**SENATE COMMITTEE ON EDUCATION**

**COMMITTEE RULES**

**2023-24**

1. **SETTING BILLS**

The Committee Assistant shall **set bills as they are referred** to the Committee, at the discretion of the Committee Chair. The Committee Assistant may not necessarily consult with the author’s office regarding when their bill may be set.

1. **BACKGROUND MATERIALS**

The Committee Assistant shall forward to the author’s office the committee background sheet.

Copies of the completed committee background sheet and other background information **must be delivered electronically within 48hours of request by the committee** or sooner depending on the timing of referral**: one** **copy** to the Senate Education Committee; **and one copy** to the Senate Minority Consultant.

The author’s office is responsible for ensuring that the committee’s minority consultant is provided with copies of the background request form, other background material, letters, and amendments. **The minority consultant is Amanda Richie, who can be reached at 916-651-1501 and** **Amanda.richie@sen.ca.gov**.

Completed committee background sheets **must be delivered to the committee electronically**. Any background material lengthier than 10 pages must be hand-delivered in hard copy form to 1021 O Street, Room 6740, **and** the minority consultant in LOB Room 234.

A bill cannot be analyzed until the background sheet is completed and received by committee staff. Pursuant to the committee’s rules, failure to submit the background sheet may result in the bill being pulled from the scheduled hearing; said pull will count against the author, and the bill may be rescheduled for the last committee hearing.

Insufficient information will result in questions being raised in the analysis. It is your responsibility to ensure committee staff is provided with specific information that clearly details the problem in existing law, how the bill resolves the problem, and how the solution will be implemented.

1. **AMENDMENTS**

Authors amendments must be submitted to the Committee in Legislative Counsel form no later than **noon the Monday one week prior to the hearing date** for the bill so that the amendments can be in print and analyzed prior to the hearing.

Submit the amendments and author’s signature electronically to the consultant assigned to the bill, maria.velez@sen.ca.gov, **and** amanda.richie@sen.ca.gov. Alternatively, you may submit the amendments in hard copy form with author’s signature on the original copy plus three copies without the signature.

If you plan **any** **amendments** to this bill prior to the hearing, notify Committee Staff at 651-4105 (Room 6740) **and** Senate Minority staff at 651-1501 (LOB Room 234) **immediately.**

**Do not wait** for the Legislative Counsel draft before notifying Committee Staff; Staff should be provided with a copy of the amendments that were submitted to Legislative Counsel. Draft language will be reviewed, but Committee Staff will only analyze amendments that are in Legislative Counsel form.

An updated background sheet must be submitted with any substantive amendments.

If the author presents substantive amendments in committee, **the bill may be put over** and the author will bear the responsibility of obtaining any necessary rule waivers.

Author’s amendments that have the effect of circumventing the action of any committee **will not be accepted** by this Committee until the author consults with and receives permission from the appropriate committee chair. At the discretion of the Committee, the Senate Rules Committee will be notified about any bill that circumvents the action of another committee.

If significant amendments are made in committee, the chair **may put the bill over** to allow the public and staff sufficient opportunity to analyze the amended bill. If the amendments are controversial or significantly change intent or policy, the author should expect the bill to be put over.

1. **LETTERS IN SUPPORT OR OPPOSITION**

Letters in support or opposition must be received no later than **noon on the Friday before the hearing**.

Letters from organizations **must** be on letterhead and include a signaturein order to be listed in the committee analysis.

Organizations are strongly encouraged to submit position letters via the committee’s website (the **Portal**) and avoid submitting letters via other means. Letters are to be directed to the Senate Education Committee (check the box for Senate Education). Electronic copies of letters submitted via the committee’s email (SEDN@senate.ca.gov) are acceptable if they are on letterhead with a signature.

Letters from individuals may be submitted via the Portal, the committee’s email (SEDN@senate.ca.gov), in person, or via the United States mail.

**Letters of conditional support or opposition (support if amended) will NOT be listed on analyses.**

Letters that address multiple bills must be submitted for each bill referenced.

Policy committees are responsible for analyses of bills that reach Third Reading. Floor analyses reflect verified support and opposition. It is the responsibility of the author’s office to ensure updated letters have been properly submitted to this committee prior to bills reaching Third Reading. Floor analyses may indicate if support and opposition cannot be verified.

Committee staff will assume that positions are unchanged even if a bill has been amended unless the Committee receives an updated letter stating the position has changed.

**Copies of letters must also be submitted to the Senate Minority Consultants.**

1. **COMMITTEE OPERATIONS**

Upon referral by the Senate Rules Committee, bills will be set for hearing by the Committee.

Bills will be heard in **file order**. Bills of Senators other than Education Committee members will be heard first, followed in this order: bills of Senate members, bills of Senate Education Committee members, and bills being presented by staff or another legislator. Pursuant to Senate Rule 21.5(h), a bill may be presented by the author’s representative who is authorized in writing. Lobbyists and advocates cannot present bills on behalf of authors.

Any bill, which fails by a majority of the Committee voting “no,” is **not eligible** to be reconsidered until the author has presented the Chair with substantial amendments to the bill.

Pursuant to Joint Rule 62(a), reconsideration may be granted only one time. A vote on reconsideration may not be taken without the same notice required to set a bill unless that vote is taken at the same meeting at which the vote to be reconsidered was taken and the author is present. It is the responsibility of the author to request that a bill that has failed and had reconsideration granted be set for hearing; such scheduling will not be automatic.

When practicable, it is the intent of the Committee to group bills in the same subject area for hearing on the same day. Authors may present their bill(s) that are a part of the subject matter grouping and then return to the Committee hearing to take up their other bills on file that day. This allows the Committee to focus on all proposals relative to a given subject matter at the same time.

The Committee, to the greatest extent possible, will not approve more than one bill on the same subject, except for second-house bills or if the originally passed bill has either died or been substantially amended.

The Chair may appoint, with the permission of the Committee on Rules, subcommittees of one or more members to consider and recommend to the full Committee action on matters as may be assigned to the subcommittee for consideration from time to time by the chair. The chair may assign and reassign members of, and matters to, the various subcommittees.

In all cases not provided for by this rule, the Senate Rules, the Joint Rules of the Senate and Assembly, or statute, the authority shall be the latest edition of Mason’s Manual.

ADOPTED March 22, 2023