

Alaska State Legislature

House Resources Committee

Representative Andy Josephson, Co-Chair
State Capitol, Room 102
Juneau, AK 99801
Phone: (907) 465-4939



Representative Dean Westlake, Vice-Chair
Representative Chris Birch
Representative Harriet Drummond
Representative DeLena Johnson
Representative Justin Parish
Representative George Rauscher
Representative David Talerico

Representative Geran Tarr, Co-Chair
State Capitol, Room 126
Juneau, AK 99801
Phone: (907) 465-3424

MEMORANDUM

TO: All Members of the 30th Alaska Legislature

FROM: Rep. Andy Josephson *AG* Rep. Geran Tarr *GT*
Co-Chair House Resources Co-Chair House Resources

DATE: January 18, 2017

RE: House Resources Bill Hearing Request Requirements

The House Resources Committee will meet Monday, Wednesday and Friday at 1:00 pm in the Ramona Barnes Committee Room (State Capitol Room 124).

The Committee will be pleased to consider scheduling legislation for a hearing when the prime sponsor submits a signed, written request to both Co-Chairs and provides a complete packet of bill information in electronic form and one printed copy delivered to each Committee Aide. Requests for scheduling the following week must be received by noon on Tuesday.

A bill will be considered for scheduling in committee when the following documents have been received in the committee email lhsres@akleg.gov:

- Sponsor Statement addressing the current bill version
 - Sectional Analysis for long or complex bills
 - Most recent version of the bill
 - A brief explanation of changes, if any, that have occurred since introduction
 - Current fiscal note(s)
 - Request for any specialized Information Services equipment
 - Names and contact information of witnesses and requested teleconference sites.
- Please notify the Committee Aide of all off-net callers, not less than one day prior to the meeting

- Additional documentation relating to the bill: legal opinions, letters of support or opposition, research data, publications, etc. Each should be clearly marked with the source of information, including the provider's name and/or organization.

All electronic files must be named in the following format:

- HBXXX Sponsor Statement followed by the date the document was provided to the committee
 - Example: **HB012 Sponsor Statement 1.28.17**
- HBXXX Sectional Analysis followed by the version of the bill and the date the document was provided to the committee
 - Example: **HB012 Sectional Analysis ver H 1.28.17**
- HBXXX followed by the current version letter as assigned by Legal Services and the date the document was provided to the committee
 - Example: **HB012 ver H 1.28.17**
- HBXXX Fiscal Note followed by the file name assigned by the department and the date the document was provided to the committee
 - Example: **HB012 Fiscal Note DCCED-DBS 1.28.17**
- HBXXX Supporting Documents followed by the description of the document and the date the document was provided to the committee
 - Example: **HB012 Supporting Document-Support Letters 1.28.17**
 - Example: **HB012 Supporting Document-Article ADN 1.28.17**
- HBXXX Opposing Documents followed by description of the document and the date the document was provided to the committee
 - Example: **HB012 Opposing Document-Opposition Letters 1.28.17**
 - Example: **HB012 Opposing Document-Article News Miner 1.28.17**
- HBXXX Additional Documents followed by description of the document and the date the document was provided to the committee
 - Example: **HB012 Additional Documents-July 2015 Dept of Law Opinion 1.28.17**
- HBXXX Draft Proposed Amendment ver X followed by the date the document was provided to the committee
 - Example: **HB012 Draft Proposed Amendment ver P 2.15.17**
- HBXXX Proposed Blank CS ver X followed by the date the document was provided to the committee
 - Example: **HB012 Draft Proposed Blank CS ver A 2.15.17**

All documents should be converted to a PDF format from the source computer. Please only scan documents as last resort. In the event documents must be scanned, they should be converted to searchable PDF document in the highest resolution possible. All support letters and emails received need to be scanned into one searchable PDF and opposition letters and emails in a separate searchable PDF.

All documents must be marked with the authors name and the legislative office that produced the document. This will be really helpful for the record later and give a foundation for the document.

The email subject line for hearings requests must include the bill number. Should you need to send additional documents to the committee, the email subject line must include the bill number and document name, example: HB012 (HSTA)//Fiscal Note DCCED.

All documents included in your bill packet should be printed and put in the order you prefer to be distributed. Do not staple any documents together, use paperclips only. Deliver one hard copy of the hearing request to the committee aide, in addition to an electronic version.

Due to limited email capacity, if you have large documents over 5 pages to include with your committee packet, please provide a list of the resources/studies with a link to access the documents. You may pick out pertinent information from a specific study to include in your bill packet as long as it is kept under 5 pages and includes the front page of the study. In special circumstances in which you need to exceed the 5 page limit, please talk directly with the committee aide.

Any amendments, sponsor substitutes, blank committee substitutes, handouts, or other documents you wish to place before the committee need to be delivered to my office no less than 24 hours prior to the scheduled hearing and discussed with me and my staff in advance.

Please feel free to contact our Committee Aides, Thatcher Brouwer at 465-6007 and Megan Rowe at 465-4939 with any questions.