

Explanation/Guide to **DRAFT** COVID Addendum to Model Committee Rules (CR)

Addendum provision	Rationale -- affected committee rule (CR)
<p>1. Definitions</p> <p>A. For the purposes of electronic meetings, the following words in the addendum and the model committee rules of procedure have the following meanings.</p> <p>(1) Present. A member is considered present at a meeting when in attendance using the electronic platform utilized for the meeting (Zoom) and when the member’s identity is visually verifiable on the electronic platform.</p> <p>(2) Absent. A member is considered absent from the meeting when the member is not in attendance using the electronic platform, even if the member is physically in the room where the committee normally conducts meetings, or when the member’s identity is not visually verifiable.</p>	<p>These definitions would be generally applicable to any part of the Committee Rules (CR) that refers to a quorum or a vote in the context of an electronic meeting</p>
<p>2. Votes</p> <p>A. A vote by the committee must be taken in a manner that provides opportunity for members and those observing the meeting to either see or hear how each committee member present chooses to be recorded (in favor/opposed).</p>	<p>This provision on what constitutes a vote is also generally applicable and is intended to mirror to the greatest extent possible how members of the public and committee members observe a vote during a regular meeting.</p> <p>A stricter requirement for a roll call on every vote is also an option.</p>
<p>3. Scheduling</p> <p>A. Notwithstanding CR 4 (D)(2), the committee clerk shall post the weekly schedule to the Committee’s page on the Legislature’s website http://mainelegislature.org/committee/#Committees</p>	<p>Currently, the committee clerk is required to post the weekly schedule “outside of the committee room”</p>
<p>4. Procedures for Public Hearings</p> <p>A. Notwithstanding CR 7 (A), each person testifying shall announce his or her name, place of residence and affiliation prior to testifying. The committee clerk shall maintain a record of this information to place in a committee file associated with the LD or nomination.</p> <p>B. Notwithstanding CR 7 (C), a person presenting written testimony to the committee is not required to provide the clerk with 20 or more printed copies</p>	<p>This addresses a procedure that can require a person testifying to put information on a testimony sign-in sheet (located in the committee room).</p>

<p>C. In accordance with CR 7 (D), questions must be addressed through the chair and must be asked orally only by members of the committee present at the hearing.</p>	<p>It also addresses the requirement that person testifying bring at least 20 copies of any written testimony they wish to present.</p> <p>Paragraph C adds to the requirement that questions are posed through the chair to ensure that questions are asked orally (and not through a chat function (otherwise those just listening or watching on zoom will not hear the question or from whom it came). It also clarifies that only members can ask questions (since the physical distinction of sitting at the horseshoe no longer makes this procedure obvious)</p>
<p>5. Procedures for Work Sessions</p> <p>A. In accordance with CR 8 (A), questions and discussion are made with leave of the chair and must be asked orally only by members of the committee and committee staff present at the work session.</p> <p>B. In accordance with CR 8 (B), members of the audience may not participate in the work session, including participation using a communication function (such as Zoom chat) embedded in the electronic meeting platform, except at the invitation of the chair.</p> <p>C. Notwithstanding CR 9 (G), the committee clerk shall obtain a member’s approval of a committee report by electronic means as required.</p> <p>D. A member who was absent at the time of vote and later registers that member’s vote with the clerk as provided by CR 9 (D)(1), shall register that member’s vote in the same manner as authorized under paragraph C.</p>	<p>Similar to PH procedure, this addition to the rules in the addendum ensures discussion occurs through the chair, by members and staff only, and in a manner that the public can observe who is saying what.</p> <p>This addition provides for members to approve committee reports by electronic means, and for members who later register their votes with the clerk time to use the same electronic means.</p>