

ASSEMBLY COMMITTEE ON PUBLIC EMPLOYEES,
RETIREMENT AND SOCIAL SECURITY

Assembly Member Rob Bonta, Chair

2013-14 COMMITTEE RULES

I. Quorum

1(a). A majority of the total membership of the committee shall constitute a quorum.

1(b). The committee may not transact any legal business without a quorum present; however, the chair may call to order a subcommittee at any time to hear testimony and report recommendations to the full committee by a majority of the members present and voting.

1(c). Whenever any members of the committee are disqualified from taking any action on any bill, pursuant to Joint Rule 44 B (5), a quorum shall still consist of a majority of the entire membership of the committee.

II. Meeting Agenda

2(a). The Chair shall call all meetings to order. The Chair may designate another member to call a meeting to order.

2(b). Bills set for hearing shall be heard in the order in which the author's name is entered on a sign-up sheet maintained by the Sergeant-at-Arms. Bills authored by members of the committee will be heard after all non-committee authors' bills have been heard; however, if no non-committee authors are present at any time during the hearing, bills authored by committee members may be heard. No person, other than a member of the Legislature, shall present a bill before the committee without a signed letter of authorization from the author of the bill.

2(c). The Chair may decide, in order to expedite the business of the committee, to allow measures to be taken up out of order or set as a special order of business.

III. Consent Calendar

3(a). The Chair may prepare a consent calendar consisting of items set for that day's hearing.

3(b). Notwithstanding Committee Rule 2 (b), the Chair may call the consent calendar at any time; authors need not be present.

3(c). Any member of the committee may remove a measure from the consent calendar at any time. The committee sergeant will immediately notify the affected author's office, and the item will be returned to a place in the file consistent with Committee Rule 2.

IV. Setting Bills

4(a). Measures referred to the committee shall be set for hearing by the Chair at a time convenient to the committee.

4(b). When a measure is referred to the committee, the committee secretary shall forward to the author's office a Background Information Request (BIR) to be completed and returned to the committee before the measure can be set. The Chair may withhold the setting of a measure for hearing until the worksheet is fully completed and returned to the committee secretary. No bill may be set for hearing if that measure's BIR worksheet is not returned to the committee at least five working days before the hearing.

4(c). A bill may be set for hearing three times, provided the committee has a hearing scheduled. If a bill is either not heard at the request of the author at the hearing for which it was set or not heard in order to permit the preparation of author's amendments, that measure's hearing shall be deemed a set and counted against the three sets granted. If the Chair reschedules a measure for another hearing once it has been set, that re-set will not count as one of the three sets granted.

4(d). A measure is considered set whenever notice of the hearing has been published in the Assembly Daily File for one or more days.

4(e). The required BIR worksheet shall contain the following information:

1. The name, address and telephone number of the staff member in the author's office charged with staffing the legislation. The name, address and telephone number of any sponsor of the bill.
2. The author's statement of purpose for the legislation, including the specific problem or deficiency in the law which the measure seeks to remedy.
3. An estimate of any and all fiscal costs or impacts, either to the state or to any entity or individual that may be incurred as a result of this bill.
4. Any studies, reports, statistics and facts which support the conclusion as to the need for the legislation, and which the author plans to present as testimony before the committee.
5. Identification of any and all previous legislation by bill number and date, including the disposition of those measures.

6. Copies of all letters of support and opposition received. List all known support and opposition.
7. Any other information that the author can provide to the committee to aid the committee in the proper and necessary analysis of the legislation.

V. Author's Amendments

5 (a). An author of a measure referred to the committee may submit substantive amendments to that measure, in Legislative Counsel form, at any time up to and including five working days before the hearing to which that measure is set. Any amendment submitted to the committee secretary after that deadline may cause that measure to be removed from the file, and incur set, as that term is used in Committee Rule 4 (c).

5 (b). The Chair shall have the sole determination as to the extent to which an amendment is technical or substantive.

VI. Voting

6 (a). A majority of the entire committee is required to adopt any motion with respect to the final disposition of any measure. A majority of those committee members present and voting is sufficient to adopt amendments, provided a quorum is present (JR 62).

6 (b). The Chair may move, by unanimous consent, a substitute roll call for any item, provided all members who are recorded on the previous roll call are present.

6 (c). A recorded roll call vote, by any method deemed appropriate by the Chair, shall be required for the following committee actions.

1. Any action which constitutes the committee's final disposition of a measure.
2. All committee amendments, or any amendment which includes an urgency clause.
3. All motions to reconsider.
4. All recommendations to move to the full Assembly any executive reorganization plan.

6 (d). Any committee member may move a call of any measure provided that measure's vote has not been announced by the Chair. A measure may have any number of calls placed for a period of time not to exceed the adjournment of the committee.

6 (e). Any committee member may add his or her vote to the roll on any measure once that member has been recognized by the Chair for that purpose. The Chair may ask the committee secretary to hold the roll open for any time certain on the day of the hearing for the

purpose of vote adds on any measure.

VII. Reconsideration

7 (a). Reconsideration on any measure may be granted only once.

7 (b). Reconsideration on any measure still in committee possession may be granted within 15 legislative days of the committee's vote on that measure, or prior to any joint recess, whichever comes first. All motions to reconsider shall be noticed in the Assembly Daily File for at least four legislative days, unless the motion is taken up immediately.

7 (c). Any reconsidered measure may be moved at any time after it has been successfully reconsidered, or may be set for another hearing by the Chair.

7 (d). No additional testimony or debate shall be allowed on a measure that has been granted reconsideration, unless specifically authorized by the Chair.

VIII. Subcommittees

8 (a). The Speaker may establish subcommittees, and the membership of subcommittees, for the study of particular subject matters or measures. Bills may be assigned to the subcommittees as deemed appropriate by the Chair. The Chair may call a subcommittee to order at any time, even in the absence of a full committee quorum.

8 (b). Subcommittees shall operate under the same rules as the full committee.

8 (c). Subcommittees may consider assigned bills, hear testimony, recommend amendments as needed and recommend timely action to the full committee. All proposed actions recommended by the subcommittee are subject to ratification and further consideration by the full committee. A subcommittee may take the following actions in regard to bills referred to it;

1. Refer the bill to the full committee with recommendation "do pass" or, "do pass as amended", or;
2. Refer the bill to the full committee without recommendation.

8 (d). A measure referred to the full committee by the subcommittee may not be granted additional testimony in the full committee unless so granted by the Chair.

8 (e). A measure referred to a subcommittee must be reported back to the full committee in order for the full committee to hear the measure.

IX. Review of Administrative Regulations

9(a). At the Speaker's discretion, the Chair may direct staff to review any proposed administrative rules and regulations which are contained in the California Regulatory Notice Register and are within the scope of the committee's jurisdiction.

9(b). At the Chair's direction, staff shall review each rule or regulation for conformity with the enabling statute and with legislative intent. Rules and regulations which do not appear to be consistent with legislative intent, or based on statutory authority, may be placed on the committee's agenda for appropriate action, including requests for priority review by the Office of Administrative Law pursuant to Government Code Section 11340.15.

X. Committee Bills

10(a). The committee may introduce, at the request of the Chair, any measure germane to any subject within the proper jurisdiction of the committee. A committee bill will consist of a majority of all the members of the full committee.

10(b). The Chair may consolidate related subject matter into a single legislative proposal as a committee bill whenever appropriate.

10(c). A committee bill will list the names of the members of the committee who signed the legislation unless the measure is signed by the entire membership of the committee, in which case the author will be listed as: "Assembly Committee on Public Employees, Retirement and Social Security".