

Table 3.24
RULES ADOPTION AND STANDING COMMITTEES: PROCEDURE

State or other jurisdiction	Committee meetings open to public*		Specific, advance notice provisions for committee meetings or hearings	Voting/roll call provisions to report a bill to floor
	Constitution permits each legislative body to determine its own rules	House/ Senate Assembly		
Alabama.....	★	★	Senate: 4 hours, if possible. House: 24 hours, except Rules and Local Legislations Committee. Exceptions after 27th legislative day and special sessions.	Senate: final vote on a bill, except a local bill, is recorded. House: recorded vote if requested by member of committee and sustained by one additional committee member.
Alaska.....	...	★	For meetings, by 4:00 p.m. on the preceding Thurs.; for first hearings on bills, 5 days.	Roll call vote on any measure taken upon request by any member of either house.
Arizona.....	★	★	Senate: Written agenda for each regular and special meeting containing all bills memorials and resolutions to be considered shall be distributed to each member of the committee and to the Secretary of the Senate at least five days prior to the committee meeting. House: The committee chair shall prepare an agenda and distribute copies to committee members, the Information Desk and the Chief Clerk's Office by 4 p.m. each Wednesday for all standing committees meeting on Monday of the following week and 4 p.m. each Thursday for all standing committees meeting on any day except Monday of the following week.	Senate: roll call vote. House: roll call vote.
Arkansas.....	★	★	Senate: 2 days (anytime with 2/3s vote of the committee). House: 18 hours (2 hours with 2/3s vote of the committee).	Senate: roll call votes are recorded. House: report of committee recommendation signed by committee chair.
California.....	★	★	Senate: advance notice provisions exist and are published in the agendas of each house. House: public notice is published in the agendas of each house. (h)	Senate: roll call. House: roll call.
Colorado.....	★	★	Senate: Final action on a measure is prohibited unless notice is posted one calendar day prior to its consideration. The prohibition does not apply if the action receives a majority vote of the committee. House: Meeting publicly announced while the House is in actual session as much in advance as possible.	Senate: final action by recorded roll call vote. House: final action by recorded roll call vote.
Connecticut.....	★	★	House: 1 day notice for meetings, 5 days notice for hearings. Senate: agenda released 1 day before meetings. House: agenda released 4 days before meetings.	Senate: roll call required. House: roll call required.
Delaware.....	★	★	Senate: during session—3 weekdays for first 40 days, 4 hours thereafter. House: 2 days for first 45 days, 1 day thereafter.	Senate: results of all committee reports are recorded. House: results of all committee reports are recorded.
Florida.....	★	★	Senate: a list of committee meetings shall be posted by 10:00 a.m. the preceding Friday. House: none.	Senate: vote on final passage is recorded. House: vote on final passage is recorded.
Georgia.....	★	★		Senate: bills can be voted out by voice vote or roll call. House: bills can be voted out by voice vote or roll call.

See footnotes at end of table.

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		Senate	House/Assembly		
Hawaii	★	★(a)	★(a)	Senate: 72 hours before 1st referral committee meetings, 48 hours before subsequent referral committee. House: 48 hours.	Senate: a quorum of committee members must be present before voting. House: a quorum of committee members must be present before voting.
Idaho	★	★(a)	★(a)	Senate: none. House: per rule; chair provides notice of next meeting dates and times to clerk to be read prior to adjournment each day of session.	Senate: bills can be voted out by voice vote or roll call. House: bills can be voted out by voice vote or roll call.
Illinois	★	★(b)	★(b)	Senate: 6 days. House: 6 days.	Senate: votes on all legislative measures acted upon are recorded. House: votes on all legislative matters acted upon are recorded.
Indiana	★	★	★	Senate: 48 hours. House: prior to adjournment of the meeting day next preceding the meeting or announced during session.	Senate: committee reports — do pass; do pass amended, reported out without recommendation. House: majority of quorum; vote can be by roll call or consent.
Iowa	★	★	★	Senate: yes, but can be suspended. House: yes, but can be suspended.	Senate: final action by roll call. House: committee reports include roll call on final disposition.
Kansas	★	★	★	Senate: none. House: none.	Senate: vote recorded upon request of member. House: total for and against actions recorded.
Kentucky	★	★	★	Senate: none. House: none.	Senate: each member's vote recorded on each bill. House: each member's vote recorded on each bill.
Louisiana	★	★(a)	★(a)	Senate: no later than 1:00 p.m. the preceding day. House: no later than 4:00 p.m. the preceding day.	Senate: any motion to report an instrument is decided by a roll call vote. House: any motion to report an instrument is decided by a roll call vote.
Maine	★	★	★	Senate and House: must be advertised two weekends in advance.	Senate and House: recorded vote is required to report a bill out of committee.
Maryland	★	★	★	Senate: none. (c) House: none. (c)	Senate: the final vote on any bill is recorded. House: the final vote on any bill is recorded.
Massachusetts	★	★	★	Senate: 48 hours for public hearings. House: 48 hours for public hearings.	Senate: voice vote or recorded roll call vote at the request of two committee members. House: recorded vote upon request by a member.
Michigan	★	★	★	Senate and House: Notice shall be published in the journal in advance of a hearing. Notice of a special meeting shall be posted at least 18 hours before a meeting. Special provisions for conference committees.	Senate: committee reports include the vote of each member on any bill. House: the daily journal reports the roll call on all motions to report bills.
Minnesota	★	★	★	Senate: 3 days. House: 3 days.	Senate: not needed. House: not needed.

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		Senate	House/ Assembly		
Mississippi	★	★	★	Senate: none. House: none.	Senate: bills are reported out by voice vote or recorded roll call vote. House: bills are reported out by voice vote or recorded roll call vote.
Missouri	★	★	★	Senate: 24 hours. House: 24 hours.	Senate: bills are reported out by a recorded roll call vote. House: bills are reported out by a recorded roll call vote.
Montana	★	★	★	Senate: 3 legislative days or as circumstances require. House: 3 legislative days or as circumstances require.	Senate: every vote of each member is recorded and made public. House: every vote of each member is recorded and made public.
Nebraska	★	★	U	7 calendar days notice before hearing a bill.	In executive session, majority of the committee must vote in favor of the motion made.
Nevada	★	★	★	Senate: by rule—“adequate notice” shall be provided. (d) House: by rule—“adequate notice” shall be provided. (d)	Senate: recorded vote is taken upon final committee action on bills. House: recorded vote is taken upon final committee action on bills.
New Hampshire	★	★	★	Senate: 4 days. House: no less than 4 days.	Senate: committees report bills out by recorded roll call votes. House: committees report bills out by recorded roll call votes.
New Jersey	★	★	★	Senate: 5 state working days. House: 5 days.	Senate: the chair reports the vote of each member present on a motion to report a bill. House: the chair reports the vote of each member present on motions with respect to bills.
New Mexico	★	★	★	Senate: none. House: none.	Senate: vote on the final report of the committee taken by yeas and nays. Roll call vote upon request. House: vote on the final report of the committee taken by yeas and nays. Roll call vote upon request.
New York	★	★(a)	★(a)	Senate: 1 week for meetings. Rules require that notice be given for public hearings, but the rules are silent as to how long. House: 1 week for hearings, Thursday or prior week for meetings.	Senate: majority vote required. House: majority vote required.
North Carolina	(f)	★	★	Senate: none. (e) House: none. (e)	Senate: majority vote required. House: roll call vote taken on any question when requested by member and sustained by one-fifth of members present.
North Dakota	★	★	★	Senate: Printed and online hearing schedules, electronic signage, floor announcements, rss feeds, handheld device application. House: Printed and online hearing schedules, electronic signage, floor announcements, rss feeds, handheld device application.	Senate: recorded roll call vote of the committee members on each bill or resolution referred out of the committee and, in the case of divided reports, on each report. House: recorded roll call vote of the committee members on each bill or resolution referred out of the committee and, in the case of divided reports, on each report.

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	Constitution permits each legislative body to determine its own rules	Senate		
Ohio	★	★	Senate: Rule 21 Each committee shall meet upon the call of its chairperson, and in case of the chairperson's absence, or refusal to call the committee together, a meeting may be called by a majority of the members of the committee. At least two days preceding the day bills or joint resolutions to propose a constitutional amendment are to be given a first hearing, the Clerk shall post in the Clerk's office the schedule of such bills and joint resolutions in each standing committee or subcommittee with the exception of the standing Committee on Rules. In a case of necessity, the notice of hearing may be given in a shorter period than two days by such reasonable method as shall be prescribed by the Committee on Rules. Where applicable, the rules of the Senate apply to the committee proceedings of the Senate. In addition, all committee meetings shall be governed by section 101.15 of the Revised Code. On any occasion when a majority or more of the members of a standing committee, select committee, or subcommittee of a standing or select committee of the Senate meet together for a prearranged discussion of the public business of the committee or subcommittee, the meeting shall be open to the public unless closed in accordance with Ohio Constitution, Article II, Section 13. House: Rule 36(a) The chair of a standing committee, subcommittee, select committee, or joint committee shall give due notice of a meeting of the committee, subcommittee, select committee, or joint committee not later than 24 hours before the meeting, in accordance with section 101.15 of the Revised Code, and shall attempt to give that notice not later than five days before the meeting. The notice shall identify the committee; identify the chair; state the date, time, and place at which the meeting will be held; and set forth an agenda showing each bill, resolution, or other matter that will be considered at the meeting. (b) It is not in order for a committee to meet at a date, time, or place, or to consider any bill, resolution, or other matter at a meeting, other than as stated in the notice of the meeting, unless otherwise ordered by the House or the committee. If, however, an emergency requires consideration of a matter at a meeting, and the matter has not been stated in the notice of the meeting, the chair may revise or supplement the notice at any time before or during the meeting to include the matter and the matter may then be considered as the emergency requires.	Senate: Rule 24 The affirmative votes of a majority of all members of a committee shall be necessary to report or to postpone further consideration of bills or resolutions. Every member present shall vote, unless excused by the chair. At discretion of chair the roll call may be continued for a vote by any member who was present at the prior meeting, but no later than 10:00 a.m. of next calendar day. House: Rule 40(b) The affirmative votes of a majority of all members constituting a committee shall be necessary to report a bill or resolution out of committee, and a record of every vote shall be kept by the committee. The affirmative vote of a majority of all the members constituting the committee shall be necessary to agree to any motion to recommend for passage or to postpone indefinitely further consideration of bills or resolutions, and a record of such vote shall be kept by the committee. Every member present shall vote unless excused by the committee. Rule 41(a) No proxy vote shall be valid. Nor shall any member vote except while sitting in committee in actual session, unless the member shall have first been present and recorded as such immediately before or during actual session before the vote is taken, and by motion the roll call on a motion to recommend a bill or resolution for passage is continued for a vote by any member who is temporarily absent from the meeting until the adjournment thereof, which shall be not later than 12:00 o'clock noon one day following the committee meeting. It is not in order for a member to vote on an amendment unless the member is actually present when the amendment is voted upon. (b) Three consecutive absences from regular committee meetings shall operate to suspend a member from such committee, unless excused by the chair of said committee.
Oklahoma	★	★	Senate: 48 hours notice. House: 3 days notice.	Senate: roll call vote. House: roll call vote.
Oregon	★	★	Senate: At least 48 hrs. notice except at the end of session when President invokes 1-hour notice when adjournment sine die is imminent. House: First public hearing on a measure must have at least 72 hours notice, all other meetings at least 48 hours notice except in case of emergency.	Senate: affirmative roll call vote of majority of members of committee and recorded in committee minutes. House: affirmative roll call vote of majority of members of committee and recorded in committee minutes.

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		Senate	House/ Assembly		
Pennsylvania	★	★	★	Senate: written notice to members containing date, time, place and agenda. House: written notice to members containing date, time, place and agenda.	Senate: a majority vote of committee members. House: a majority vote of committee members.
Rhode Island	★	★	★	Senate: notice required. House: notice required.	Senate: majority vote of the members present. House: majority vote of the members present.
South Carolina	★	★	★	Senate: 24 hours. House: 24 hours.	Senate: favorable report out of committee (majority of committee members voting in favor). House: favorable report out of committee (majority of committee members voting in favor).
South Dakota	★	★	★	Senate and House: at least one legislative day must intervene between the date of posting and the date of consideration in both houses.	Senate and House: a majority vote of the members-elect taken by roll call is needed for final disposition on a bill. This applies to both houses.
Tennessee	★	★	★	Senate: 6 days. House: 72 hours.	Senate: majority referral to Calendar and Rules Committee, majority of Calendar and Rules Committee referral to floor. House: majority referral to Calendar and Rules Committee, majority of Calendar and Rules Committee referral to floor.
Texas	★	★	★	Senate: 24 hours. House: The House requires five calendar days notice before a public hearing at which testimony will be taken, and two hours notice or an announcement from the floor before a formal meeting (testimony cannot be taken at a formal meeting). 24-hour advance notice is required during special session.	Senate: bills are reported by recorded roll call vote. House: committee reports include the record vote by which the report was adopted, including the vote of each member.
Utah	★	★	★	Senate: not less than 24 hours public notice. House: not less than 24 hours public notice.	Senate: voice vote accepting the recommendation of the committee. House: voice vote accepting the recommendation of the committee.
Vermont	★	★	★	Senate: none. House: none.	Senate: vote is recorded for each committee member for every bill considered. House: vote is recorded for each committee member for every bill considered.
Virginia	★	★(a)	★(a)	Senate: none. House: none.	Senate: recorded vote, except resolutions that do not have a specific vote requirement under the Rules. In these cases, a voice vote is sufficient. House: vote of each member is taken and recorded for each measure.
Washington	★	★	★	Senate: 5 days. House: 5 days.	Senate: bills reported from a committee carry a majority report which must be signed by a majority of the committee. House: every vote to report a bill out of committee is by yeas and nays; the names of the members voting are recorded in the report.

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West Virginia	★	★	Senate: none. House: none.	Senate: majority of committee members voting. House: majority of committee members voting.
Wisconsin	★	★	Senate: Monday noon of the preceding week. House: Monday noon of the preceding week.	Senate: number of ayes and noes, and members absent or not voting are reported. House: number of ayes and noes are recorded.
Wyoming	★	★	Senate: by 3:00 p.m. of previous day. House: by 3:00 p.m. of previous day.	Senate: bills are reported out by recorded roll call vote. House: bills are reported out by recorded roll call vote.
American Samoa ...	★	★(g)	Senate: at least 3 calendar days in advance. House: at least 3 calendar days in advance.	Senate/House: There are four methods of ascertaining the decision upon any matter: by raising of hands; by secret ballot, when authorized by law; by rising; and by call of the members and recorded by the Clerk of the vote of each.
Guam	★	U	5 days prior to public hearings.	Majority vote of committee members.
No. Mariana Islands...	★	★	Senate: 3 days. House: 1 day.	Senate and House: majority.
Puerto Rico	★	★	Senate: Must be notified every Thurs., one week in advance. House: 24 hours advanced notice, no later than 4:00 p.m. previous day.	Senate: bills reported from a committee carry a majority vote. House: bills reported from a committee carry a majority vote by referendum or in an ordinary meeting.
U.S. Virgin Islands...	★	U	7 calendar days.	Bills must be reported to floor by Rules Committee.

Source: The Council of State Governments' survey, November 2015.

Key:

★ — Yes

* — Notice of committee meetings may also be subject to state open meetings laws; in some cases, listed times may be subject to suspension or enforceable only to the extent "feasible" or "whenever possible."

U — Unicameral.

(a) Certain matters may be discussed in executive session. (Other states permit meetings to be closed for various reasons, but their rules do not specifically mention "executive session.")

(b) A session of a house or one of its committees can be closed to the public if two-thirds of the members elected to that house determine that the public interest so requires. A meeting of a joint committee or commission can be closed if two-thirds of the members of both houses so vote.

(c) General directive in the Senate and House rules to the Department of Legislative Services to compile a list of the meetings and to arrange for distribution which in practice is done on a regular basis.

(d) Senate: This rule may be suspended for emergencies by a two-thirds vote of appointed committee members. House: This rule may be suspended for emergencies by a majority vote of appointed committee members. In the Assembly this rule does not apply to committee meetings held on the floor during recess or conference committee meetings.

(e) If public hearing, five calendar days.

(f) Not referenced specifically, but each body publishes rules.

(g) Unless privileged information is being discussed with counsel or the security of the territory is involved.

(h) For bill hearings, the first committee of reference has a four-day notice and the second committee of reference has a two-day notice. Informational hearings have a four-day notice. No public notice is required for resolutions or special session bills.