

ALASKA STATE LEGISLATURE

HOUSE FINANCE COMMITTEE

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MEMORANDUM

DATE: January 19, 2009

TO: Members of the Alaska State House of Representatives
Members of the Alaska State Senate

FROM: Representative Bill Stoltze, Co-Chairman
Representative Mike Hawker, Co-Chairman
House Finance Committee

RE: Hearing Request Requirements for the House Finance Committee

The House Finance Committee will consider bills for scheduling when the prime sponsor submits a hearing request with the following documents in an electronic format to my office:

- Memo requesting scheduling of the pending legislation;
- A sponsor statement describing the intent of the bill and how the intent will be achieved through the passage of the legislation;
- A sectional analysis for long or complex bills;
- A brief explanation of changes, if any, that have occurred between the original version of the bill and the version that is before the House Finance Committee for consideration;
- Appropriate and updated fiscal notes for the most recent version of the bill;
- Supplemental back-up documentation from agencies and organizations, including but not limited to, research and legal opinions;
- A list of expected witnesses to testify on the legislation; and
- Teleconference and off-net site requests.

All hearing requests should include the name and phone number of the staff member assigned to the legislation. Please submit the hearing request and above information to: House_Finance_Legislation@legis.state.ak.us.

All documents should be submitted as separate PDF documents, and not in one large PDF file. When the legislation is scheduled for a hearing, the documents will be posted to the House Finance Committee website, under the Division of Legislative Finance.

If the sponsor of a bill would like a blank committee substitute to be considered by the committee in lieu of the most recent version of the bill, it must be received in a hard copy at least 24 hours prior to the scheduled hearing.

Amendments

Only House Finance Committee members may offer amendments for consideration by the committee. Amendments by the sponsor should be submitted with 24 hours prior to the scheduled hearing. Also, if the amendments will have a fiscal impact on the legislation, it is suggested that updated fiscal notes from the departments affected should also be submitted. When possible, amendments should be drafted by Legislative Legal Services to ensure conformity and legality.

Requests to Waive Bills from Committee

A written request, submitted electronically, must be submitted with the following information:

- A sponsor statement;
- Appropriate (new or revised) fiscal notes for the most recent version of the bill; and
- A sectional analysis or explanation of the bill.

If approved for waiver, my office will issue a House Finance Committee memo. All House Finance Committee members must sign, agreeing to the waiver.

If you have any questions, please feel to contact Ben Mulligan, at 465-6541.

Thank you for your cooperation.