

SENATE COMMITTEE OPERATIONS - 2024

Location: 3rd Floor, General Assembly Building

Telephone: (804) 698-7450

SESSION

Staff:

Hobie Lehman, Director of Committee Operations

Lindley Griffin, Deputy Director of Committee Operations

Michael Jackson, Assistant Coordinator of Committee Operations

Gillian Conway, Assistant Coordinator of Committee Operations

Eric Bingham, Facilities and Logistics Manager

Committee Dockets for Subcommittees and Full Committees

- The Committee Chair determines which legislation to include on the docket.
- The committee clerks post the docket on the Legislative Information System (LIS). (>24 hours)
- Committee clerks email each committee member office a link to the e-book. (See below)

Meeting information will be posted in the Senate Calendar and included in Senate Clerk's daily announcements.

E-books

- Using their iPads or laptops, committee members can access the committee docket to view up-to-date information as well as any notes from you or themselves on each bill currently before the committee.
- If your member will require a physical copy of a bill for a committee meeting, please get your member a copy prior to that meeting.

Patron Notification

- Committee Operations staff will hand deliver orange cards to patrons.
- Committee clerks will also send patron notification via e-mail.
- Patron notification in House Committees will come from House Committee Operations. 804.698.1540

Patron Sign Up

- Committee Operations staff will be in the meeting room with patron sign-up on the ipad for full committee meetings and patron sign-up sheets for subcommittee meetings beginning at the following times:

AM Meetings: ½ hour prior to the meeting time

PM Meetings: ½ hour prior to meeting time or upon completion of that day's final calendar

- It is preferred that bill patrons, a bill patron's legislative assistant or an intern, sign up the patron.
- If the patron is not in the room near the time for their bill to be taken up (typically three bills ahead), the clerk will attempt to notify the member by phone, calling the patron's AA phone.

Subcommittees Note

- Rule 20 (k), subcommittees shall not take final votes and shall only make recommendations to the Committee.

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Appointments Process

- After Sine Die, Senate Committee Operations staff begin researching appointments to Commissions, Joint Subcommittees, etc. looking for vacancies, potential reappointments, term limits, and new legislation.
- Staff will inform all members' offices of pending appointments and vacancies.
- Each member will have the opportunity to request appointment or recommend a citizen for appointment via website: <http://apps.senate.virginia.gov/commissions/login.php>
- Traditionally, the Senate Rules Committee meets near reconvened session to make appointments.
- Committee Operations staff work with the Rules Committee to coordinate this process.
- Appointees will receive letters from the Clerk of the Senate confirming appointment by Senate Rules.

Committees, Commissions, Joint Subcommittees, etc.

- Senate Committee Operations staffs about 20 commissions during the interim.

Polling

- The Chair provides suggested meeting dates.
- Committee Operations staff poll to establish member availability for dates suggested.
- Based on poll results, the Chair sets the date, time and location for meeting.

Meeting Notification

- Committee Operations staff will send meeting notifications to those on the mailing list for the study which includes members, staff and other interested parties.
- Meeting information is also posted on the Senate and LIS meeting schedules.
- Staff will also send a reminder of each meetings (to members only).
- For Standing Committees or commissions that meet outside of the dates dedicated via the procedural resolution: Chairs should write a letter to the Chair of Senate Rules, copied to the Senate Clerk, requesting to have a committee meeting.

Meeting/Set-up

- Committee Operations staff will reserve and set up meeting locations (on or off Capitol Square) including, room set-up, audio visual requirements, etc.
- For purposes of ensuring a quorum and other necessary provisions, it is important to notify committee operations staff of any changes to the members' availability. (Arrangements are made according to the polling results unless changes are brought to the clerk's attention.)