



# Committees of the Legislature



**Who we are • What we do • How we do it**

# New World Ground Rules

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- **Practice loving kindness**
- Keep yourself on mute unless you are speaking
- Click the “raise your hand” icon if you would like to speak
- Use the chat function
- If possible, please have your camera on to participate
- Kindly refrain from pictures



# Agenda

- Committee Process
  - Committee Membership
  - Committee Leadership
  - Moving Bills through the Committee Process
- Role of Committee Staff
  - Tasks Performed
  - Resources Available
  - “What the...?!?” Burning Questions





# Importance of Committee Operations

- Committees are the “nuts and bolts” of the General Assembly
- Where legislation is written, public opinions are voiced and action is taken to determine which bills will be considered by the House and Senate





# Committees

- Committees are constituted for a two-year period in the Joint Rules
- Joint Rules prescribe:
  - # of committees
  - # of members
  - Jurisdiction of each committee
  - Committee Deadlines



# Standing Committees

- Twenty-two **Joint** Standing Committees
  - Appropriations
  - Finance
  - Human Services
  - Transportation
  - etc...
- Divided into A-B System

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# Statutory Committees

- **Legislative Management** \*
  - Oversees and conducts the business affairs of the General Assembly
- **Executive and Legislative Nominations** \*
  - Considers all executive and legislative nominations
- \* **Can consider/report bills and resolutions**
- **Internship**
  - Is responsible for the development and administration of Connecticut General Assembly (CGA) interns
- **Regulation Review**
  - Reviews regulations proposed by state agencies and approves them *before regulations* are implemented



# Committee Membership

- Majority Party Members appointed by Senate President Pro Tempore and Speaker of the House
- Minority Party Members appointed by the Minority Leaders of each chamber







# Committee Membership

- Committee leadership consists of:
  - Chairs (Majority)
  - Vice Chairs (Majority)
  - Ranking Member (Minority)
- Range in size – 13 to 51 members





# Committee Staffing

## Partisan Staff

### Clerk

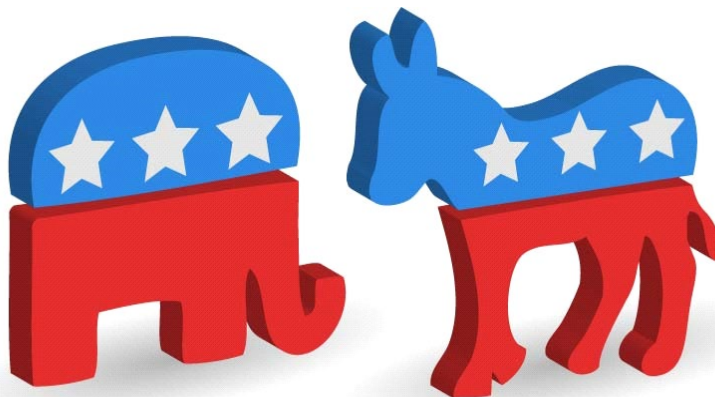
Appointed by the House or  
Senate Democrats

### Sessional Assistant Clerk

Appointed by House or Senate  
Republicans

### Sessional Assistant Clerk

Appointed by House or Senate  
Democrats





# Staff Roles

- Staff Committee Meetings and Public Hearings
  - Minutes
  - Assist with Zoom (as directed by the Clerk)
- Process testimony (Electronic Submittals and Publishing)
- Communicate with members on schedules
- JF Reports



# Committee Staffing

## Non-Partisan Staff



LEGISLATIVE COMMISSIONERS' OFFICE

OFFICE OF **LEGISLATIVE RESEARCH**



Office of Fiscal Analysis

Committee Administrators





# What Committees Do

- Committees act as “proving grounds” for 99% of all legislation that is later debated in the House and Senate
- They screen, prioritize, hear, deliberate, refine and develop the best legislative ideas
- This is all done in committee meetings, hearings and in the screening process



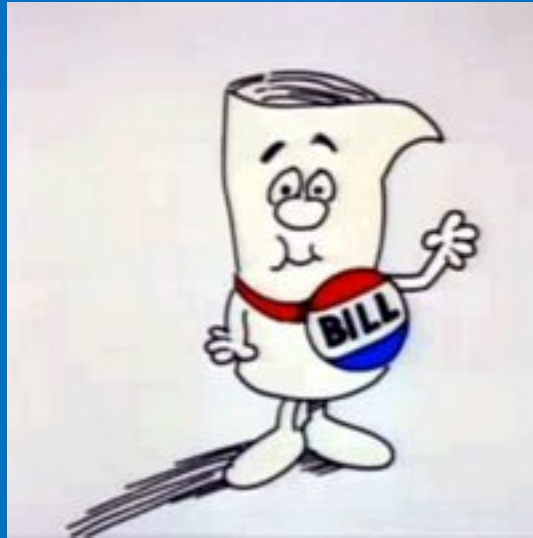
# Committee Process

- Committee ***actions*** are governed by the Joint Rules
- Committee ***procedures*** are adopted by each committee
- Partisanship varies among committees

*Joint Rules  
of the Senate  
and the  
House of  
Representatives*



“Good bill, oughtta’ pass!”





# Screening Process

- The Chairs, LCO attorney, OLR staff, (possibly OFA and Ranking members) and administrator or clerk are involved
- This private process determines which bills will be considered further by the committee
- Screening members set committee meeting agendas, public hearing agendas, and committee priorities







# Types of Bills

- **Proposed Bill**

A bill introduced by an individual legislator at the beginning of a session, not fully drafted. In even-year sessions, the subjects of proposed bills are restricted to fiscal matters.

- **Committee Bill**

A fully drafted bill based on a proposed bill.

- **Raised Bill**

A fully drafted bill introduced by a committee that is not based on a proposed bill.

- **Governor's Bill**

Bill introduced by legislative leaders of the governor's party at the request of the governor



# Actions on Proposed Bills

- **Draft** - Legislative Commissioner's Office will write the proposed bill in formal statutory language. The bill then becomes a **Committee Bill**.
- **Reserve for a Subject Matter Public Hearing** - Bills are reserved for a subject matter public hearing when a committee decides to learn more about the subject of a particular proposed bill, but wants to postpone a decision on fully drafting the bill as a committee bill.



# Actions on Proposed Bills

- **Change of Reference** - A Change of Reference is given to a bill when a committee determines that a bill more appropriately falls within another committee's jurisdiction.
- **No Action** - Taking No Action is a decision by a committee not to act on a bill. It is generally considered a method of quietly defeating a bill. However, since it is not considered final action on a bill, a committee may reconsider and take action on a proposed bill prior to the committee bill deadline.



# Potential Final Actions

## Joint Favorable ("JF"):

The bill, with no changes, is recommended for passage by the full House and Senate.

## Joint Favorable Change of Reference:

The bill as written is recommended for passage, but first must be considered by ("is referred to") another committee with jurisdiction on the bill.

## Joint Favorable Substitute ("JFS"):

The bill is passed favorably from the committee with either technical or substantive changes to make it recommended for passage by the full House and Senate.





# Committee Timetable

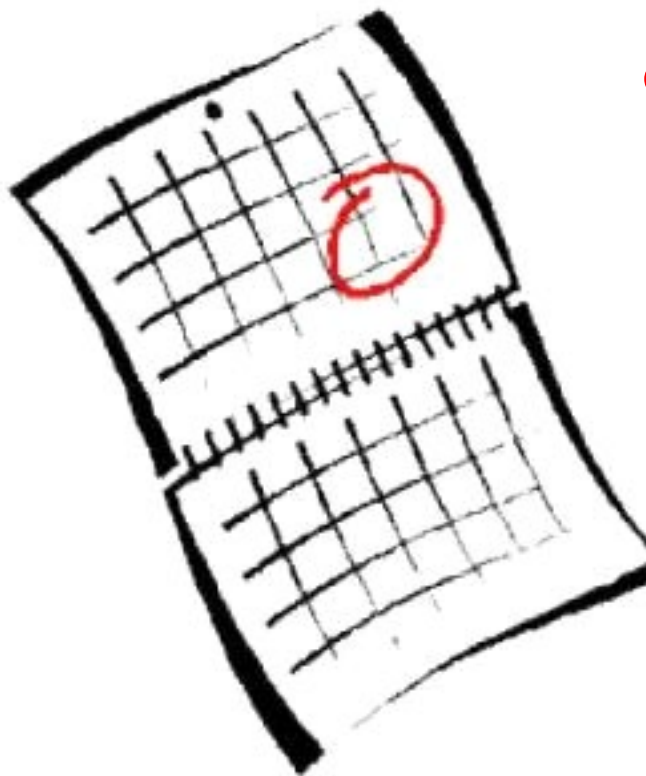
- Screen bills and requests as needed
- Hold meetings to act on bills
- Hold hearings on bills acted upon
  - A public hearing must be held on all bills receiving final action
- Screen bills for final action (often daily)
- Hold meetings to consider favorable reports



# Committee Deadlines

**Committee Actions on bills are dictated...**

**By the Calendar**



**and**

**By the Clock**





# Committee Deadlines

## Committee Bills

- February (assigned by committee in the Joint Rules)
- 5 PM deadline for action on appointed day

## Raised Bills

- February (assigned by A & B committees in the Joint Rules)
- 5 PM deadline for action on appointed day

## JF Deadline

- Assigned by Committee in the Joint Rules
- **Original Bill and Vote Tally Sheet to LCO – 5 PM**



# Resources

- Who Can I Turn To?
  - LCO Attorney
  - OLR Analyst
  - OFA Analyst
  - Veteran Committee Staff
  - Caucus Services





# Resources

- **Committee Staff Manual** (located under “Help”, “Committee Staff Manual” in the Committee Web Suite)
  - Explanation of the Legislative Process from the Committee Perspective
  - Checklists and Guidelines
- **Committee Web Suite Reference Guide** (located under “Help”, “User Guides and Videos” in the Committee Web Suite)



# Resources

- **Training Videos** (located under the “Help”, “User Guides and Videos” in the Committee Web Suite. Procedures videos are also located on each committee website)
- **“ITS Work from Home Assistance”** (located on the Information Technology Services home page)



# Resources

- [My Job](#)



# Success Equals:

Being Prepared

Listening

Being Flexible

Staying Informed

**Working as a Team**



# When in Doubt...



Never hesitate to ask, or  
re-ask, a question



