

# House Committee Chair Training Session

Friday, December 7, 2018

10:00 a.m. to 12:15 p.m.

EW 42

**10:00 – 10:05 a.m. Welcome and Introduction of Panelists**  
*Representative Scott Bedke, Speaker of the House*

**Panelists:**

**Representative Fred Wood**

Health & Welfare

**Representative Marc Gibbs**

Resources & Conservation

**Representative Gary Collins**

Revenue & Taxation

**Representative Joe Palmer**

Transportation & Defense

**Carrie Maulin**, Chief Clerk of the House

**Susan Werlinger**, Secretarial Supervisor

**10:05 – 10:30 a.m. Putting out the Welcome Mat**  
This session offers advice on the importance of creating an environment of civility, respect and decorum in a committee meeting. This is extremely important in reassuring citizens who testify in committee that they will be treated with respect in a committee environment that welcomes their input.

**10:30 – 11:00 a.m. Knowing and Applying Rules of Procedure**  
This session examines the importance of knowing the rules of procedure in a committee meeting, explaining those rules to your committee members, and then applying the rules fairly and consistently. Examples of key considerations will be offered, including the committee's responsibility to review fiscal notes attached to legislation.

**11:00 – 11:30 a.m. Managing Difficult Situations**  
This session offers advice regarding strategies and tips for committee chairs in dealing with highly emotional or controversial issues in committee, dealing with members of the press, dealing with large numbers of people who wish to testify and using security to manage large and perhaps hostile audiences.

**11:30 – 11:50 a.m. Keeping Committees Open**  
*Brian Kane, Assistant Chief Deputy Attorney General*  
This session provides guidance on complying with Senate and House rules governing committee meetings, including keeping committee meetings open, posting of meeting notices, transacting business (quorums), and meeting in executive session.

**11:50 – 12:20 a.m. Committee Management and Working with the Committee Secretary**  
This session examines the importance of properly managing the business that comes before a committee. This includes working closely with your committee secretary to plan agendas, to ensure accurate meeting minutes and their timely approval, to handle the flow of legislation, and to work with lobbyists, other legislative staff and legislative leadership. The session will also provide an overview of the timeline and process from when a bill is passed out of committee to what happens to the bill from that point on.