Joint Transportation Appropriations Committee

Committee Protocol for Presenters and Audience

1. Do not speak unless recognized by the chair.

2. Once recognized by the chair, state your name and who you represent.

3. Stand up when speaking.

4. Presenters may not recognize members from the audience to answer questions; only the chair has the authority to call on someone to speak in committee.

5. All final presentations must be e-mailed to Fiscal Research staff and to the seven committee chairs by 10 a.m. on the day preceding the presentation.

6. No materials may be distributed to the committee without prior approval. Materials must be sent to Fiscal Research staff and to all committee chairs by noon on the day prior to the committee meeting. Fiscal Research staff will respond to you if the handout is permitted.

7. If handouts are permitted, they need to be delivered to the committee clerk by 3:00 pm on the day prior to the committee meeting.

8. Please respect your fellow presenters and strictly adhere to the time limits.