee do not need to be sponsored by a member of the committee making the recommendation. Bills do not need to have a sponsor prior to consideration by the Legislative Council; however, such bills must be assigned a sponsor at the Legislative Council meeting.

Updated bills and fiscal notes. Committee bill drafts will be updated prior to the Legislative Council meeting to include any amendments adopted by the committee at its final meeting, and to list the sponsors of the bills. Fiscal notes are not updated for the Legislative Council meeting.

Legislative Council meeting. The Legislative Council must meet to review interim committee legislation no later than *November 15, 2021*. At this meeting, the chairs of the interim committees will present the committees' requests for legislation to the council. Traditionally, the council's role in this process is to ensure that legislation recommended by a committee fits within the committee's charge. The Legislative Council does not consider amendments to the bills at this meeting.

Remote Participation

The General Assembly is currently operating under a remote participation policy for joint committees signed by the Executive Committee on January 20, 2021. The policy:

- permits members of the General Assembly to participate electronically in any meeting of a joint committee, including interim committees;
- allows members of a joint committee who are participating electronically to be marked as "present" for purposes of attendance and to establish a quorum, vote, make motions, and speak to matters before the committee;
- requires a member of joint committee who wants to participate electronically to notify the chair, the staff, and IT staff at least one day prior to the meeting; and
- allows remote public testimony.

Committees Meeting During the 2021 Interim

Table I lists the committees authorized to meet during the 2021 legislative interim. The table includes committees that meet annually during the legislative interim and year-round committees that meet both during the interim and legislative session. The table includes only committees staffed by nonpartisan legislative staff.

For each committee, the table provides information on the number of meetings the committee is authorized to hold; the number of members; how many, if any, bills the committee is authorized to carry; the study topics for the committee; the repeal date for the committee; and whether the committee must report its requests for legislation to the Legislative Council.

Table I: Committees Meeting During the 2021 Legislative Interim

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
Affordable Housing Transformational Task Force Section 24-75-229 (6), C.R.S. (House Bill 21-1329 and Executive Committee Resolution)	Up to 10 during the 2021 interim.	16 members; 5 from the House and 5 from the Senate, and 6 from the Executive Branch The task force receives recommendations from a 15-member subpanel representing various entities and organizations related to housing.	None	The task force must issue a report with recommendations to the General Assembly and the Governor on policies to create transformative change in the area of housing using federal coronavirus recovery money.	January 2022
Behavioral Health Transformational Task Force Section 24-75-230 (4), C.R.S. (Senate Bill 21-137 and Executive Committee Resolution)	Up to 16 during the 2021 interim.	16 members; 5 from the House and 5 from the Senate, and 6 from the Executive Branch The task force receives recommendations from a 25-member subpanel representing various entities and organizations related to behavioral health.	None	The task force must issue a report with recommendations to the General Assembly and the Governor on policies to create transformational change in the area of behavioral health using federal coronavirus recovery money.	January 2022
Capital Development Committee Section 2-3-1301, <i>et seq.</i> , C.R.S.	As often as necessary.	6 members of the General Assembly; 3 from the House and 3 from the Senate	Not limited	The committee is responsible for reviewing funding requests for capital projects from all state agencies, and making prioritized recommendations to the Joint Budget Committee.	None
Capitol Building Advisory Committee Section 24-82-108, C.R.S.	No less than 3 per year.	12 members including: 3 appointed by the Speaker, including 1 member of the House; 3 appointed by the President, including 1 member of the Senate; 3 appointed by the Governor; an architect, appointed by the Governor; and the following ex officio members: the President of the State Historical Society or designee and the Executive Director of the Department of Personnel and Administration or designee.	None	The committee must review plans to restore, redecorate, or reconstruct space within the state Capitol building and make recommendations to the Capital Development Committee based on such plans.	None



Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;



Committee meets during the legislative interim;



Committee meets year-round;



Has a task force or subcommittee;



Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
<p>Colorado Commission on Uniform State Laws</p> <p>Section 2-3-601 <i>et seq.</i>, C.R.S.</p> 	<p>At least once annually at the call of the chair.</p>	<p>6 members; at least 2 must be members of the General Assembly and 2 must be members of the public. The members must be attorneys. The General Assembly appoints the members by joint resolution.</p>	<p>Not limited</p>	<p>The commission prepares a report containing its recommendations to the General Assembly on or before January 1 of each year concerning uniform laws and the proceedings and recommendations of the most recent meeting of the National Conference of Commissioners on Uniform State Laws.</p>	<p>None</p>
<p>Colorado Health Insurance Exchange Oversight Committee</p> <p>Section 10-22-107, C.R.S.</p> 	<p>At least twice annually; limited to 7 total meetings when the General Assembly is not in session. The committee may meet an unlimited number of times during the legislative session.</p>	<p>10 members of the General Assembly; 5 from the House and 5 from the Senate, including 6 members from either the Health, Business, or Audit committees.</p>	<p>8</p>	<p>The committee studies the implementation of Colorado's health exchange. It reviews and approves grants applied for by the exchange's board of directors to implement the exchange, approves the exchange's executive director, and recommends legislation on the operation of the exchange.</p>	<p>None</p>
<p>Colorado Youth Advisory Council Review Committee</p> <p>Section 2-2-1305.5, C.R.S.</p> 	<p>Up to 3 times each interim.</p>	<p>4 legislative members of the Colorado Youth Advisory Council, 5 nonlegislative council members who are appointed by the council, and 1 member of the Legislative Council. The 5 legislative members of the review committee serve as voting members. All other members are nonvoting members.</p>	<p>3</p>	<p>The committee reviews the Colorado Youth Advisory Council's work and recommends legislation regarding issues affecting Colorado youth.</p>	<p>Sept. 1, 2023</p>
<p>Committee on Legal Services</p> <p>Section 2-3-502, C.R.S.</p> 	<p>At least twice each calendar year, but may meet as often as necessary.</p>	<p>10 members of the General Assembly including: The respective chairs of the House and Senate Judiciary committees or their designees; 4 members for the House, 1 of whom is an attorney; and 4 members of the Senate, 1 of whom is an attorney.</p>	<p>Not limited</p>	<p>The committee is the legislative oversight committee for the Office of Legislative Legal Services and oversees the review of executive branch agency rules among other legislative duties.</p>	<p>None</p>

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committees	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
<p>Early Childhood and School Readiness Legislative Commission</p> <p>Section 26-6.5-201, <i>et seq.</i>, C.R.S.</p>   <p>Interim Only</p>	Up to 4 times annually.	6 members of the General Assembly; 3 from the House and 3 from the Senate. Members of the commission are members of the Health/Education committees.	5	The commission studies issues concerning early childhood and school readiness, including health care, mental health, parental involvement, family support, child care, and early learning.	July 1, 2023
<p>Economic Recovery and Relief Cash Fund Task Force</p> <p>Section 24-75-228 (5), C.R.S. (Senate Bill 21-291 and Executive Committee Resolution, which has not been issued as of the publishing of this memorandum)</p>  <p>Interim Only</p>	To be determined by the Executive Committee.	To be determined by the Executive Committee.	None	The task force must issue a report with recommendations to the General Assembly and the Governor on policies that use money from the fund to provide a stimulative effect to the state's economy, necessary relief for Coloradans, or that address emerging economic disparities resulting from the pandemic.	End of 2021 interim
<p>Joint Budget Committee</p> <p>Section 2-3-201, <i>et seq.</i>, C.R.S.</p>  	As often as is necessary to perform its functions.	6 members of the General Assembly: 3 from the House and 3 from the Senate, including the Appropriations Committee chairs.	Not limited	The committee studies the management, operations, programs, and fiscal needs of the state government agencies and institutions of Colorado state government and holds hearings to review the executive budget and the budget requests of each state agency and institution, including capital construction, capital renewal, or controlled maintenance budget requests and information technology budget requests.	None

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committees	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
Joint Technology Committee Section 2-3-1701, <i>et seq.</i> , C.R.S. 	At least once each year in order to review the Governor's budget submissions for information technology, and as often as necessary to perform its functions.	6 members of the General Assembly; 3 from the House and 3 from the Senate. The members of the committee should have experience in information technology, business analysis, or business process.	Not limited	The committee has oversight responsibility for major state technology projects and the Governor's Office of Information Technology (OIT).	None
Legislative Audit Committee Section 2-3-101, <i>et seq.</i> , C.R.S.  	As often as necessary, but it shall meet at least once in each quarter of the calendar year.	8 members of the General Assembly: 4 from the House and 4 from the Senate.	Not limited	The committee is responsible for reviewing and releasing audit reports and recommending special studies. The committee also recommends an appointment for State Auditor to the leadership of the General Assembly every five years.	None
Legislative Council & Executive Committee of the Legislative Council Section 2-3-301, C.R.S.  	As often as necessary, but the council must meet at least quarterly.	Legislative Council: 18 members, including the President of the Senate, the Speaker of the House of Representatives, the Majority Leaders of the House and Senate, the Minority Leaders of the House and Senate, and 6 members each from the House and Senate, appointed in proportion generally to party representation in each chamber. Executive Committee: 6 members consists of the President of the Senate, the Speaker of the House of Representatives, and the Majority and Minority Leaders from each chamber.	Not limited	The Legislative Council is the legislative oversight committee for the Legislative Council Staff, and is responsible for approving the Legislative Council Staff budget, approving written requests for interim study committees, reviewing legislation created by committees that meet during the legislative interim, and reviewing the ballot information booklet prepared by Legislative Council Staff. The Executive Committee of the Legislative Council provides oversight over the legislative service agencies and their directors, establishes policies regarding legislative management and procedures, and introduces the annual legislative appropriation bill.	None

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeat Date
Legislative Emergency Preparedness, Response, and Recovery Committee	At least once annually.	11 members, including 2 members from the House and 2 members from the Senate. Other members include individuals representing the nonpartisan legislative staff agencies.	Not limited	The committee is responsible for developing and updating a plan for the response by, and continuation of operations of, the General Assembly and the legislative service agencies in the event of an emergency epidemic or disaster and may also recommend legislation on this topic.	None
Section 2-3-1503, C.R.S.					
Legislative Interim Committee on School Finance	Up to 5 times each interim in 2021 through 2023.	8 members of the General Assembly; 4 from the House and 4 from the Senate.	The committee may introduce up to a total of 5 bills, joint resolutions, and concurrent resolutions in each of the 2022 and 2023 legislative sessions. The committee is exempt from the requirement to report bills or other measures to the Legislative Council.	The committee studies various issues regarding school finance in Colorado and must contract with a third-party vendor to conduct a poverty study.	July 1, 2023
Section 2-2-2001, C.R.S. (House Bill 21-1325)	 Interim Only	The chair and vice-chair may appoint subcommittees as necessary to provide technical assistance to the interim committee.			
Legislative Oversight Committee Concerning Tax Policy	Oversight Committee: At least 4 times each year, and at other times as it deems necessary. Oversight committee members must attend at least one task force meeting.	Oversight Committee: 6 members of the General Assembly; 3 from the House and 3 from the Senate. Task Force: 21 members, including 4 members representing the nonpartisan legislative staff agencies, 4 Executive Branch members, and 13 member of the public.	5	The committee studies tax policy, considers the policy considerations contained in the tax expenditure evaluations prepared by the State Auditor, and oversees the task force. The task force studies tax policy and develops and proposes tax policy modifications for committee consideration.	Dec. 31, 2026
Part 4 of Article 21 of Title 39, C.R.S. (House Bill 21-1077)	  				

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;  Committee meets during the legislative interim;  Committee meets year-round;  Has a task force or subcommittee;  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
Pension Review Commission & Pension Review Subcommittee Section 24-51.1-101, C.R.S.   	Limited to 6 total meetings.	Commission: 10 members of the General Assembly; 5 from the House and 5 from the Senate. Subcommittee: 14 members, including 4 legislators and 10 public members with knowledge of investment management, corporate or public finance, etc., appointed by the Speaker, President, Minority Leaders, Governor, and State Treasurer. Members of the subcommittee are required to attend at least one meeting per year of the board of trustees of PERA, the hearing of the Legislative Audit Committee when the committee reviews PERA's annual actuarial valuation; and the Joint Finance Committee SMART Act hearing on PERA.	5	The commission studies and proposes legislation relating to funding of police officers' and firefighters' pensions in this state and benefit designs of such pension plans. In addition, the commission studies and develops legislation regarding the Public Employees' Retirement Association (PERA). The subcommittee studies issues related to PERA and makes necessary recommendations to the commission and PERA regarding the statutes governing PERA; suggests to PERA enhancements that the association could make to its annual analysis; reviews PERA's annual actuarial valuation and makes comments as necessary to PERA; issues an annual report on PERA achieving full funding by 2048, and makes recommendations to the commission regarding issues that the commission may wish to address through legislation.	None

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeat Date
<p>Sales and Use Tax Simplification Task Force</p> <p>Section 39-26-801, <i>et seq.</i>, C.R.S.</p>  	<p>As necessary during any legislative session or any interim between legislative sessions. The task force must meet at least 8 times.</p>	<p>15 members: 2 from the House and 2 from the Senate; a representative of the Department of Revenue; a representative of the Colorado Municipal League; a representative of Colorado Counties, Inc.; a member of a statewide association of small businesses; a member of the statewide chamber of commerce; a state and local sales and use tax law practitioner not employed by a home rule or statutory city or city and county; a member with sales and use tax accounting experience not employed by a home rule or statutory city or city and county; and one representative of a home rule or statutory city or city and county appointed by the Colorado Municipal League from each of its 4 population membership categories.</p>	<p>5</p> <p>The task force must report to the Legislative Council by November 1 each year. The report may or may not include legislation.</p>	<p>The task force studies sales and use tax simplification between the state and local governments, including home rule municipalities, to identify opportunities and challenges within existing fiscal frameworks to adopt practical, revenue-neutral solutions that do not require constitutional amendments or voter approval.</p>	<p>July 1, 2026</p>
<p>Statewide Health Care Review Committee</p> <p>Section 10-16-221, C.R.S.</p>  <p>Interim Only</p>	<p>No more than 2 times each interim, which can both be field trips.</p>	<p>No more than 10 members of the House and Senate Health Committees. Pursuant to a letter of the Executive Committee dated May 2, 2019, the committee consists of the chairs of the House Health and Insurance and Public Health Care and Human Services committees; the chair of the Senate Health and Human Services Committee; 2 additional members of the Senate Health and Human Services Committee and 5 additional members of the House Health committees.</p>	<p>None</p>	<p>The committee studies health care issues that affect Colorado residents throughout the state.</p>	<p>None</p>

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
Statutory Revision Committee Section 2-3-901, <i>et seq.</i> , C.R.S.	The committee may meet as often as necessary, but it shall meet at least twice in each calendar year.	10 members including: 4 from the House; 4 from the Senate; and 2 nonvoting nonlegislative members, appointed by the Committee on Legal Services, who are attorneys-at-law admitted to practice in Colorado.	Not limited	The committee makes an ongoing examination of the statutes of the state and current judicial decisions for the purpose of discovering defects and anachronisms in the law and recommending needed reforms.	None
Transportation Legislation Review Committee Section 43-2-145, C.R.S.	At least once annually; limited to 6 total meetings.	18 members of the House and Senate Transportation committees; 11 from the House and 7 from the Senate	5	The committee reviews transportation, traffic, and motor vehicle legislation and may consult with experts in the fields of traffic regulation, the licensing of drivers, the registration and titling of motor vehicles, and highway construction and planning.	None
Treatment of Persons with Mental Health Disorders in the Criminal and Juvenile Justice Systems Legislative Oversight Committee Section 18-1.9-101, <i>et seq.</i> , C.R.S.	At least 3; limited to 6 total meetings.	Committee: 6 members of the General Assembly; 3 from the House and 3 from the Senate Task Force: 33 members who represent various state agencies, community agencies, and other entities and organizations relating to criminal and juvenile justice.	5	The committee is responsible for overseeing the Treatment of Person with Mental Health Disorders in the Criminal Justice System Task Force and recommending bills to implement the proposals studied by the task force.	July 1, 2023
Water Resources Review Committee Section 37-98-101, <i>et seq.</i> C.R.S.	Up to 8 meetings, of which no more than 2 may be held during the legislative session, and 2 field trips during odd-numbered years.	10 members of the General Assembly; 5 from the House and 5 from the Senate.	3 bills, unless 2/3 of members vote to approve more. Maximum of 10 bills.	The committee studies the conservation, use, development, and financing of the water resources of Colorado for the general welfare of its inhabitants and reviews and proposes water resources legislation. The committee may also hold hearings on the Colorado State Water Plan.	None

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

Table I: Committees Meeting During the 2021 Legislative Interim (Cont.)

Committee	Number of Meetings	Number of Members	Number of Bills	Study Topics	Repeal Date
Wildfire Matters Review Committee Section 2-3-1602, C.R.S.  	At least once each interim including 2 field trips; limited to 6 total meetings.	10 members of the General Assembly; 5 from the House and 5 from the Senate.	5	The committee studies wildfire prevention and mitigation. During the 2021 and 2022 interims, the committee shall review and may propose legislation or other policy changes relating to maximizing the utilization of wildland fire services through the inmate disaster relief program.	Sept. 1, 2025

 Legislation recommended by the committee must be approved by Legislative Council by November 15, 2021;
  Committee meets during the legislative interim;
  Committee meets year-round;
  Has a task force or subcommittee;
  Oversight committee for a legislative staff agency

EXECUTIVE COMMITTEE
 Sen. Leroy Garcia, Chair
 Rep. Alec Garnett, Vice Chair
 Sen. Stephen Fenberg
 Sen. Chris Holbert
 Rep. Daneya Esgar
 Rep. Hugh McKean

STAFF
 Natalie Mullis, Director



**EXECUTIVE COMMITTEE OF THE
 LEGISLATIVE COUNCIL**

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TO: Chairs of Interim Committees
FROM: Members of the Executive Committee of Legislative Council
DATE: May 25, 2021
SUBJECT: 2021 Interim Committee Deadlines and Procedures for Proposing Legislation

In accordance with Joint Rule 24A (d)(2.6) and (d)(2.7), for the 2021 interim, the Executive Committee has adopted the below deadlines and procedures for the operation of any statutory committees, interim study committees, and task forces, referred to collectively as "interim committees", that are authorized to propose legislation.¹ The deadlines and procedures are intended to allow adequate time for the Office of Legislative Legal Services (OLLS) to draft legislation and for Legislative Council Staff (LCS) to prepare fiscal notes² in time for interim committees to vote on legislation and for the Legislative Council to approve legislation prior to the deadlines specified in Joint Rule 24 (b)(1)(D).

I) **Deadlines for Interim Committee Legislation.** In accordance with Joint Rule 24A (d)(2.6), ***by the first meeting, or as soon as possible after the first meeting***, of the interim committee, the interim committee chair shall:

A) Set a date for a single meeting at which the interim committee may request legislation for drafting by OLLS, which date must be ***at least 42 days before*** the meeting at which

¹ The recommended deadlines are based on the assumption that the Legislative Council will meet on or around November 15, 2021, to consider whether to approve interim committee legislation in accordance with Joint Rule 24 (b)(1)(D).

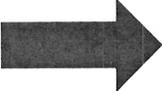
² Pursuant to section 2-2-322 (4), C.R.S., Legislative Council Staff is required to prepare and provide to interim committees, before a final vote on proposed interim committee legislation, fiscal notes on the proposed legislation being considered by the committees.

the interim committee will consider and take final action on proposed legislation and ***no later than September 20, 2021.***³

- B) Set a date by which interim committee members must finalize legislation drafts or that drafts will be deemed finalized for distribution to the interim committee and release to LCS for purposes of preparing fiscal notes on proposed legislation, which date must be ***no sooner than 21 days after*** the meeting when the legislation is requested, ***at least 21 days before*** the meeting at which the committee will consider the proposed legislation and fiscal notes, and ***no later than October 11, 2021.***
- C) Set a date for a subsequent meeting at which the interim committee will consider and take final action on proposed legislation, which meeting must be ***no later than November 1, 2021.***

II) **Procedures for Requesting Legislation and for Fiscal Note Preparation.**

- A) In accordance with Joint Rule 24A (d)(2.6) and (d)(2.7), interim committees must comply with the following procedures for requesting legislation in order for the OLLS to draft the proposals:
 - i) Interim committee members must request legislation ***during a single interim committee meeting set for requesting legislation;***
 - ii) ***Legislation requests must be approved by a majority*** of the legislative members of the interim committee;
 - iii) ***Only legislative members*** of an interim committee may ***request*** legislation;
 - iv) In requesting legislation for drafting, ***chairs and members should be mindful of the limit on the total number of bills the interim committee is authorized to request pursuant to Joint Rule 24A (d)(2.7)(A.5), which specifies that an interim committee may not request the OLLS to draft more than twice the number of bills the interim committee is authorized to recommend to the Legislative Council.***



Interim committee members must have drafting information available at the meeting at which the members request legislation or must submit drafting information to the OLLS drafter within 3 calendar days after the meeting.

Failure to timely submit drafting information is deemed as a withdrawal of the legislation request, and the OLLS will not draft the requested legislation for consideration by the interim committee.

Interim committee members requesting legislation must be available to OLLS drafters and LCS fiscal analysts during the period when legislation drafts and fiscal notes are prepared.

³ See table on the last page of this memorandum, which sets forth key dates for requesting and finalizing legislation based on when the committee meetings are scheduled.

- B) With regard to the preparation of fiscal notes on proposed legislation:
- i) When a draft is finalized, the **LCS is authorized to share** the draft with affected state agencies for fiscal note preparation purposes;
 - ii) If the sponsor fails to finalize the draft by the date specified by the interim committee chair, the draft is **deemed finalized and authorized for release for fiscal note preparation purposes**; and
- C) Once a draft is finalized for distribution to the interim committee and release for fiscal analysis, **neither the requesting interim committee member nor any other member of the interim committee may modify the draft**, and interim committee members must present any proposed changes to the finalized draft as an amendment to the finalized draft at the interim committee meeting at which the finalized draft is considered.
- III) **Procedures for Approving Legislation and Amendments and Designating Sponsors.** In accordance with Joint Rules 24 (b)(1)(D) and 24A (d)(2.6), (6), and (8), interim committees must comply with the following procedures for considering and taking final action on legislation requested by the interim committee, including amendments to legislation:
- A) **Only legislative members** of an interim committee may approve legislation and amendments;
 - B) **Only legislative members** of an interim committee may request amendments to legislation drafts being considered by the interim committee;
 - C) A **majority vote of the legislative members** of the interim committee is required to recommend legislation, unless otherwise specified;⁴
 - D) Upon approval of a draft measure, the chair of the interim committee must designate a member or members of the interim committee as the prime sponsor or joint prime sponsors of the legislation and poll the interim committee to determine if any other members wish to cosponsor the legislation.⁵ Unless approved by the interim committee, no other legislators may be added as sponsors or cosponsors of the legislation prior to introduction of the legislation in the next legislative session.

The timeline and procedures outlined in this memorandum are designed to ensure that interim committees have sufficient time to fully debate proposed legislation, review the actual wording of drafts, review and consider the fiscal impact of proposed legislation, and satisfy themselves that the interim committee legislation that is approved accurately reflects the conclusions and recommendations adopted by the interim committee. The deadlines and procedures will also assist the OLLS in providing the highest degree of professional drafting and advice and ensure adequate time for the LCS to prepare informative fiscal notes and distribute the legislation drafts and fiscal notes to the interim committee members and the final approved legislation to the Legislative Council in advance of their meetings.

⁴ The statute authorizing the interim committee or task force, an Executive Committee resolution, or the written request for the interim committee as approved by the Legislative Council may specify a different requirement for approval of legislation by the committee/task force.

⁵ With approval of the members of the interim committee, a legislator who is not a member of the interim committee may be designated as the sponsor of the legislation.

Key Dates for 2021 Interim Committees

	Applicable Deadlines
Last date for meeting to request legislation	<i>September 20, 2021</i>
Deadline for submitting drafting information to OLLS	<i>September 23, 2021</i> (if meeting to request legislation is held on September 20), or <i>by 3 calendar days after</i> meeting when legislation is requested for drafting
Last date to finalize legislation drafts (or date on which drafts are deemed finalized) for distribution to interim committee and release for fiscal analysis	<i>October 11, 2021</i>
Last date for meeting to approve final legislation drafts	<i>November 1, 2021</i>

President Leroy Garcia, Chair

Speaker Alec Garnett, Vice-Chair

Majority Leader Stephen Fenberg

Majority Leader Daneya Esgar

Minority Leader Chris Holbert

Minority Leader Hugh McKean