



Senate Chamber  
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Denver

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FINANCE COMMITTEE  
CHAIR

EDUCATION COMMITTEE  
VICE CHAIR

January 22, 2013

**TO:** Members of the Senate Finance Committee

**FROM:** Senator Michael Johnston, Chair

**SUBJECT:** Organization and Procedures for the Senate Finance Committee

This memorandum sets forth the procedures to be followed by the Senate Finance Committee during the upcoming session. It is intended to give all committee members a clear expectation of how the committee will operate and help eliminate the need for additional committee hearings or extended meetings.

The Senate Finance Committee generally considers matters related to a broad range of public finance proposals including legislation that affects the state's revenue and tax structure. The committee also considers legislation related to state fees and cash fund revenue. In addition, the committee has legislative oversight responsibility for the Public Employees' Retirement Association, Department of Revenue, Department of Treasury, and the Governor's Office of State Planning and Budgeting.

#### Staff Assistance

The committee receives staff assistance from Kori Donaldson, Legislative Council Staff. Ms. Donaldson can be reached at 303-866-4976 or [kori.donaldson@state.co.us](mailto:kori.donaldson@state.co.us). Ms. Donaldson's role includes the preparation of committee reports, a brief summary of each meeting, committee research requests, and the maintenance of committee records such as attendance and the disposition of bills heard by the committee. Committee calendars will be provided to committee members on a weekly basis.

Ms. Donaldson will also maintain an up-to-date list of all bills and gubernatorial appointments assigned to the committee and the current status of their disposition. She will also 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 meeting at which the bill will be heard. In addition, confirmation packets will be provided to committee members in advance of confirmation hearings.

## **General Committee Rules**

- Cell phones and pagers that make sounds are not permitted in committee hearings; and
- Laptops and iPads may be used in the Senate Finance Committee only if all sound is turned off.

## **Committee Meetings**

The Senate Finance Committee meets in Senate Committee Room 354 at the following times:

**Tuesday: 1:30 p.m.**  
**Thursday: Upon Adjournment**

If additional committee meetings are necessary, the committee may meet on Friday afternoons.

- Committee meetings and bills scheduled for consideration are published in the daily Senate calendar. Announcements of committee meetings by the chair or vice-chair also occur while the full Senate is in session.
- Committee members are responsible for bringing copies of bills and fiscal notes scheduled to be considered by the committee to meetings. Committee members are expected to have read the bill prior to the committee meeting.
- Committee meetings are recorded and a brief summary of each meeting is prepared by staff.
- Joint meetings with the House Finance Committee may be scheduled from time to time. Traditionally, joint meetings are held for briefings from executive department agencies and the Joint Budget Committee.

## **Oversight Hearings and Responsibilities**

- Joint Rule 25 directs committees of reference to keep themselves advised on the activities, functions, problems, new developments, and budgets of the principal departments assigned to the committee. The principal departments assigned to the Senate Finance Committee include the Departments of Revenue and Treasury, the Governor's Office of State Planning and Budgeting (OSPB), and the Public Employees' Retirement Association (PERA).
- House Bill 10-1119, which established a performance-based budgeting program through the State Measurements for Accountable, Responsive, and Transparent (SMART) Government Act, requires each department subject to oversight to make a presentation within the first 15 days of the legislative session. The presentation should

cover the following topics: (1) a department's strategic plan; (2) its performance-based goals and measures; and (3) its regulatory agenda. These requirements will apply to the Departments of Revenue and Treasury. In addition, time must be allowed for public testimony during these hearings. The committee may submit written recommendations to departments about topics covered under the SMART Act within 30 days of the departments' presentations.

- Two Joint Finance Committee meetings have been scheduled for the beginning of the session to address Joint Rule 25 and SMART Act reporting requirements:
  - ▶ **Thursday, January 17**, upon adjournment in Hearing Room A of the Legislative Services Building (LSB A); and
  - ▶ **Thursday, January 24**, upon adjournment in LSB A.

### **Sunset Review**

- The committee may be assigned one or more sunset reviews during the 2013 legislative session. Sunset laws allow the General Assembly to periodically review the need for state regulations, advisory committees, or state agencies to update the law creating the agency or function. Twenty-four functions of Colorado government are subject to sunset review during the 2013 legislative session.

### **Committee Deadlines**

- The first committee deadline is **February 14**, when all Senate bills assigned to the Senate Finance Committee must be reported out of committee.
- The second committee deadline is **March 22**, which is the deadline for committees to report bills originating in the other house.

### **Attendance**

- **Be prompt.** In the Senate, a majority of the members of each committee of reference constitutes a quorum. Interested individuals sometimes travel great distances or take time away from their employment to testify on legislation. Thus, it is a matter of courtesy that we start committee meetings at the time listed in the Senate calendar. If you are sponsoring a bill in another committee during a scheduled meeting, or need to be out of the room during the meeting, please inform the chair or committee staff of your whereabouts.
- Attendance is recorded at every meeting and these records are available for public inspection. Afternoon meetings occasionally run past 5 p.m.; members should be prepared to stay until adjournment of these meetings.

- Please discuss unavoidable absences with the chair or committee staff so that you may be marked excused for purposes of the legislative record and meeting summary. If a member is absent from three consecutive scheduled committee meetings without being excused, the chairman must report this to the floor leader of the party to which the member belongs.

### **Calendaring of Bills**

- Bills are scheduled to be heard in committee by the committee chair within the applicable deadlines and usually with the agreement of the sponsor. The chairman determines the order of business for each committee meeting. The chairman has the prerogative to take bills out of order if necessary to accommodate witnesses and bill sponsors. The chairman also has the prerogative to lay bills over for action until a later date.
- As bills are calendared, sponsors receive a notice from committee staff listing the date, time, and location that his/her bill will be considered.
- Sponsors need to be flexible about the scheduling of their bills. Scheduling early within the applicable deadlines may allow more time for committee consideration. Sponsors need to be aware that any delays in scheduling bills may necessitate Friday afternoon committee meetings.

### **Testimony**

- Committee members must be recognized by the committee chair before speaking on a measure.
- All persons testifying before a committee are required to sign the attendance sheet that is located at the end of the committee table prior to the start of the meeting.
- The chair may limit testimony from 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.
- Committee members are urged to be courteous and respectful to those who are testifying.

### **Amendments**

- To assist with the efficient operation of committee meetings, amendments should be prepared prior to a committee meeting.
- Please bring sufficient copies (15) of prepared amendments to the meeting for distribution to members, staff, and interested persons.

- Verbal amendments should be offered in as specific language as possible.
- Amendments adopted in concept ("conceptual amendments") are prepared by staff subject to review and approval of the chair and the sponsor of the amendment.
- Amendments may only be offered by members of the committee.
- When possible, amendments longer than one page should be distributed to the members of the committee at least one day prior to the meeting.
- It is the duty of the chair to rule whether a motion is proper and whether an amendment fits under the title of the bill.

### **Voting**

- A written record is maintained by staff on all roll call votes taken in committee.
- Whenever a member has an objection to a motion, a roll call vote is taken. A roll call vote is also taken on all final action.
- Senate rules provide that if a member has a personal or private interest in any bill, he or she must disclose that fact and not vote on the bill.
- Committee members may pass during the roll call vote, but must vote prior to the chair and vice-chair of the committee.

### **Reconsideration**

- An action taken by the committee on a bill may be changed upon a motion to reconsider by a member on the majority side of the original motion.
- A motion to reconsider must be approved by a majority of the members of the committee prior to any motion to change the committee action. A motion to reconsider usually is made at the same meeting where the original action took place or at the next regular meeting of the committee. A motion to reconsider cannot be made if the committee report has been signed by the chair and turned in to the Secretary of the Senate.

### **Committee Report**

- The committee staff prepares a report of the committee's action.
- After the report is signed by the chair, it is delivered to the Secretary of the Senate and is printed in the Senate Journal.

## Public Information and Committee Website

- The Senate Finance Committee website contains information about the membership of the committee, its schedule, and publications of interest. The website is located at:

[www.colorado.gov/lcs/SenateFINCmte](http://www.colorado.gov/lcs/SenateFINCmte)

- Interested persons can sign up on [www.twitter.com](http://www.twitter.com) to follow the Senate Finance Committee and receive periodic updates on the committee's schedule and the status of bills assigned to the committee. The committee's Twitter username is COFinanceComm.