I. ATTENDANCE

Members are expected to virtually attend all committee meetings, subcommittee meetings and voting sessions with their camera on. Attendance records are maintained for each scheduled meeting of the committee and the subcommittees. Attendance is noted at the beginning, middle, and end of each meeting. These records are available to the public and the press. If the absence of a member becomes excessive, the Chair may discuss with the member reassignment to another committee. From time to time, the committee receives requests from the press and the public regarding the attendance records. Please keep this in mind and make every effort to attend each meeting and voting session. Vote tallies are usually posted online within 24 hours.

A. Excused Absences – Members will be granted an Excused Absence for the following: 1) a legislative hearing; 2) a meeting with the Speaker; or 3) a meeting with the Governor.

B. Other Absences – If for any other reason you must leave a committee meeting or expect to be late or absent, the member may inform the Chair’s Chief of Staff, Dana Phillips, so that the reason for the absence/tardiness can be noted appropriately. Such notification does not equate to an excused absence. It is the Chair’s discretion to make the determination of whether an absence is excused. Committee staff does not keep track of members’ conflicting bill hearings or excused absences granted by the Chief Clerk’s Office.

II. HEARING PROCEDURES

The committee generally has three types of hearings—bill hearings, budget hearings, and legislative bond initiative hearings. Generally, committee hearings will begin at the time published in the hearing schedule or as announced by the Chair or subcommittee chair from the House floor.

A. Bill Hearings –

Every on-time bill will receive a hearing. The committee chair will continue to have full discretion over the length of the hearing. The hearing schedule will be posted the week before the hearing is scheduled, or earlier if possible. Sponsors of legislation automatically receive an email notice to their public email account of the hearing date assigned to their bill, as well as any subsequent changes to the hearing date and time.

It is very difficult to change bill hearing dates after they have been announced in the hearing schedule. Such changes inconvenience the interested public and will be authorized by the Chair only in unusual circumstances. Advance requests to have a bill heard on a certain date can be made through the Chair’s Assistant, Dana Phillips.

1. Hearing Testimony – Typically, testimony will be heard in the following order: (1) Sponsor testimony; (2) Favorable testimony; (3) Favorable with amendments testimony; and (4) Unfavorable testimony. However, the Chair has the discretion to change this order. All witnesses must sign up to testify prior to the start of the hearing.
Witnesses are urged NOT to read prepared testimony or to repeat prior testimony. In order to expedite the hearing and allow all witnesses an opportunity to be heard, the Chair has the prerogative to limit questions from the members or the time for witnesses to testify.

For each bill, the committee will accept oral testimony according to the following categories:

- A House bill that passed in a similar posture in the House last session will be limited to sponsor only oral testimony.
- A Senate bill that was cross-filed in the House will be limited to sponsor only oral testimony.
- Oral testimony on all other bills will be accepted from the sponsor, proponents, and opponents of the bill.

Witness sign-up will be open online through the Maryland General Assembly website from 10am–3pm on Friday for bill hearings on Tuesday of the upcoming week. Oral testimony will be limited to 50 witnesses per bill.

Witnesses cannot sign up as a panel because the software cannot accommodate panels. The sponsor may communicate with the committee about other witnesses the sponsor wants to testify with and the chair will make every effort to accommodate those requests.

Once bill witness sign-up is closed, the committee staff and the chair will determine the bill order and the order of witnesses. The specific bill order will be posted on the Maryland General Assembly website the day before the hearings. The zoom link will only be sent to witnesses who sign up in bill hearing witness signup. Staff will only admit witnesses from the waiting room who have signed up in the bill hearing witness sign up. Late signups will not be accepted. Like in–person bill hearings, sponsors of a bill will be untimed. However, all other witness oral testimony will be limited to two minutes.

2. **Written Testimony** – All written testimony must be submitted through the Maryland General Assembly website from 8am–3pm on Friday for bill hearings on Tuesday of that following week.

**B. Budget Hearings** – The fiscal 2023 operating and capital budgets are expected to be introduced by Wednesday, January 19, 2022. The committee will begin agency budget hearings on Wednesday, January 26th. Budget hearings for the 2022 session will be separate from the B&T committee.

Operating budget hearings for the full committee will be held at 1:00pm on Fridays. Operating budget hearings for subcommittees in will be held on Mondays (varied times) and 1:00pm Wednesdays and Thursdays. Capital subcommittee hearings will be on Wednesdays at 4:00 pm

**Changes to Assignments for the 2022 Session:**

**Analysis and Committee Jurisdiction Changes:** The State Board of Elections assignment will return to the Public Safety and Administration subcommittee (previously was in full committee). The Accountability and Implementation Board is a new assignment for the 2022 session and will be heard in EED. The Maryland Department of Emergency Management is a new assignment and will be heard in PSA.
**Budget Hearing Testimony:**

1. *Hearing Testimony* – The public may sign up to testify at a budget hearing prior to the start of the hearing. The subcommittees will be accepting oral and written testimony. Testimony sign up will be open online through the Maryland General Assembly website 48 hours before a budget hearing (ex: for a Thursday budget hearing, testimony will be open from 8am–3pm on Tuesday). Oral testimony will be limited to 50 witnesses per agency/budget analysis.

   Agencies should sign up all individuals the agency wants available in the zoom. The agency should communicate with the subcommittee counsel about which agency witnesses will be testifying and which witnesses will be available in case specific questions arise. The zoom link will only be sent to witnesses who sign up in budget hearing witness signup. Late signups will not be accepted.

   To receive a link, an agency must sign up with a position on the budget (either favorable, favorable with amendments, or unfavorable). If an agency does not take a position, a link will not be generated. When an agency selects “favorable” that position will not be taken into account in budget decisions. The committee will refer to the testimony during the budget hearing and the written responses for the agency’s position.

   Like in–person budget hearings, the budget analyst will present the agency’s analysis and the agency will present and will be untimed for response. Both the budget analyst and the agency will be given co–hosting ability to share their screen for any materials. Chairs will take questions after the analyst’s presentation and after the agency’s presentation.

   Witnesses are urged NOT to read prepared testimony or to repeat prior testimony.

2. *Written Testimony* – All written testimony, including testimony from the department or agency, must be submitted through the Maryland General Assembly website. The name of the department or agency should appear prominently on all pages of the testimony submitted.

   C. *Briefings* – Briefings are public meetings held at the request of the Chair to provide specific budget and policy information to the Committee. Due to the nature of the briefings, only individuals who are invited by the Chair to present may do so.

   D. *Decorum* –

   Members need to be signed into zoom prior to the bill hearing start time. Members should make sure their zoom name is “Delegate” followed by their first and last name. Staff will be present to assist members with any technical issues or concerns as well as to admit sponsors and witnesses to testify.

   For questions, members will have to use the “raise hand” function (Alt+Y or Option+Y). Members will not be recognized for questions asked in the chat function. The chat function should not be used by any members for public or private conversations. All comments in the chat function are a part of the public record. The Chair will recognize members to ask questions based on the order in the raise hand list. Members must have their cameras on to ask a question.
Members are requested not to drive, read newspapers, talk on cell phones, inappropriately use laptop computers, or otherwise indicate less than total attention to the testimony being given. Members are reminded that committee meetings and subcommittee meetings are being recorded and broadcast on the internet.

III. VOTING PROCEDURES

All committee voting sessions will be livestreamed through the Maryland General Assembly website for the 2022 session. The vote lists will be available on the Maryland General Assembly website two days prior to the voting session. Members will receive an email with the vote list and amendments the same time it is posted on the website.

A. A favorable vote of the majority of the members of the committee (12 votes) will be required to report a bill out of the committee favorably.

B. A favorable vote of the majority of the members of the committee present at the voting session will be required to adopt an amendment to a bill or to adopt a budget action. Votes on amendments are recorded only at the discretion of the Chair.

C. A vote cast during a voting session is final. A committee member may not change his or her vote following the conclusion of a voting session.

D. During each voting session, the committee will take a vote to suspend the rule that a committee has to report bills to the floor within 2 days.

E. Proxy Votes – A committee member must be present at the voting session and with their camera on in order to cast a vote.

F. Subcommittee Votes – A favorable vote of the majority of the subcommittee members present at the voting session will be required to recommend any action to the full committee. The Committee Chair and Vice Chair of the full committee are voting members of each subcommittee.

G. Amendments – Analysts assigned to the Committee will prepare all committee amendments and amendments for the Chair and subcommittee chairs. Other members should contact the amendment office for the preparation of all other amendments to committee bills.

Any amendment to be offered in committee or subcommittee to bills or to the budget must have a sponsor who is a member of the Appropriations Committee. If a legislator from another standing committee wishes to offer an amendment to a bill or to the budget in committee, the legislator should contact the Chair and/or the appropriate subcommittee chair. The Committee generally does not consider amendments to add or remove sponsors.

IV. BILL FILES

Electronic copies of the bill files will be available by request to any member of the public after the bill hearing by contacting Dana Phillips, the Chair’s Chief of Staff. Bill files will be available through the MGA website when the bill is on the House floor for second reader. For bills that do not pass out of standing committee, the bill file will be available on the website after the legislative session.
V. **APPOINTMENTS WITH THE CHAIR**

All Appointments with the Chair must be made through her Chief of Staff, Dana Phillips, via the Chair’s email address: Maggie.McIntosh@house.state.md.us.

VI. **FACILITIES**

For the health and safety of members and staff, access to the committee room and the committee suite will be limited. The committee room will be closed during all committee virtual meetings. Committee suite access will be limited to appointments only with the Chair, Vice Chair, or staff. There will be no snacks available in the committee kitchen and there will be no materials or documents to pick up for meetings. Everything will be sent virtually or will be accessible on the floor system.

VII. **WEBSITE**

A. The Maryland General Assembly’s legislative website is [http://mgaleg.maryland.gov](http://mgaleg.maryland.gov).

B. The budget and hearing schedule can be found on the website under the Hearing Schedule tab. The schedule will be updated frequently to reflect any changes. Any committee member impacted by schedule changes will receive notification of the change by email.