

**Table 3.24**  
**RULES ADOPTION AND STANDING COMMITTEES: PROCEDURE**

State or other jurisdiction	Constitution permits each legislative body to determine its own rules	Committee meetings open to public*		Specific, advance notice provisions for committee meetings or hearings	Voting/roll call provisions to report a bill to floor
		Senate	House/ Assembly		
Alabama .....	★	★	★	Senate: 4 hours, if possible House: 24 hours, except Rules & Local Legislations Committee. Exceptions after 27th legislative day and special sessions.	Senate: final vote on a bill is recorded. House: recorded vote if requested by member of committee and sustained by one additional committee member.
Alaska.....	...	★	★	For meetings, by 4 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 House: 18 hours (2 hours with 2/3's 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. House: advance notice provisions exist.	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.....	★	★	★	Senate: one day notice for meetings, five days notice for hearings. House: one day notice for meetings, five days notice for hearings.	Senate: roll call required. House: roll call required.
Delaware .....	★	★	★	Senate: agenda released one day before meetings House: agenda for meetings released four days before meetings	Senate: results of all committee reports are recorded. House: results of all committee reports are recorded.
Florida .....	★	★	★	Senate: during session—3 hours notice for first 50 days, 4 hours thereafter House: two days.	Senate: vote on final passage is recorded. House: vote on final passage is recorded.
Georgia.....	★	★	★	Senate: a list of committee meetings shall be posted by 10 a.m. the preceding Friday House: none	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.

**RULES ADOPTION AND STANDING COMMITTEES: PROCEDURE — Continued**

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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: none House: none	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 p.m. the preceding day House: no later than 4 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: must be advertised two weekends in advance. House: must be advertised two weekends in advance.	Senate: recorded vote is required to report a bill out of committee. 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 2 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	House: recorded roll call vote upon request by a member. Senate: bills are reported out by voice vote or recorded roll call vote.
Missouri.....	★	★	★	Senate: 24 hours House: 24 hours	House: bills are reported out by voice vote or recorded roll call vote. Senate: yeas and nays are reported in journal.
Montana .....	★	★	★	Senate: 3 legislative days House: none	House: bills are reported out by a recorded roll call vote. Senate: every vote of each member is recorded and made public.
Nebraska .....	★	★	U	Seven calendar days notice before hearing a bill.	House: every vote of each member is recorded and made public. 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 may report a bill out by voice or recorded roll call vote. House: committees may report a bill out by voice or recorded roll call vote.
New Jersey .....	★	★	★	Senate: 5 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: Rules require that notice be given for public hearings, but the Rules are silent as to how long. House: 1 week for hearings, Thursday of prior week for meetings.	Senate: majority vote required House: majority vote required
North Carolina.....	(f)	★	★	Senate: none (e) House: none (e)	Senate: no roll call vote may be taken in any committee. House: roll call vote taken on any question when requested by member & sustained by one-fifth of members present.
North Dakota.....	★	★	★	Senate: hearing schedule printed Friday mornings. House: hearing schedule printed Friday mornings.	Senate: included with minutes from standing committee. House: included with minutes from standing committee.

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		Senate	House/ Assembly		
Ohio.....	★	★	★	Senate: 2 days. In a case of necessity, the notice of hearing may be given in a shorter period by such reasonable method as prescribed by the Committee on Rules. House: 5 days. If an emergency requires consideration of a matter at a meeting not announced on notice, the chair may revise or supplement the notice at any time before or during the meeting to include the matter.	Senate: 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 a.m. of next calendar day. House: 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 12 noon one day following the meeting. Members must be present in order to vote on amendment.
Oklahoma.....	★	★	★	Senate: 3 day notice. House: 3 day 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 hr. 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.
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: before the expiration of five days from the date of reference, any bill, may be recalled from committee by the vote of three-fourths of the Senators present and voting 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.

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		Senate	House/ Assembly		
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.
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 p.m. of previous day House: by 3 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)	★(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	Five days prior to public hearings.	Majority vote of committee members.
Puerto Rico.....	★	★	★	Senate: Must be notified every Thurs. one week in advance. House: 24 hours advanced notice, no later than 4 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	Seven calendar days.	Bills must be reported to floor by Rules Committee.

See footnotes at end of table.

## RULES ADOPTION AND STANDING COMMITTEES: PROCEDURE — Continued

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*Source:* The Council of State Governments' survey, January 2009 with update August 2009.

*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 two thirds 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.