

Committee Consideration of Bills

It is not possible for all legislative business to be conducted by the full membership; some division of labor is essential. Legislative committees are created to do the “homework” of the legislature. They act as the gatekeepers of information and provide citizens and interest groups with a formal opportunity for input into legislative decisions. To expedite the flow of legislation on the floor, legislatures have strengthened the role of standing committees in considering bills.

Committee actions and reports. The majority of legislative bodies give great flexibility to committees in setting their agendas, and the committee chair usually determines which—and when—bills will be heard (see tables 04-4.29 and 04-4.30). On the other hand, the committees in 22 chambers do not have discretion over which bills to hear—rather, they must hear all bills referred to them (see table 04-4.31).

Legislatures vest committees with a wide variety of powers to dispose of bills. The options range from reporting a bill with no changes to actually killing it (see table 4-4.32). For example, committees in 20 chambers may refer bills to an interim study. In 40 chambers, committees may carry bills over to the next session.

Eighteen legislative assemblies, however, require committees to report all bills referred to them (see table 04-4.33). Although this practice may increase the number of bills sent to the floor, it prevents committees from holding bills and gives the entire body an opportunity to consider all legislation.

When a committee completes its work upon a bill, it issues a committee report, “the official release of a bill or resolution from a committee.” Legislative chambers usually require that committee reports contain specific information. Table 04-4.34 illustrates the items that must be included in (or attached to) a committee report. The items required most commonly are the committee’s recommendation for action (by 96 chambers), all adopted amendments (by 89 chambers) and the signature of the chair (by 79 chambers).

Committee minutes. The ASLCS *Glossary of Legislative and Computer Terms* defines “minutes” as an “accurate record of the proceedings of a meeting in chronological order.” Not all legislative assemblies require that their committees produce minutes (see table 04-4.35). Although 60 chambers require committee minutes, 17 legislative assemblies do not consider the minutes to be an official record of the body (see table 04-4.36).

Only three chambers—Connecticut Senate, Nebraska Senate and New Hampshire Senate—require that committees produce verbatim minutes for all meetings. In the Pennsylvania House, verbatim minutes are produced only for public hearings. In the Louisiana Senate, a verbatim transcript is prepared only when requested by majority vote of the committee members.

In the majority of legislative assemblies, the minutes are a summary of committee actions rather than a verbatim record. Tables 04-4.37 through 04-4.39 illustrate the items included in committee minutes.

Although the majority of legislative chambers require committee minutes to be produced, the deadlines for their completion vary greatly (see table 04-4.40). The requirements range from a very fast turnaround (by the end of the day on which the committee meeting was held) to one that is much more delayed (the end of the legislative biennium).

In 46 chambers, committee minutes must be approved (see table 04-4.41). Most commonly, the minutes are approved by either the committee members or the committee chair.

Table 04-4.42 illustrates the various formats in which minutes are distributed to committee members. Although this usually occurs via paper copy, postings to Intranet or Internet sites also are fairly common. In the Michigan and Ohio Senates, minutes may be sent by e-mail attachment.

Committee minutes usually are available to people outside the committee. Table 04-4.43 illustrates from where the minutes may be obtained.

Table 04-4.29 Who Determines Which Bills Will Be Heard

State (1)	The presiding officer	The committee chair	The bill author(s)	Other
Alabama		B		
Alaska		B		
Arizona	S	H		2
Arkansas		S	H	
California		S	S	3
Colorado	S	H		
Connecticut		B		4
Delaware		B		
Florida	B	B		5
Georgia		B		
Hawaii		B		
Idaho		B		
Illinois	H	S		6
Indiana	H	S		
Iowa		B		
Kansas		B		
Kentucky		B		
Louisiana		B	S	
Maine	H	H		7
Maryland	H	S		8
Massachusetts	S	H		9
Michigan		B		10
Minnesota		B		
Mississippi		B		
Missouri		B		
Montana	B			
Nebraska				11
Nevada	H	S		12
New Hampshire	H			13
New Jersey	S	B		
New Mexico		H	S	
New York		B	H	

Table 04-4.29 Who Determines Which Bills Will Be Heard, cont'd.

State (1)	The presiding officer	The committee chair	The bill author(s)	Other
North Carolina	H	B	S	14
North Dakota	B			
Ohio		S		15
Oklahoma		B		
Oregon		B		
Pennsylvania		B		
Rhode Island	H	B		16
South Carolina	H	B		
South Dakota	B			
Tennessee	S	H	H	17
Texas	S	B	S	
Utah	H	S		18
Vermont		B		19
Virginia		B		20
Washington		B		21
West Virginia	B	B		22
Wisconsin		B		
Wyoming	B	B		
Puerto Rico	H			

Table 04-4.29 Who Determines Which Bills Will Be Heard, cont'd.

Key:

- B = Both chambers
- S = Senate
- H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Arizona. The House Rules state that, upon presentation of a petition containing the signatures of two-thirds or more of the committee members, a bill not on the committee agenda shall be scheduled for discussion at the next committee meeting.
3. California. In the Assembly, the Rules Committee may make this determination.
4. Connecticut. In the House, committee members also have input.
5. Florida. The House may refer a bill to committee by motion.
6. Illinois. In the Senate, the Rules Committee also may have input.
7. Maine. According to the Senate, the secretary of the Senate and clerk of the House suggest a committee reference, then the members of both chambers vote on the reference.
8. Maryland. In the House, the speaker's legislative staff and the majority leader refer bills to the appropriate committees.
9. Massachusetts. In the Senate, the clerks also have input.
10. Michigan. In the Senate, the Senate majority leader has input. Also, a bill must be heard upon written request of the majority of a committee's members.
11. Nebraska. The reference committee (the Executive Board) has input.
12. Nevada. In the Senate, a majority of the committee membership may request that items be placed on the agenda.
13. New Hampshire. In the Senate, the Senate president determines in which committee a bill will be heard.
14. North Carolina. In the Senate, another leader and committee staff also have input.
15. Ohio. In the House, all bills must be heard at least once by a committee, unless the bill was introduced after May 15 of the second year of the General Assembly.
16. Rhode Island. In the House, another leader also has input.
17. Tennessee. In the Senate, the clerk offers advice and counsel.
18. Utah. In the House, the Rules Committee recommends to which committees that bills should be assigned. Speakers occasionally disregard the proposed assignments and refer bills to other committees.
19. Vermont. In the House, any member has input.
20. Virginia. In the House, the committee staff provide input.
21. Washington. In the House, leadership sometimes gives input.
22. West Virginia. In the House, any member has input.

Table 04-4.30 Who Determines When A Bill Will Be Heard

State (1)	The presiding officer	The committee chair	The bill author(s)	The committee staff	Other
Alabama		B			
Alaska		B			
Arizona	S	B			2
Arkansas		S			3
California		B			
Colorado		B			
Connecticut		B			4
Delaware		B			
Florida	B	B			
Georgia		B			
Hawaii		B			
Idaho		B			
Illinois	H	S	S		
Indiana		B			
Iowa		B			
Kansas		B			
Kentucky		B			
Louisiana		B	S		
Maine		B			
Maryland		B		H	
Massachusetts		B		B	
Michigan		H			5
Minnesota		B			
Mississippi		B			
Missouri		B			
Montana		B			
Nebraska		S			
Nevada		B			6
New Hampshire		B			
New Jersey	S	B			
New Mexico		B			
New York		B	H		

Table 04-4.30 Who Determines When A Bill Will Be Heard, cont'd.

State (1)	The presiding officer	The committee chair	The bill author(s)	The committee staff	Other
North Carolina	H	B	S		7
North Dakota		B			
Ohio		B			
Oklahoma		B			
Oregon		B			
Pennsylvania		B			
Rhode Island	H	B			
South Carolina	H	B			
South Dakota		B			
Tennessee		B			
Texas		B		S	
Utah		B		S	
Vermont		B			8
Virginia		B		H	
Washington		B			9
West Virginia	H	B			
Wisconsin		B			
Wyoming		B			
Puerto Rico		H			

Table 04-4.30 Who Determines When A Bill Will Be Heard, cont'd.**Key:**

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Arizona. The House Rules state that, upon presentation of a petition containing the signatures of two-thirds or more of the committee members, a bill not on the committee agenda shall be scheduled for discussion at the next committee meeting
3. Arkansas. In the House, committees may set special orders of business to consider bills. Otherwise, consideration follows a calendar based chronologically on when the bill was assigned to committee.
4. Connecticut. In the House, committee members also have input.
5. Michigan. In the Senate, the Senate majority leader has input. Also, a bill must be heard upon written request of the majority of a committee's members.
6. Nevada. In the Senate, a majority of the committee membership may request that items be placed on the agenda.
7. North Carolina. In the Senate, another leader and any member may give input.
8. Vermont. In the House, any member may give input.
9. Washington. In the House, leadership occasionally gives input.

Table 04-4.31 Requirement for Standing Committees to Hear All Bills**In the following chambers, standing committees hear all bills that are referred to them.**

Colorado Senate and House	New Mexico House
Delaware House	North Dakota Senate and House
Kentucky Senate	Ohio House (4)
Maine Senate and House (3)	South Dakota Senate and House
Massachusetts Senate and House	Tennessee Senate
Montana Senate and House	Utah House
Nebraska Senate	Vermont Senate
New Hampshire Senate and House	

In the following chambers, standing committees do not hear all bills that are referred to them.

Alabama Senate and House	Missouri Senate and House
Alaska Senate and House (2)	Nevada Senate and Assembly
Arizona Senate and House	New Jersey Senate and General Assembly
Arkansas Senate and House	New York Senate and Assembly
California Senate and Assembly	North Carolina Senate and House
Connecticut Senate and House	Ohio Senate
Delaware Senate	Oklahoma Senate and House
Florida Senate and House	Oregon Senate and House
Georgia Senate and House	Pennsylvania Senate and House
Hawaii Senate and House	Rhode Island Senate and House
Idaho Senate and House	South Carolina Senate and House
Illinois Senate and House	Tennessee House
Indiana Senate and House	Texas Senate and House
Iowa Senate and House	Utah Senate
Kansas Senate and House	Vermont House
Kentucky House	Virginia Senate and House (5)
Louisiana Senate and House	Washington Senate and House
Maryland Senate and House	West Virginia Senate and House
Michigan Senate and House	Wisconsin Senate and Assembly
Minnesota Senate and House	Wyoming Senate and House
Mississippi Senate and House	Puerto Rico House

Table 04-4.31 Requirement for Standing Committees to Hear All Bills, cont'd.

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Alaska. The uniform rules for both chambers contain a requirement for committees to hear all bills that are referred to them but, in practice, the committees do not.
3. Maine. In the House, bills must be heard unless the public hearing rule is waived by the presiding officers or the sponsor requests to withdraw the bill and it receives an "ought not to pass" recommendation.
4. Ohio. In the House, all bills introduced before May 15 of the second year of the General Assembly must have at least one hearing.
5. Virginia. In the House, in practice, committees hear all bills.

Table 04-4.32 Options Available to Standing Committees for Disposing of Bills

State (1)	Report bill with recommendation that it pass	Report bill with recommendation that it pass as amended	Report bill without recommendation	Give the bill an adverse report	Postpone the bill indefinitely	Kill the bill in committee	Refer (or re-refer) the bill to another committee	Refer the bill to an interim study	Carry the bill over to the next session	Other
Alabama	B	B	S		B	B	S			
Alaska	B	B	B		B	B			B	
Arizona	B	B	S	S	H	B	S			2
Arkansas	B	B		B	H	B				
California	B	B	B		S	B	B	B	B	3
Colorado	B	B			B	B	B			
Connecticut	B	B	S	H		B	B	H		
Delaware	B	H	B	B	S	S			S	4
Florida	B	B	S	B	S	B	S			5
Georgia	B	B	H	B	B			H	B	6
Hawaii	B	B			B	B	H		B	
Idaho	B	H	B		S	S	B			7
Illinois	B	B	B	B	S	B	S	S	S	
Indiana	S	S	S		S	S	S			
Iowa	B	B	B						B	
Kansas	B	B	B	S		B			B	
Kentucky	B	B	H	B	H	B				
Louisiana	B	B	B	B	B	S	H	H		8
Maine	B	B		H		S	B		B	9
Maryland	B	B	B	B	H	B	B	B		
Massachusetts	B	B		B			B	B		
Michigan	B	B	B		S	B	B		B	10
Minnesota	B	B	B		H	B	B	S	S	
Mississippi	B	B		B	B	B	S			
Missouri	B	B	S	B		H				
Montana	B	B		B	B		B			
Nebraska	S	S			S				S	
Nevada	B	B	B	H	B	B	B	H		11
New Hampshire	B	B	H	B			S	B	H	
New Jersey	B	B	B		S		H			
New Mexico	B	B	B	B	S	S				
New York	B	B	B	H		H	B			

Table 04-4.32 Options Available to Standing Committees for Disposing of Bills, cont'd.

State (1)	Report bill with recommendation that it pass	Report bill with recommendation that it pass as amended	Report bill without recommendation	Give the bill an adverse report	Postpone the bill indefinitely	Kill the bill in committee	Refer (or re-refer) the bill to another committee	Refer the bill to an interim study	Carry the bill over to the next session	Other
North Carolina	B	B	H	S	B		B		H	12
North Dakota	B	B	B	B			B			
Ohio	B	B			B		H		B	
Oklahoma	B	B		H	S	S			H	
Oregon	B	B	B		H		B			13
Pennsylvania	B	B	H	H	B	B	H	H	B	
Rhode Island	B	B	H		S	S	B	S	B	
South Carolina	B	B	B	S	B	B	H		B	
South Dakota	B	B	B			B	B			
Tennessee	B	B	S		B	B	S	H	B	
Texas	B	B		B	S	S	S			
Utah	B	B	H		S	H	H	H		
Vermont	B	B	B	B	H	H	B		B	
Virginia	B	B		H	B	B	B	B	B	
Washington	B	B	S		S	B	S		B	
West Virginia	B	B	B	B	B	B	B		H	
Wisconsin	B	B	B	B						
Wyoming	B	B	B	B	B	B	B			
Puerto Rico	H	H	H	H	H	H				

**Table 04-4.32 Options Available to Standing Committees
for Disposing of Bills, cont'd.**

Key:

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Arizona. No description was provided by the House.
3. California. In the Senate, a committee also may report a bill without further action.
4. Delaware. In the House, a bill may be tabled in committee.
5. Florida. In the Senate, a bill also may be reported favorably with a committee substitute.
6. Georgia. In the Senate, committees also may refer a bill to subcommittee.
7. Idaho. In the Senate, a bill may be reported with a recommendation that it be referred to the amending order.
8. Louisiana. In the Senate, a committee also may report a bill by substitute.
9. Maine. In the House, a committee also may report a bill as "ought to pass in new draft" or "ought to pass in new draft/new title."
10. Michigan. In the Senate, a committee also may "refer to another committee with amendments," "report without recommendation with amendments," or "recommend immediate effect."
11. Nevada. In the Senate, the other options available are "amend and re-refer" and "amend without recommendation."
12. North Carolina. In the House, the ability to carry over a bill depends upon the bill's subject. In the Senate and House, a bill also may be reported "favorable as to committee substitute."
13. Oregon. In both chambers, committees also may table a bill.

Table 04-4.33 Requirement for Standing Committees to Report All Bills**In the following chambers, standing committees report all bills that are referred to them.**

Colorado Senate and House	New Mexico House
California Senate	North Dakota Senate and House
Maine Senate and House	South Dakota Senate and House
Massachusetts Senate and House (4)	Utah Senate and House
New Hampshire Senate and House	Wyoming Senate and House

In the following chambers, standing committees do not report all bills that are referred to them.

Alabama Senate and House	Montana Senate and House
Alaska Senate and House (2)	Nebraska Senate
Arizona Senate and House (3)	Nevada Senate and Assembly
Arkansas Senate and House	New Jersey Senate and General Assembly
California Assembly	New Mexico Senate
Connecticut Senate and House	New York Senate and Assembly
Delaware Senate and House	North Carolina Senate and House (5)
Florida Senate and House	Ohio Senate and House
Georgia Senate and House	Oklahoma Senate and House
Hawaii Senate and House	Oregon Senate and House
Idaho Senate and House	Pennsylvania Senate and House
Illinois Senate and House	Rhode Island Senate and House
Indiana Senate and House	South Carolina Senate and House
Iowa Senate and House	Tennessee Senate and House
Kansas Senate and House	Texas Senate and House
Kentucky Senate and House	Vermont Senate and House (6)
Louisiana Senate and House	Virginia Senate and House
Maryland Senate and House	Washington Senate and House
Michigan Senate and House	West Virginia Senate and House
Minnesota Senate and House	Wisconsin Senate and Assembly
Mississippi Senate and House	Puerto Rico House
Missouri Senate and House	

Table 04-4.33 Requirement for Standing Committees to Report All Bills, cont'd.

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Alaska. The uniform rules for both chambers contain a provision for this but, in practice, the committees do not.
3. Arizona. In the Senate, at the end of the legislative session, the committee chair provides a report regarding the status of the bills remaining in committee; the report becomes part of the minute record.
4. Massachusetts. In the House, joint committees must report all bills, but most House committees are not required to do so.
5. North Carolina. House committees must report all House bills.
6. Vermont. By Senate rule, committees should report all bills, but this does not happen in practice.

Table 04-4.34 Information in Committee Reports

State (1)	Committee recommendation	Numerical vote on committee recommendation or passage	Roll call vote on committee recommendation or passage	All amendments offered	All amendments adopted	Numerical vote on amendments	Roll call vote on amendments	Signature of committee chair	Signature of the committee clerk	Other
Alabama	B	S	S		B			B	S	2
Alaska	B				B			B		3
Arizona	B		S		B			B		
Arkansas	B			S	B			B		
California	B	B	B	H	B	H	B	B		
Colorado	B				B			B		
Connecticut	H		H		H					
Delaware	B	B						S		
Florida	B		B		B			B	H	4
Georgia	B				B			B		
Hawaii	B	B	B		B			B		
Idaho	B							B		5
Illinois	B	B	B	B	B	B	B	H		6
Indiana	S	B			B	S		B		
Iowa	B	B	B		S					7
Kansas	B				B			B		8
Kentucky	B	H	B		B		S	B	B	9
Louisiana	B	H	H		B	H	H	B		10
Maine	B			S	H			S		11
Maryland	B	S	S		B			B		
Massachusetts	B			B	S			S		12
Michigan	B		B		B			B		13
Minnesota	B		S		B			B		14
Mississippi	B			S	B					
Missouri	B	H	B		B			B		
Montana	B				B			B		
Nebraska	S	S	S		S			S		15
Nevada	B				B			B		
New Hampshire	B	B		S	B			B		16
New Jersey	B	S	B		B	S	B	B		17
New Mexico	B	H	B		B			B		18
New York	H	S	S							

Table 04-4.34 Information in Committee Reports, cont'd.

State (1)	Committee recommendation	Numerical vote on committee recommendation or passage	Roll call vote on committee recommendation or passage	All amendments offered	All amendments adopted	Numerical vote on amendments	Roll call vote on amendments	Signature of committee chair	Signature of the committee clerk	Other
North Carolina	B				B			S		19
North Dakota	B	B	B		B			B		
Ohio	B		B		B					20
Oklahoma	B				B			B		
Oregon	B		B		B			B		21
Pennsylvania	H				B			B		
Rhode Island	B	B	B	H	B	B	B	B		
South Carolina	B				B			B		22
South Dakota	B	B	B		B			B		
Tennessee	B	S	S		S	S	S	B		
Texas	B	B	B		B	S		B	S	23
Utah	B	S	H		B			B		
Vermont	B	B			B					24
Virginia	B	B	B		B					
Washington	B	H	H		B				H	25
West Virginia	B				B			B		26
Wisconsin	B	B	B	B	B	B	B	B		
Wyoming	B		B		B			B		
Puerto Rico	H				H			H		27

Table 04-4.34 Information in Committee Reports, cont'd.**Key:**

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Alabama. In the Senate, the signatures of the committee members who voted in the majority are required.
3. Alaska. Both chambers require the signature of all committee members.
4. Florida. In the Senate, the time and place of the meeting at which the action was taken also must be included. In the House, the names of individuals speaking on the bill are included.
5. Idaho. Both chambers require the names of the floor sponsors. The House also includes the bill number referred to.
6. Illinois. The Senate also includes the witness slip(s). In the House, audio recordings are made of committee hearings as well.
7. Iowa. In the Senate, the fiscal note requirement (if any), successor information, floor manager and title of the bill also are included. In the House, the committee amendment number (if any) or the minority recommendation (if any) also are included.
8. Kansas. In the Senate, the bill number and committee name are included.
9. Kentucky. In the Senate, the report also contains the signature(s) of the bill author(s).
10. Louisiana. In the House, the fiscal or actuarial impact statement (if any) also is included.
11. Maine. In both chambers, the signatures of all members are required for divided reports. In the House, the signature of one committee member is required on unanimous reports.
12. Massachusetts. In both chambers, the signature of the member carrying the report is required. The House also includes changes made by the committee if the measure is receiving its initial report.
13. Michigan. In the Senate, the immediate effect recommendation, if any, also is included.
14. Minnesota. In the Senate, this is required by rule in rare occasions.
15. Nebraska. In the Senate, the names of proponents, opponents and neutral testers and a summary of the purpose or changes also are included.
16. New Hampshire. In the Senate, all available versions of the bill, a verbatim transcript of testimony, all supporting documents to testimony, a hearing summary by the committee secretary, and all documents submitted by attendees who did not testify also are attached.
17. New Jersey. In the Senate, the signatures of the committee members who voted in the majority are required. In the General Assembly, the signatures of the committee members who voted in the minority are required, and a minority statement may be attached.
18. New Mexico. In the Senate, the signature of the chief clerk also is needed.
19. North Carolina. In the House, the committee clerk signs the chair's name on the bill jacket.

Table 04-4.34 Information in Committee Reports, cont'd.

20. Ohio. In the Senate, all members voting must sign the report to indicate their affirmative or negative vote. In the House, the report must include the signatures of the committee members who voted in the majority, and it may include the signatures of those committee members who voted in the minority.
21. Oregon. Both chambers also include the staff measure summary, fiscal impact statement (if any), revenue impact statement (if any), and budget report (for appropriation bills only).
22. South Carolina. In the House, the signatures of the members who voted in the minority are required.
23. Texas. Both chambers include witness lists, bill analyses, and any fiscal or other impact statements. The House also attaches the bill text as filed.
24. Vermont. Both chambers require the signature of the member who is to report the bill.
25. Washington. In the Senate, the signatures of the committee members who voted in the majority are required. In the House, the signatures of members who voted in the majority and in the minority are required.
26. West Virginia. The Senate attaches the original bill.
27. Puerto Rico. In the House, the signatures of the committee members who voted in the majority are required.

Table 04-4.35 Requirement for Committee Minutes

In the following chambers (1), standing committees must produce minutes of meetings.	
Alabama Senate	Montana Senate and House
Alaska Senate and House	Nebraska Senate
Arizona Senate and House	Nevada Senate and Assembly
Arkansas House	New Hampshire Senate and House
Colorado Senate and House (2)	North Carolina Senate and House
Connecticut Senate and House	North Dakota Senate and House
Delaware House	Ohio Senate and House
Georgia Senate and House	Oregon Senate and House
Idaho Senate and House	Pennsylvania Senate and House
Iowa Senate and House	South Carolina Senate
Kansas Senate and House	South Dakota Senate and House
Kentucky Senate and House	Texas Senate and House
Louisiana Senate and House	Utah Senate and House
Michigan Senate and House	Vermont House
Minnesota Senate and House	West Virginia Senate and House
Mississippi House	Wisconsin Senate and Assembly
Missouri Senate and House	Puerto Rico House
In the following chambers, standing committees are not required to produce minutes of meetings.	
Alabama House	New Jersey Senate and General Assembly
Arkansas Senate	New Mexico Senate and House
California Senate and Assembly	New York Senate and Assembly
Delaware Senate	Oklahoma Senate and House
Florida Senate and House	Rhode Island Senate and House
Hawaii Senate and House	South Carolina House
Illinois Senate and House	Tennessee Senate and House
Indiana Senate and House	Vermont Senate
Maine Senate and House	Virginia Senate and House
Maryland Senate and House	Washington Senate and House
Massachusetts Senate and House	Wyoming Senate and House
Mississippi Senate	

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Colorado. In both chambers, committee summaries—rather than minutes—are prepared.

Table 04-4.36 Committee Minutes Are an Official Record of the Body

In the following chambers (1), committee minutes are considered an official record of the body.

Alaska Senate and House	Nevada Senate and Assembly
Arizona Senate	New Hampshire Senate and House
Connecticut Senate and House	North Carolina Senate and House
Georgia Senate	North Dakota Senate and House
Iowa Senate	Ohio Senate and House
Kansas Senate	Pennsylvania House
Kentucky Senate and House	South Dakota Senate and House
Louisiana Senate and House	Texas Senate and House
Michigan Senate and House	Utah Senate and House
Mississippi House	Vermont House
Missouri Senate and House	West Virginia House
Montana Senate and House	Wisconsin Senate and Assembly
Nebraska Senate	Puerto Rico House

In the following chambers, committee minutes are not considered an official record of the body.

Alabama Senate	Kansas House
Arizona House	Minnesota Senate and House
Arkansas House	Oregon Senate and House
Colorado Senate and House	Pennsylvania Senate
Delaware House	South Carolina Senate
Georgia House	West Virginia Senate
Idaho Senate and House	

Note:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.

Table 04-4.37 Items Included in Committee Minutes

	Name of the committee	Date of the meeting	Time of the meeting	Place of the meeting	Name of the committee chair	Name of the committee clerk	List of members present	Number of members present	List of members absent or excused	Number of members absent or excused
State (1)										
Alabama	B	B	S	S	S	S	S	B		
Alaska	B	B	B	B	B				B	
Arizona	B	B	B	B	B	B	B		B	
Arkansas	B	B	B	B	S		H	B	S	
California										
Colorado	B	B	B	B	B	B	B	B	B	B
Connecticut	H	H			H	H	H		H	
Delaware	B	B	B	S	B	H	B	S		
Florida										
Georgia	S	S	S	S	S	S	S	S	S	S
Hawaii										
Idaho	B	B	B	B	B	B	B	S	B	S
Illinois										
Indiana										
Iowa	B	S	S	S	S	S	S		S	
Kansas	B	B	B	B	S	S	B	S	B	
Kentucky	H	H	H	H	H	H	H	H		
Louisiana	B	B	B	B	B	H	B	B	B	B
Maine										
Maryland										
Massachusetts										
Michigan	B	B	B	B	B	B	B		B	H
Minnesota	B	B	B	B	B	S	B		S	
Mississippi	B	B	H	H	S	S	S	S		
Missouri	B	B	B	B	B		B	H	H	H
Montana	B	B	B	B	B	B	B		B	
Nebraska	S	S	S	S	S	S	S		S	
Nevada	B	B	B	B		B	B		B	
New Hampshire	H	H	H	H		H	H		H	
New Jersey										
New Mexico										
New York										

Table 04-4.37 Items Included in Committee Minutes, cont'd.

	Name of the committee	Date of the meeting	Time of the meeting	Place of the meeting	Name of the committee chair	Name of the committee clerk	List of members present	Number of members present	List of members absent or excused	Number of members absent or excused
State (1)										
North Carolina	B	B	B	H	B		H	S		
North Dakota	B	B	B	B	B	B				
Ohio	B	B	B	B	B		2	2	H	
Oklahoma										
Oregon	B	B	B	B			B		B	
Pennsylvania	B	B	B	B	B	B	B	B	B	B
Rhode Island	B	B	S	B	B	B	B	S	S	S
South Carolina	H	H	H	H	H		H		H	
South Dakota	B	B	B	B	B	B	B			
Tennessee										
Texas	B	B	B	B	B	B	B	H	B	H
Utah	B	B	B	B	B	B	B		B	
Vermont	B	B	H	H	S	S	B			
Virginia										
Washington										
West Virginia	B	B	B	H	B	S	B	H	H	H
Wisconsin	B	B			B	B	B	B	B	B
Wyoming										
Puerto Rico	H	H	H	H	H		H	H	H	

Key:

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Ohio. In the Senate, the chair may decide which method—a list of members present or the number of members present—is used to indicate a quorum. In the House, a list of the members present is included.

Table 04-4.38 More Items Included in Committee Minutes

State (1)	List of all bills, resolutions or other matters considered	Summary of committee discussion	All amendments offered	All amendments adopted	Action of the committee on each item considered	Numerical results of all votes	Roll call votes only when requested on particular items	Roll call votes on each item	All motions and their disposition
Alabama	B		B	B	B	S	S		B
Alaska	B	B	B	B	B	B			B
Arizona	B	H	B	S	B	B	S	H	B
Arkansas	H	S	H		B		B		S
California									
Colorado	B	B	B	B	B	B	B		B
Connecticut		H				H			
Delaware	B	B	H		H	H			H
Florida									
Georgia	S	S	S	S	S	S	S		S
Hawaii									
Idaho	B	B	H		B		B		B
Illinois									
Indiana									
Iowa	S	S	S		S	S	S		S
Kansas	B	S	H		B		S		S
Kentucky	H		H	H	H	H	H		H
Louisiana	B	B	B	B	B	H	S	H	B
Maine									
Maryland									
Massachusetts									
Michigan	B	S	B	B	B	H		B	B
Minnesota	B		B	B	B		B		B
Mississippi	H		S	S	H				
Missouri	B		H	H	B	H	B		H
Montana	B	B	B	B	B		B		B
Nebraska									
Nevada	B								B
New Hampshire			H	H	H	H	H		H
New Jersey									
New Mexico									
New York									

Table 04-4.38 More Items Included in Committee Minutes, cont'd.

State (1)	List of all bills, resolutions or other matters considered	Summary of committee discussion	All amendments offered	All amendments adopted	Action of the committee on each item considered	Numerical results of all votes	Roll call votes only when requested on particular items	Roll call votes on each item	All motions and their disposition
North Carolina	B	H	B	B	B	B	H		B
North Dakota	B		B	B	B			B	B
Ohio	B	H	B	H	B	2	2	2	B
Oklahoma									
Oregon	B		B	B	B		B		B
Pennsylvania	B		B	B	B	B		B	S
Rhode Island	S	S	H	B	B	S	H	S	
South Carolina	H	H	H	H	H			H	H
South Dakota	B			B	B	B	B		
Tennessee									
Texas	S		S	S	B	H	B		S
Utah	B	B	S	B	S		S		S
Vermont	B	H	B	B	B	B	B		B
Virginia									
Washington									
West Virginia	B	B	B	B	B	H	B		B
Wisconsin			B	B	B	B		B	B
Wyoming									
Puerto Rico	H	H			H		H		

Key:

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Ohio. In the Senate, the chair may decide how to note committee votes in the minutes—whether by numerical results of all votes, roll call votes only when requested on particular items or roll call votes on each item. In the House, each of these voting methods is noted.

Table 04-4.39 Even More Items Included in Committee Minutes

State (1)	Names of all persons appearing before the committee	Addresses of all persons appearing before the committee	Affiliations of witnesses	Position of persons appearing (i.e., proponent or opponent)	Summary of important points made by a member or witness	Any written testimony, position papers or exhibits	Records of any subcommittee meetings	References to the recording log to serve as an index to the original audio or video recording	Signature of the committee chair	Signature of the committee clerk	Other
Alabama							S		S	S	
Alaska	B	B	B	B	B			B			
Arizona	B		B	B	H	B		H		B	
Arkansas	B	S	S	B	S	S	S		B		
California											
Colorado	B	B	B	B	B	B		B			
Connecticut			H	H	H					H	2
Delaware	B			H	H	H			S	H	3
Florida											
Georgia	S			S	S				S	S	4
Hawaii											
Idaho	B		S		B	B	H	5	B	B	
Illinois											
Indiana											
Iowa	S					S	S		S	S	6
Kansas	B		S	S	H	B					
Kentucky	H					H				H	
Louisiana	B	B	B	B	B	B		S	B		
Maine											
Maryland											
Massachusetts											
Michigan	B		B	B	S	B	H		B		
Minnesota	B	B	H	S		S		S	B		
Mississippi	H										
Missouri	B	H	H	H		H			B		
Montana	B	B	B	B	B	B	B	B	B		
Nebraska											
Nevada	B		B			B			B	B	7
New Hampshire	H		H	H	H	H	H			H	
New Jersey											
New Mexico											
New York											

Table 04-4.39 Even More Items Included in Committee Minutes, cont'd.

State (1)	Names of all persons appearing before the committee	Addresses of all persons appearing before the committee	Affiliations of witnesses	Position of persons appearing (i.e., proponent or opponent)	Summary of important points made by a member or witness	Any written testimony, position papers or exhibits	Records of any subcommittee meetings	References to the recording log to serve as an index to the original audio or video recording	Signature of the committee chair	Signature of the committee clerk	Other
North Carolina	B		H	B	H	B	H		B	B	
North Dakota	B	B		B	B	B	B			B	
Ohio	B	B	B	B	B	B	B		8	8	8
Oklahoma											
Oregon	B	B	B	B		B	B	B		B	9
Pennsylvania	H								H		
Rhode Island	H		H						B	S	
South Carolina								H	H		
South Dakota	B			B		B	B		B		
Tennessee											
Texas	B		H	B					B	B	10
Utah	S					S			H		
Vermont	B		S		H					B	
Virginia											
Washington											
West Virginia	B	S	B	B			H		B	S	
Wisconsin	B		B	B						B	
Wyoming											
Puerto Rico									H		

Table 04-4.39 Even More Items Included in Committee Minutes, cont'd.

Key:

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Connecticut. In the House, a response from the administration or agency also is included.
3. Delaware. In the House, the minutes also include sponsor names and a list of all those in attendance.
4. Georgia. The House rules do not set out the items to be included in committee minutes.
5. Idaho. In the Senate, only for the Finance and Appropriations Committee.
6. Iowa. The House rules do not set out the items to be included in committee minutes.
7. Nevada. In the Senate and the Assembly, the minutes also include the vote of individual members who vote in the negative, abstain from the vote or are absent or excused from the meeting on all matters on which a voice vote is taken, committee member statements concerning legislative intent, a detailed transcript of committee/testifiers' discussion and testimony, and any additional remarks submitted by a committee member.
8. Ohio. In the Senate, the chair keeps written testimony on file, but it is not summarized. Also, the chair decides who signs the committee minutes—the chair or the committee clerk. In the House, minutes include a summary of the important points made by each witness or member; and written testimony, positions papers or exhibits are attached. The signature of the minority secretary of the committee also is required.
9. Oregon. In both chambers, a tape log of all committee discussion and a preliminary staff report on the bill (staff measure summary) are included.
10. Texas. In the Senate, the minutes also include the name of the member making a motion to recess or adjourn and the time of the recess or adjournment.

Table 04-4.40 Deadline for the Completion of Committee Minutes

State (1)	Description of Deadline
Alabama	In the Senate, the deadline is by the end of the day on which the meeting or hearing was held.
Alaska	In both chambers, minutes should be completed by the time the measure is heard by the full body, if time allows.
Arizona	In the House, the deadline is within 11 to 15 days after the meeting or hearing.
Arkansas	In the Senate, minutes must be completed by the next committee meeting. In the House, the deadline is within six to 10 days after the meeting.
Connecticut	In the Senate, the deadline is within 11 to 15 days after the meeting or hearing. In the House, only an informal deadline exists, which is within one to five days after the meeting.
Georgia	In the Senate, if regular session ends in March or April, the minutes are expected to be completed by mid-June.
Idaho	In both chambers, every attempt is made to have the minutes completed before the next committee meeting. In the Senate, they must be completed by the end of the legislative session.
Iowa	In the Senate, a deadline is not set by rule but, by practice, minutes are almost always completed by the following day.
Kansas	In the Senate, minutes must be completed by the end of the legislative session.
Kentucky	In the House, minutes must be completed by the next committee meeting.
Louisiana	In the Senate, minutes must be completed by the next committee meeting. In the House, the deadline (October 25 of each year) is established by House Legislative Services policy.
Michigan	In the Senate, minutes must be done by the next committee meeting or within six to 10 days after the meeting. In the House, minutes must be completed within six to 10 days after the meeting.
Minnesota	In the House, minutes must be completed by the next committee meeting.
Missouri	In the Senate, minutes must be completed within one to five days after the meeting. In the House, the deadline is set by the assistant chief clerk; it currently is November 1.
Nebraska	In the Senate, the deadline varies, depending upon the length of the session; it usually is September.
New Hampshire	In the House, minutes must be completed within six to 10 days after the hearing or by the end of the legislative session.
North Carolina	In the Senate, the deadline is 30 days after session adjourns, unless the chair wants them sooner. In the House, the deadline is not later than 20 days after the adjournment of each session.

Table 04-4.40 Deadlines for the Completion of Committee Minutes, cont'd.

North Dakota	In both chambers, minutes must be completed by the end of the legislative session.
Ohio	In both chambers, the deadline is either within seven days after the meeting or at the next meeting, whichever comes first.
Oregon	In both chambers, the deadline is as soon as practicable.
Pennsylvania	In the House, minutes must be completed within one to five days after the meeting.
Rhode Island	In the House, minutes must be completed within 11 to 15 days after the meeting.
South Carolina	In the House, minutes must be completed by the next committee meeting or within 11 to 15 days after the meeting or hearing.
South Dakota	In both chambers, the deadline is by the end of the day on which the meeting or hearing was held.
Texas	In the Senate, minutes must be completed within six to 10 days after the meeting. In the House, the deadline is within one to five days after the meeting.
Utah	In the Senate, minutes must be completed by the next committee meeting. In the House, the deadline is by the end of the day on which the meeting was held.
Vermont	In the Senate, minutes must be finished by the end of the biennium.
West Virginia	In both chambers, minutes must be completed by the end of the legislative session.
Wisconsin	In both chambers, minutes must be completed within six to 10 days after the meeting.
Puerto Rico	In the House, minutes must be completed by the end of the legislative session.

Note:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.

Table 04-4.41 Approval of Committee Minutes

State (1)	Committee minutes must be approved	Members of the committee	The committee chair	Other
Alabama	S		S	
Alaska	B	B		2
Arizona	B	S	H	3
Arkansas	B	S	H	
California				
Colorado				
Connecticut	B	B		
Delaware				
Florida				
Georgia	S		S	4
Hawaii				
Idaho	B	B		
Illinois				
Indiana				
Iowa	B	B		
Kansas	B	H	S	
Kentucky	B	B		
Louisiana	B	S	H	
Maine				
Maryland				
Massachusetts				
Michigan	B	B		
Minnesota	B	H	S	
Mississippi	S	S		
Missouri				
Montana	B		B	
Nebraska	S		S	
Nevada	B		B	
New Hampshire				
New Jersey				
New Mexico				
New York				

Table 04-4.41 Approval of Committee Minutes, cont'd.

State (1)	Committee minutes must be approved	Members of the committee	The committee chair	Other
North Carolina	B	S	H	
North Dakota				
Ohio	B	B		
Oklahoma			S	
Oregon	B			5
Pennsylvania	H		H	
Rhode Island				
South Carolina	H	H		
South Dakota	B	B		
Tennessee				
Texas	H		H	6
Utah	B	B	S	7
Vermont				
Virginia				
Washington				
West Virginia	B	B	S	
Wisconsin				
Wyoming				
Puerto Rico	H		H	

Key:

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Alaska. In both chambers, the committee aide or recording secretary approves the minutes.
3. Arizona. In the House, no description was provided.
4. Georgia. In the Senate, committee minutes are approved by the secretary of the Senate.
5. Oregon. In both chambers, the minutes are reviewed by senior committee staff.
6. Texas. In the Senate, approval of committee minutes is optional.
7. Utah. In the Senate, the committee staff also approve the minutes.

Table 04-4.42 Format by Which Minutes Are Provided to Committee Members

State (1)	Paper copy	Electronic version on a legislative, chamber or committee Intranet site	Electronic version on a legislative, chamber or committee Internet site	Other
Alabama	S			
Alaska	B	B	B	
Arizona	S	H	B	
Arkansas	S			2
California				
Colorado			B	
Connecticut	B	B	H	
Delaware	B			
Florida				
Georgia	B			
Hawaii				
Idaho	B		B	
Illinois				
Indiana				
Iowa	B	B		
Kansas	B	B	B	
Kentucky	B	H	H	
Louisiana	B			
Maine				
Maryland				
Massachusetts				
Michigan	B			3
Minnesota	B	H	H	
Mississippi	B			
Missouri				4
Montana	B		B	
Nebraska	S			
Nevada	B	H	B	
New Hampshire	H			5
New Jersey				
New Mexico				
New York				

Table 04-4.42 Format by Which Minutes Are Provided to Committee Members, cont'd.

State (1)	Paper copy	Electronic version on a legislative, chamber or committee Intranet site	Electronic version on a legislative, chamber or committee Internet site	Other
North Carolina	B	S		
North Dakota	B			
Ohio	B			6
Oklahoma	S			
Oregon	B			
Pennsylvania	B			
Rhode Island	H			
South Carolina	H			7
South Dakota	B		B	
Tennessee				
Texas	S	S	B	8
Utah	B	B		
Vermont	B			
Virginia				
Washington				
West Virginia	B			
Wisconsin	B	B	B	
Wyoming				
Puerto Rico	H			

Table 04-4.42 Format by Which Minutes Are Provided to Committee Members, cont'd.

Key:

B = Both chambers

S = Senate

H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Arkansas. In the House, minutes are made available upon request to staff.
3. Michigan. In the Senate, minutes also may be provided as an e-mail attachment.
4. Missouri. In the Senate, the original is placed on file in the office of the secretary of the Senate. In the House, minutes are made available upon request to the committee chair.
5. New Hampshire. In the Senate, minutes are made available upon request.
6. Ohio. In the Senate, minutes also may be provided as an e-mail attachment.
7. South Carolina. In the House, minutes also are available on audio tape.
8. Texas. In the Senate, minutes also are available on magnetic tape.

Table 04-4.43 How Committee Minutes May Be Obtained

State (1)	From the committee chair	From the committee clerk	From the secretary of the Senate or clerk of the House	From a legislative or chamber research office	On a legislative, chamber or committee Intranet site	On a legislative, chamber or committee Internet site	Other
Alabama		H					
Alaska	B	B	B	B	B	B	
Arizona	H		B		H	B	
Arkansas		H		S			
California							
Colorado		B		B	B	B	
Connecticut		B		S	S		
Delaware	S	H	H				
Florida							
Georgia	H		B				
Hawaii							
Idaho		B	S	S		B	
Illinois							
Indiana							
Iowa	B	B	H	H	B	S	2
Kansas					B	B	
Kentucky		S				H	3
Louisiana		B	H	H			4
Maine							
Maryland							
Massachusetts							
Michigan		B	S				
Minnesota		H	H		H	H	5
Mississippi			H				
Missouri	S	H	B				
Montana						B	
Nebraska			S				
Nevada	S	B	S	H	H	B	6
New Hampshire		H	B				
New Jersey							
New Mexico							
New York							

Table 04-4.43 How Committee Minutes May Be Obtained, cont'd.

State (1)	From the committee chair	From the committee clerk	From the secretary of the Senate or clerk of the House	From a legislative or chamber research office	On a legislative, chamber or committee Intranet site	On a legislative, chamber or committee Internet site	Other
North Carolina	S	B					7
North Dakota		B		B			
Ohio	B		B				
Oklahoma							
Oregon		B					8
Pennsylvania	B		H				
Rhode Island		S	S	S			
South Carolina	S		H				
South Dakota						B	
Tennessee							
Texas	S	B	S		S	B	9
Utah		S	H		S		10
Vermont		B					11
Virginia							
Washington							
West Virginia	H	B	B				
Wisconsin		B	B		B	B	
Wyoming							
Puerto Rico	H						

Table 04-4.43 How Committee Minutes May Be Obtained, cont'd.**Key:**

- B = Both chambers
- S = Senate
- H = House or Assembly

Notes:

1. The following chambers did not return a survey: American Samoa Senate and House, District of Columbia Council, Guam Senate, Northern Mariana Islands Senate and House, Puerto Rico Senate and Virgin Islands Senate.
2. Iowa. In the House, all committees provide copies of the minutes to their members.
3. Kentucky. In the House, minutes also are available from the Legislative Research Commission Library.
4. Louisiana. In the Senate, minutes also are available from the docket.
5. Minnesota. In both chambers, minutes are available from the Legislative Reference Library.
6. Nevada. In the Senate, minutes also are available from the research library of the Legislative Counsel Bureau.
7. North Carolina. In the House, minutes also are available from the legislative library.
8. Oregon. In both chambers, minutes also may be obtained from the Committee Services Office.
9. Texas. In the Senate, minutes are available from the Legislative Reference Library. In the House, the minutes also may be obtained from the House committee coordinator's office.
10. Utah. In the Senate, the minutes also may be obtained from committee staff.
11. Vermont. In the Senate, after session, minutes are sent to the office of the Secretary of State.