**MEMORANDUM**

**DATE:** February 8, 2017

**TO:** DOA Budget Subcommittee Members

**FROM:** Representative Jason Grenn, Chair

**RE:** Subcommittee Focus and Amendment Procedure

The purpose of this memorandum is to establish the schedule and procedures for the Department of Law Finance Subcommittee.

Meetings are currently preliminarily scheduled for February 1, 6, 13, 15, 20, 22, and 24th. All meetings except for the meeting on Monday, February 20 will be at 12:15pm in Gruenberg 120. The meeting on Monday, February 20 will occur at 6:30pm in Gruenberg 120.

**Amendments**

**Dates**

The hard deadline for amendments is **Friday, February 17**. This date is chosen in order to give the public adequate notice of the proposed amendments.

In order to more carefully focus our limited Subcommittee time on the most effective areas for cutting the budget, any amendments that do not match the scope of our examination of the Department of Law will be ruled out of order. In order to maximize the contributions of all members, proposed amendments are *strongly encouraged* to be submitted by close of business on **Wednesday, February 15**. If an out of order amendment is submitted by a member by close of business on Wednesday, February 15, the Chair’s office will be happy to work with the member in order to more closely craft the amendment to the purposes of the Subcommittee.

**Scope**

In order to fulfil the goals of this Subcommittee, we will only be focusing on amendments that fit the scope of our inquiry into the Department. To aid the members, these are some examples of amendments that will be ruled out of order:

* An amendment that cuts a specific PCN.
* An amendment that makes an unallocated cut (or addition) to the department.
* An amendment that makes an across-the-board reduction (or addition) to the department.
* An amendment that makes a cut (or increment) to a line item outside of the context of a broader programmatic change.

The enumeration in this memo, of certain examples of ways that an amendment may be ruled out of order, shall not be construed to deny or disparage the ability to rule others out of order, retained by the Chair.

**Public Testimony**

Public testimony on proposed amendments will take place starting at 6:30pm on Monday, February 20.

**Advisory Vote**

Discussion of the proposed amendments will occur at 12:15pm on Wednesday, February 22. An advisory, non-binding vote will occur on each amendment.

**Closeout**

A brief closeout meeting will occur on Friday, February 24 in which we will adopt the Subcommittee’s report.