

Committee Bill Hearing Procedure

1. Clerk reads enacting clause of Bill
2. Sponsor's speech (5 minutes) – purpose and major provisions of Bill
3. Questions of intent and interpretation. NOT DEBATE (not through chair)
4. Legislative Analyst's Comments
5. Lobbyists speak for and against (3 minutes)
6. Committee members speak (roll call – 2 minutes)
7. General discussion among Committee members (not through chair)
8. Chair calls for a motion on the Bill:

DO PASS

DO PASS AS AMENDED

POSTPONE INDEFINITELY (kill the bill)

TABLE THE BILL (sets the bill aside)

9. Lobbyists' summation speeches (2 minutes)
10. Sponsor's summation speech (3 minutes)
11. Clerk reads enacting clause
12. Roll call vote: AYE, NAY, or ABSTAIN Majority will prevail; abstentions are not counted in the majority.

Notes:

If a motion is not carried, a new motion is called for (see #8) Committee may not go on to another Bill until one of these motions passes.

Amendments may be made any time following #1 and before #8.

A speaker's time may not be extended.

House Bill Hearing Procedure

1. Bill is introduced by Presiding Officer
2. Clerk reads the enacting clause
3. Presiding Officer asks for any amendments
Clerk responds YES or NO
If Yes:
 - A. Clerk reads amendments
 - B. In the House of Origin the Presiding Officer asks for motion to approve
 - C. Motion/Second/Vote (requires simple majority)If No: Continue to 4
4. Bill Sponsor Speech
5. Legislative Analysts' report (5 minutes)
6. Presiding Officer asks for Speaker for/against bill (3 minutes)
 - A. Alternate speakers for and against
 - B. Speakers must yield their time to Chair or to questions
 - C. Three speakers MAXIMUM for and against
 - D. A motion to end debate (previous question) may be made before 3 for each side have spoken. This motion requires a second and a 2/3 majority to pass
 - E. Debate ends with three speakers for and against, or with a successful motion to end debate.
7. Bill Sponsor summation speech (3 minutes)
8. Clerk reads the enacting clause
9. Presiding Officer calls for a vote on the bill
 - A. AYE, NAY, or ABSTAIN
 - B. Majority will prevail; abstentions are not considered in majority.
10. Presiding Officer announces results; go on to next bill.

Note: A speaker's time may not be extended.



Needs a Second	Vote Required	Debatable	Amendable	May Interrupt a Speaker	May Be Reconsidered	When Used
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Privileged Motions:

		Yes	Maj.	No	Yes	No	Yes	Both
a.	Time at which to adjourn	Yes	Maj.	No	Yes	No	Yes	Both
b.	Adjourn	Yes	Maj.	No	No	No	No	Both
c.	Recess	Yes	Maj.	No	Yes	No	No	Both
d.	Questions of Privilege	No	Chair	No	No	Yes	No	Both
e.	Orders of the Day	No	None	No	No	Yes	No	Both
f.	Special Order of Business	Yes	2/3	Yes	Yes	No	Yes	Both

Incidental Motions:

		No	Chair	No	No	Yes	No	Both
a.	Point of Order	No	Chair	No	No	Yes	No	Both
b.	Division of Assembly	No	Maj.	No	No	Yes	No	Houses Only
c.	Division of Question	Yes	Maj.	No	Yes	No	No	Houses Only
d.	Appeal from Decision of Chair	Yes	Maj.	Yes	No	Yes	Yes	Houses Only
e.	Withdraw a Motion	No	Maj.	No	No	No	No	Both

Subsidiary Motions:

		Yes	Maj.	No	No	No	No	Committee Only
a.	Lay on (or Take from) the Table	Yes	Maj.	No	No	No	No	Committee Only
b.	Move Previous Question	Yes	2/3	No	No	No	Yes	Houses Only
c.	Extend Debate	Yes	2/3	No	Yes	No	Yes	Both
d.	Postpone to a Definite Time	Yes	Maj.	Yes	Yes	No	Yes	Both
e.	Refer to Committee	Yes	Maj.	Yes	Yes	No	Yes	Houses Only
f.	Amend	Yes	Maj.	Yes	Yes	No	Yes	Committee Only
g.	Postpone Indefinitely	Yes	Maj.	Yes	No	No	Yes	Committee Only