

Joint Appropriations Meeting of House and Senate Committees on Agriculture and Natural and Economic Resources

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.
- For public visitors, once recognized by the chair, please:
 - Stand up when speaking.
 - State your name and who you represent.
- All presentation materials and related documents should be submitted to Fiscal Research Division staff **no later than 3pm on the last business day before the scheduled presentation** (See Procedures for Web Posting of Committee Documents handout available online).
- If the Committee requests hard copies of documents, materials may be distributed to the Committee, but only after prior approval is given from the Chair.
 - Copies should be double-sided, three-hole punched, and stapled in the corner. 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.
- Please respect your fellow presenters and adhere to given time limits.