

**1/21/09
CALL TO
ORDER**

<target><bill></bill><subject>1-21-09 CALL TO
ORDER</subject><comm>HFIN26</comm></target>

ALASKA STATE LEGISLATURE HOUSE FINANCE COMMITTEE

Representative Mike Hawker
Co-Chairman
(907) 465-4949
Fax: (907) 465-4979
Representative.Mike.Hawker@legis.state.ak.us

State Capitol 505
Juneau, Alaska 99801



Representative Bill Stoltze
Co-Chairman
(907) 465-4958
Fax: 465-4928
Representative.Bill.Stoltze@legis.state.ak.us

State Capitol 515
Juneau, Alaska 99801

State Capitol, Juneau, Alaska 99801-1182

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.

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HOUSE FINANCE COMMITTEE RULES

TIME:

1:30 p.m. to 3:30 p.m. (longer if necessary)

Please notify the appropriate Co-Chairman if you must be absent from or leave during a meeting:

Rep. Stoltze-legislation/Capital Budget

Rep. Hawker-Operating/Supplemental Budgets

If possible let the Chairmen's offices know where you can be reached in case you are needed for a vote or to establish a quorum. Members must be present to vote on passage of a bill from committee and to sign committee reports.

If you are requesting an excused absence from the Call of the House, both Co-Chairmen must approve the absence from committee. Once approved by the Co-Chairmen, please bring a copy of the excused absence to Capitol 505.

COMMITTEE QUORUM AND VOTING RULES:

A quorum of the majority of the committee membership (six members) is necessary to vote or take any Committee action.

If fewer than eleven members are present, motions to amend may be adopted by a majority of those present, but under no conditions will the number of votes required for adoption of an amendment be less than five.

Members participating via teleconference may be considered for the purposes of establishing quorum.

CONFLICTS OF INTEREST/ABSTENTION FROM VOTING

It is not required to request to abstain from voting to report a bill from committee due to conflict of interest. However, if members would like to declare a conflict of interest and request to abstain from voting, they may.

AMENDMENTS:

When possible, amendments should be drafted by Legislative Legal Services to ensure conformity and legality. This will facilitate the transmittal of amended legislation.

All amendments to legislation **must** be turned into the appropriate Co-Chairman's office **24 hours prior** to a bill hearing in House Finance. This will be strictly enforced this year. We will hold bills over if amendments need to be done but are not submitted 24 hours ahead.

COMMITTEE REPORTS

Members must be present to sign the committee report. Please do not leave the room before signing. Staff is unable to track down members for their signature. A legal memo is attached concerning the signing of committee reports.

DRAFT HFC COMMITTEE SUBSTITUTES

Only the Chairmen and their staff may request draft House Finance Committee Substitutes. Members may request blank committee substitutes or submit their requests as amendments.

TELECONFERENCE PARTICIPATION:

When necessary, members may participate via teleconference. They may vote on amendments and any other committee action. However, they may not vote to move a bill from committee. A member must be physically present to vote on the passage of a bill from committee. Attached is a memo from legal regarding teleconference participation.

NOTICE REQUIREMENTS:

Written notice of the time, place, and subject matter of all House Finance Committee meetings shall be given in accordance with Rule 23 of the Uniform Rules.

**House Finance Committee
Agenda
Wednesday, January 21, 2008**

House Finance Committee
Call to Order

1. Gavel in
 - a. Date
 - b. Time
 - c. Location
2. Member introductions
 - a. Foster – special recognition
 - b. Co-chairs
 - c. Vice Chair
3. Declare quorum
4. Member aide introductions
 - a. Hawker
 - b. Stoltze
 - c. Thomas
 - d. Others
5. Legislative drafting personnel introductions
 - a. Tam Cook, Legal Services Director
 - i. Peeps
6. Legislative finance personnel introductions
 - a. David Teal, Legislative Fiscal Analyst
 - i. Peeps
7. Committee Room Personnel Introductions
 - a. Louanne Christian, Finance Committee Assistant
 - i. Peeps
8. Rules of the road
 - a. Separate memo sent to committee members
 - b. No SOP changes
 - c. Stoltze Role
 - i. Capital Budget
 - ii. Legislation hearings
 - iii. Special hearings
 - d. Hawker Role
 - i. Operating budget
 - ii. Special hearings
 - e. Donut rule still in effect
 - i. Entrapment encouraged
 - f. Meetings begin when scheduled
 - i. Quorum not needed to begin meeting
 - g. Voting rules
 - i. Quorum required
 - ii. No teleconference voting
 - iii. 5 to pass amendment
 - iv. 6 to move bill from committee
 - h. Committee process by Louanne

- i. Microphones sensitive
 - ii. File drawers
 - iii. Bill file preparation
 - iv. Short forms and detail books
 - v. All handouts through Committee aide
 - 1. must be attributed
- 9. Operating budget basics
 - a. Subcommittee chairs (handout)
 - b. Deadlines and schedule
 - i. Governors supplemental amends due Feb 3
 - ii. Governors operating amends due Feb 18
 - c. Closeout schedule to be determined
 - i. Morgan schedules committee room
 - d. Preliminary hearing schedule (handout)
- 10. Capital budget basics
 - a. Stoltze
- 11. Legislation process basics
 - a. Stoltze
- 12. Member forum
- 13. Adjourn to time certain

**House Finance Committee
26th Legislature Budget Subcommittees**

AGENCY	CHAIR
1 Administration	Thomas
2 Community and Economic Development	Austerman
3 Corrections	Kelly
4 Court System	Hawker
5 Education and Early Development	Fairclough
6 Environmental Conservation	Austerman
7 Fish and Game	Thomas
8 Governor	Hawker
9 Health and Social Services	Joule
10 Labor and Workforce	Fairclough
11 Law	Stoltze
12 Legislature	Hawker
13 Military and Veterans Affairs	Foster
14 Natural Resources	Kelly
15 Public Safety	Stoltze
16 Revenue	Hawker
17 Transportation and Public Facilities	Foster
18 University	Fairclough