

# **Joint Appropriations Committees on Justice and Public Safety**

## **Committee Protocol**

These guidelines are intended to make the committee process as orderly and efficient as possible.

- Please wait for recognition by the chair before speaking. Only the chair has the authority to call on someone to speak or to answer questions.
- Once recognized by the chair, please:
  - Stand up when speaking.
  - State your name and who you represent.
- Materials may only be distributed to the committee after prior approval from the chair.
  - Copies should be double-sided, three-hole punched, and stapled in the corner. All documents should have a date and numbered pages. If slides are being printed, two slides per page is preferred.
  - Please bring any copies to be distributed to the committee room no later than thirty minutes before the scheduled meeting time.
  - Electronic copies of presentations should be submitted to Fiscal Research staff 24 hours before the committee meeting.
- Please respect your fellow presenters and adhere to the time limits.