

LEGISLATIVE OFFICE BUILDING  
1020 N STREET, ROOM 153  
SACRAMENTO, CA 95814  
(916) 319-3957  
FAX (916) 319-3956  
  
CONSULTANT  
MICHAEL A. BOLDEN  
  
COMMITTEE SECRETARY  
IRENE RETEGUIN



VICE CHAIR  
TOM LACKEY  
  
MEMBERS  
JUAN ALANIS  
TASHA BOERNER  
SADE ELHAWARY  
ROBERT GARCIA  
STEPHANIE NGUYEN

## Committee Rules

2025-26 Legislative Session

Adopted March 19, 2025

### 1. SETTING AND HEARING OF MEASURES

- a. Measures referred to the Committee may be set by the Chair for hearing at a time convenient to the Committee, if requested by the author. Measures relating to the same subject matter may be set for hearing on the same day, as deemed appropriate by the Committee. [Assembly Rules 56, 56.1, and 58]
- b. A measure shall be set for hearing by the Committee no more than three (3) times. A measure is “set” for a hearing whenever notice of the hearing has been published in the Assembly Daily File for one or more days. An author’s set is any set which is counted as one of the three times a measure may be set. [Joint Rule 62 (a)]
  - (1) What Constitutes an Author’s Set: If a measure is not heard at the request of the author at the hearing for which it is set, or is not heard to permit the preparation of amendments, or is not heard due to noncompliance with any other Committee rules, the set shall be deemed an author’s set. [Joint Rule 52 (a)]
  - (2) What Constitutes a Committee Set: If a measure is set for a hearing and the Committee, of its own initiative, postpones the hearing or adjourns the hearing while testimony is being taken, such hearing shall not be counted as provided in paragraph (1). [Joint Rule 62 (a)]
- c. The Committee may set a measure for a special order of business so that the measure may be heard at a time certain, or as the Chair otherwise deems appropriate.

## **2. BACKGROUND INFORMATION REQUEST FORM**

- a. When a measure is referred to the Committee, the Committee secretary shall forward to the author's office a Background Information Request (BIR) form to aid in the preparation of the Committee analysis, which shall be completed by the author's office and returned to the Committee by the author's office before the measure can be heard. All information requested on the BIR form shall be fully completed and returned to the Committee by the author's office as prescribed on the BIR form.
- b. A measure may not be set for its first hearing, or, after substantial amendments, set for any hearing, until the BIR form has been received to the satisfaction of the Committee, along with any other supporting materials requested by the Committee at least ten (10) working days after the BIR form has been delivered to the author's office, or no later than ten (10) working days before the date when the measure is set for a hearing, whichever date is sooner, unless otherwise requested by the Committee. If a measure has already been set, and a completed BIR form and any other supporting documentation has not been received to the satisfaction of the Committee, the Committee may reset the measure for a subsequent hearing at a time convenient to the Committee, and such a set shall be deemed as an author's set.
- c. The Chair shall have discretion not to allow consideration at a Committee hearing of any report, record, survey, statistics, study, or other material not provided to the Committee, as prescribed in the BIR form, so there may be sufficient time for analysis of the material.

## **3. AMENDMENTS TO MEASURES**

- a. Time for Submission of Amendments. Any author may, subject to the Joint Rules, request amendments to a measure. However, author's amendments shall not be accepted by the Committee later than ten (10) working days prior to the hearing at which the measure has been set, unless the Chair deems otherwise. [Assembly Rule 68]
- b. Form of Amendments. All author's amendments shall be emailed to the Committee Chief Consultant, and the Committee Secretary, and the Minority Consultant by the above-prescribed deadline. Amendments must be in the secured PDF version of the amendments in Legislative Counsel form, including the in-context version of the amendments.
- c. Substantive Amendments. Prior to a Committee hearing, the substantive nature of amendments shall be determined by the Legislative Counsel digest. At a Committee hearing, the Chair shall have the responsibility for determining whether an amendment is "substantive" for purposes of effectuating these Rules. [Assembly Rules 68 and 68.5]

- d. Late Amendments or Amendments Offered at a Hearing. If an author offers substantive amendments to their measure later than the above-prescribed deadline, or during a hearing, the measure shall not be heard to permit appropriate analysis by the Committee consultant, unless the Chair otherwise deems appropriate. Such a set shall be deemed as an author's set.
- e. Amendments to Spot Measures. For a nonsubstantive measure that is pending referral to a policy Committee which the author anticipates will be referred to the Committee, the author must provide the author's amendments to the Committee when they are provided to the Committee on Rules. Failure to do so may result in the measure not being set for a hearing, or delay setting the measure for a hearing.
- f. Committee Amendments. Amendments proposed by the Committee to a measure during a hearing shall be drafted by the Committee consultant.
- g. Measure Returned to Committee, If Substantially Amended. Implicit in hearing a measure before this Committee is an implied agreement by the author to notify the Committee as soon as possible of any substantial amendments to the measure after it has been passed out of the Committee, understanding that the measure may be returned to the Committee if the measure is significantly changed thereafter.

#### **4. COMMITTEE ANALYSES**

- a. Availability. Committee analyses of measures scheduled for hearing generally shall be available to the public one working day prior to the day of the hearing. [Assembly Rule 56.5]
- b. Distribution. A copy of analyses shall be available to the author via the Legislative Information System (LIS), at which time, copies also may be made available to the public.
- c. Notation of Position or Stance on a Measure. Written correspondence received by the Committee later than noon (12 p.m.) and 4 business days prior to hearing at which the measure is set, or that are not submitted via the public portal for submitting writing correspondence on the Assembly website or the Committee's website are not required to be included, and may not be reflected, in the Committee's analysis of the measure. Furthermore, only those letters which clearly identify a position or stance, e.g., "Support," "Opposition," "Opposed, Unless Amended," or "Removal of Opposition / Neutral," to the current version of the measure pending before the Committee, are required to be noted in the Committee analysis, subject to the above-prescribed deadline and procedures.

## 5. MEETING AND QUORUM

- a. Commencement of Hearings. The Chair shall promptly call all meetings to order at the time and place designated in the Assembly Daily File. If a quorum is not present, the Chair may commence the hearing as a subcommittee, subject to both the Assembly Rules and Joint Rules, and may receive public comment and recommend action on a measure to the majority of the Committee. However, the Committee may not transact any legal business without a quorum present. [Assembly Rules 56 and 57]
- b. Quorum. A majority of the Committee Membership shall constitute a quorum. [Assembly Rule 57]
- c. Disqualification. If a member is disqualified from voting because of a conflict of interest, there shall be no change in the quorum requirements or the number of affirmative votes required to report a bill out of Committee. The Member shall advise the Chair of the disqualification and the Chair shall announce which Members are disqualified at the commencement of the hearing on a measure. [Assembly Rule 57, Joint Rule 44]
- d. Absence of Chair. In the absence of the Chair, or when the Chair is presenting a bill, the Vice Chair shall preside. In the absence of the Chair and Vice Chair, another member designated by the Chair shall preside.

## 6. ORDER OF AGENDA

- a. File Order. Measures set for a hearing shall be heard in File Order, except as otherwise determined by the Chair.
- b. Absence of Author. If an author is not present when their measure is called for presentation to the Committee, at the discretion of the Chair, the measure may be temporarily set aside, or pulled by the Chair from being heard at that hearing which shall count as an author's set.
- c. Measures Authored by Committee Members. Committee Members shall generally present their measures after all other non-Committee Member authors, unless the Chair deems otherwise.

## 7. CONSENT CALENDAR

- a. Placement of Measures on the Consent Calendar. To expedite the business of the Committee, measures without written opposition may be placed on the proposed consent calendar. All items on the consent calendar shall be voted on by the Committee without public comment, unless the Chair deems otherwise. The Chief Consultant, in consultation with the Minority Consultant, shall prepare a proposed consent calendar prior to a Committee hearing which may include any uncontested

measure for which no opposition has been brought to the attention of the Committee. [Assembly Rules 56.7 and 71, Joint Rules 22.1 and 22.2]

- b. Time for Taking Up Consent Calendar. The Chair may take up the consent calendar at any convenient opportunity during the Committee hearing. Authors of measures placed on the consent calendar need not be present when the consent calendar is taken up.
- c. Removal of Items from Consent Calendar. Any Member of the Committee may request to remove a measure from the consent calendar prior to the consent calendar being taken up for a vote. If a measure is removed from the consent calendar, the Chair shall direct the Sergeant-At-Arms to call the author's office and notify the author of the need to present the measure before the Committee. The measure may be taken up in the order specified in Rule 6, or at another hearing that is convenient to the Committee, or as the Chair deems appropriate. [Assembly Rule 71]
- d. Availability of Consent Calendar. If the Committee prepares a proposed consent calendar in advance of the hearing, a list of measures proposed for the consent calendar shall be made available to the public at the same time Committee analyses are publicly made available. [Assembly Rule 56.7]

## **8. PUBLIC COMMENT AT HEARINGS**

- a. Limits on Public Comment. When it is necessary to expedite the business of the Committee, the Chair, at their discretion, may: (i) limit duplicative public comment; (ii) limit the number of witnesses appearing in support or opposition to a measure; (iii) limit the duration of public comment; or, (iv) limit the time allotted to the presentation of public comment on a measure, provided that both support and opposition receive equitable time for their public comments.
- b. Author Presentation. Unless the Chair otherwise deems appropriate, no person other than the author shall present a measure before the Committee without submitting a signed writing to the Committee, as prescribed in Rule 6.
- c. Written Public Comment. The Chair may require any author wishing to present written public comment on any measure before the Committee to deliver the public comment in written form to the Committee at least three (3) working day prior to the hearing.

## **9. VOTING**

- a. Majority Required. A majority of the Membership of the Committee is required to adopt or pass any motion with respect to the final disposition of any measure. A simple majority of Committee Members present and voting is sufficient to adopt amendments, provided a quorum is present. [Assembly Rule 57, Joint Rule 62]

- b. Recorded Voting. All actions taken on a measure by the Committee shall be by recorded by roll call vote only, except as noted in Rule 9(i) below, or in the Joint Rules, or the Rules of the Assembly. The vote shall be announced upon conclusion of the roll call vote, absent an approved motion or author's request to place a measure on-call. [Assembly Rule 58.5. Joint Rule 62]
- c. Substitute Roll Calls. The Chair may, upon unanimous consent of the members present, substitute a prior roll call, provided that the members whose voters are substituted are present at the time of the substitution. [Joint Rule 62 (c)]
- d. Making of Motions. A Member who desires to make a motion shall first obtain recognition by the Chair. The Member shall then open by stating their motion, and may not speak to the merits of the motion at that time, but shall confine any remarks to those necessary to explain the motion. If the motion is in order and is seconded, the Chair shall state such to the Committee. If the motion is debated, the Member who made the motion shall be recognized to open debate on the motion. [Joint Rule 62(c)]
- e. A Second Motion. Except as otherwise provided, a motion shall require a second.
- f. "Without Objection" Motions. A second is not required where the Chair makes a motion that begins with the words "without objection." If any Member objects, the motion is automatically withdrawn.
- g. Calls. Prior to the announcement of the vote, upon the request of the author or any Member of the Committee, the Chair or Committee staff shall announce that the measure will be placed on-call. The period of time for the call shall not exceed the adjournment of the Committee meeting. The Chair shall announce the time or times when the roll shall be opened for a vote on a measure which is on-call. When a measure is on-call, a Member may vote on the measure only when the call is lifted. At the time that a call on a measure is being lifted, any Member of the Committee who has previously voted on the measure may change their vote. However, a Member may not add their vote to any measure after the Committee has been officially adjourned. [Assembly Rule 58.5, Joint Rules 62(c), 62(d), and 64]
- h. Vote Adds and Changes. Once the roll is closed and the final vote on a motion is announced, any Member of the Committee may change or add their vote to the roll prior to the adjournment of the hearing, unless the change or addition would affect the outcome of the motion. [Assembly Rule 55, Assembly Rule 106]
- i. When Recorded Votes Not Required. A recorded roll call vote is not required on the following actions by the Committee:
  - (1) A motion to hold a measure "under submission" or other procedural motion which does not have the effect of finally disposing of the measure. [Assembly Rule 58.5, Joint Rule 62]

- (2) An author's request to withdraw a measure from the Committee calendar. [Assembly Rule 58.5, Joint Rule 62]
- (3) The return of a measure to the Chief Clerk where the measure has not been voted upon by the Committee. [Assembly Rule 58.5, Joint Rule 62]
- j. Tie Votes. In the case of a tie vote, a motion fails. [Assembly Rule 107]

## 10. RECONSIDERATION

- a. Reconsideration of a Measure Allowed Only Once. After a measure has been defeated by the Committee, reconsideration may be granted one time. [Assembly Rule 57.1, Joint Rule 62(a)]
- b. Reconsideration Request. A request for reconsideration shall be made by the author either at the hearing in which the measure was defeated or at another hearing of the Committee and within 15 legislative days of the measure's defeat, or prior to the interim joint recess, whichever occurs first. Any request for reconsideration not made at the hearing in which the measure was defeated shall be timely submitted by the author to the Committee in writing. [Assembly Rule 57.1, Joint Rule 62(a)]
- c. Majority Vote Required for a Reconsideration Vote to Be Granted. Following a proper request for reconsideration, the Committee may grant reconsideration of a measure by a majority, recorded roll call vote only. Absent an objection by a Committee Member, the vote to reconsider the measure may be granted by unanimous consent. If the request for reconsideration fails, the measure shall be immediately returned to the Chief Clerk of the Assembly. [Assembly Rule 57.1, Joint Rule 62(a)]
- d. Reconsideration Vote at Same Hearing. Once the author requests, and the Committee grants, reconsideration, the second and final vote on the measure may be taken either at the same hearing at which the measure was defeated or at a subsequent hearing of the Committee. If the vote is taken at the same hearing at which the measure was defeated, the author must be present in the hearing room at the time of the vote and no further public comment shall be taken on the measure. [Assembly Rule 57.1, Joint Rule 62(a)]
- e. Reconsideration at Subsequent Hearing. If the second and final vote on the measure is scheduled by the Committee for a subsequent hearing, the vote must be properly noticed in the Assembly Daily File, and shall, in the Chair's discretion, be listed either as "Reconsideration and Vote Only," or "Reconsideration and Further Hearing." Unless previously approved by the Chair, no additional public comment shall be presented on a measure granted reconsideration at a prior hearing, and the author need not be present. [Assembly Rule 57.1, Joint Rule 62(a)]
- f. Amendments to Reconsidered Measures. Defeated measures may not be amended unless and until the Committee grants reconsideration pursuant to these rules. Unless the Chair approves prior to a Committee hearing, reconsidered measures shall not be amended prior to the new vote on the merits of the measure, and must be taken up for vote only. (Assembly Rule 68.) In addition, any

amendment permitted to a reconsidered measure must comply with all Committee rules, unless the Chair deems otherwise. [Assembly Rule 57.1, Joint Rule 62(a)]

## **11. EXECUTIVE REORGANIZATION PLANS**

- a. Consideration. Pursuant to Section 12080.2 of the Government Code, Executive Reorganization Plans referred to the Committee pursuant to that Section shall be considered the same as a measure.
- b. Report. Pursuant to Section 12080.2 of the Government Code, after consideration, and at least ten (10) days prior to the end of the sixty (60)-day period specified in that Section, the Committee shall forward a report to the Assembly floor which may include the Committee's recommendation on whether to allow the plan to take effect.
- c. Plans. Pursuant to Sections 12080 and 12080.2, possible Committee actions with respect to a reorganization plans include the following:
  - (1) Recommend that the Assembly take no action; thus, permitting the plan to take effect.
  - (2) Recommend that the Assembly adopt a resolution disapproving of the plan and preventing it from taking effect
  - (3) Make no recommendation.

## **12. REVIEW OF ADMINISTRATIVE REGULATIONS**

- a. Review of Regulations. Committee staff may review all proposed administrative rules and regulations which are contained in the Notice Supplement of the California Administrative Register and which pertain to agencies and programs within the jurisdiction of the Committee. [Joint Rule 37.7]
- b. Duties. Committee staff may review each administrative rule or regulation for conformity with the enabling statute and with legislative intent. Rules or regulations that do not appear to be based on statutory authority or that do not appear to be consistent with legislative intent may be placed on the Committee's agenda for appropriate action. [Joint Rule 37.7]

## **13. INTERMIN STUDY**

- a. The Committee may, by majority vote of those present and voting, refer the subject matter of a measure for interim study. [Assembly Rule 59]



- b. The Chair may call the Committee to sit during an interim or recess to conduct public hearings, gather information, discuss proposed legislation, or for any other proper purpose. [Assembly Rule 59]
- c. Informational hearings outside of Sacramento are permitted during recesses, subject to approval of the Speaker and the appropriate four (4)-day file notice. However, the Committee may not act on a measure outside of Sacramento. [Joint Rule 60]

#### **14. COMMITTEE MEASURES**

- a. The Committee may introduce one or more measures germane to any subject within the proper jurisdiction of the Committee in the same manner as any Member. A Committee measure shall contain the signatures of a majority of all Members of the Committee, including the Chair. The Chair may assign responsibility for management of any Committee measure to any signatory Member. [Assembly Rule 47]
- b. If all Members of the Committee sign a measure, at the option of the Chair, the Committee Member's name need not appear as authors in the heading of the printed measure. [Assembly Rule 47]

#### **15. PILOT PROJECTS**

- a. Any measure that proposes the creation of a pilot project should contain the following specific requirements:
  - (1) A statement of purpose of the proposed pilot project that specifically states the goals or objectives, and the length of time of the project.
  - (2) Precise cost projections and methods by which savings, if any, may be calculated.
  - (3) A definitive mechanism by which the value and success, if any, of the project may be quantified. This mechanism shall include specific numerical objectives that must be met or exceeded, if a project is to be judged successful, and a suggested timeline.

## 16. OVERSIGHT

- a. The Committee may hold joint oversight hearings with one or more Assembly or Senate Committees on matters within the jurisdiction of the Committee. The Committee may conduct detailed investigations of the performance and effectiveness of state agencies and programs that come within the scope of the Committee's jurisdiction. Whenever reports submitted by the Legislative Analyst or Auditor are referred to the Committee, any legislative recommendation contained therein may be placed on the Committee's agenda for review.
- b. The Chair may request the Speaker to create oversight Committees to conduct detailed investigations of the performance and effectiveness of state agencies and programs that come within the scope of the Committee's jurisdiction. Such sub-committees shall make periodic reports to the full Committee on the progress of their oversight activities. [Assembly Rule 11.5]

## 17. MISCELLANEOUS PROCEDURAL RULES

- a. Appealing the Decision of the Chair. Any Committee Member may appeal a decision or ruling of the Chair on a point of order. Such appeals shall be decided by a majority of those Members present and voting. A majority of those Members present and voting or a tie vote sustains the decision or ruling of the Chair. [Assembly Rule 82]
- b. Substitute Motions. A substitute motion or substitute amendment may be offered to replace an original motion before the Committee. [Assembly Rule 91]
  - (1) A motion to substitute shall be deemed a motion to amend, is debatable, and can be adopted by a majority of those Members present and voting. [Assembly Rule 91]
  - (2) If the substitute motion is adopted, it becomes the new "main" motion. [Assembly Rule 91]
  - (3) A substitute motion which has been adopted is subject to the same voting requirement as if it were the original motion. If the substitute motion fails, the original motion is again before the Committee and is subject to the normal voting requirements. [Assembly Rule 91]
- c. Motion to Table Another Motion. A motion to "Lay on the table" requires a second, which shall be put to the Committee without discussion, and requires an affirmative vote by a majority of the Committee Members present and voting. [Assembly Rule 86]
- d. Vacancies. A vacancy on the Committee does not reduce the quorum requirement or the number of votes required to take action on a measure. [Assembly Rule 57]

**18. AMENDMENT OF THESE RULES**

These rules may be changed by a majority vote of the Committee consistent with the Joint Rules or the Rules of the Assembly.

**19. SUBORDINATION OF THESE RULES**

Please refer to Assembly Rule 55.

**20. AVAILABILITY OF COMMITTEE RULES**

A copy of these rules shall be available on the Committee's internet website.