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COMMITTEE RULES

2025-26 Session

The Committee will operate under the Joint Rules of the California Legislature and the Standing Rules of the Assembly. The following Committee procedures and guidelines are designed to further expedite the conduct of Committee business.

1) SPOT BILLS

- a) For a non-substantive bill pending referral which the author anticipates will be referred to this Committee, the author must provide the Committee with author's amendments when they are provided to the Rules Committee. Failure to do so may result in a bill not being set for hearing.

2) SETTING OF BILLS

- b) No bill may be set until it has been referred to Committee. No bill may be heard after its introduction, until it has been in print for 30 days. (JR 55) Joint Rule 55 may be suspended concurrently with the suspension of Section 8(a) of Article IV of the Constitution.
- c) Bills referred to Committee may be set for hearing by the Chair at a time most convenient to the Committee consistent with the schedule of the Assembly Committee meetings. To the extent practicable, bills relating to the same subject matter shall be set on the same day.
- d) When a bill is referred to the Committee, the Committee Secretary shall forward to the author a background information worksheet to be completed for the preparation of the Committee analysis. The Chair may withhold the setting of a bill for hearing until worksheet is completed and returned to the Committee.
- e) A bill may be set for hearing in the Committee only three times. A bill is "set" whenever notice of the hearing has been published in the Daily File. If the bill is not heard at the request of the author at the hearing for which it was set or is not heard in order to permit the preparation of amendments, the set shall be deemed an author's set (any set which is counted as one of the three times a bill may be set). If a bill is set for hearing, and the Committee, on its own initiative and not the author's, postpones the hearing on the bill or adjourns the hearing while testimony is being taken, such hearing shall not be counted as one of the three times a bill may be set. If the hearing notice in the file specifically indicates that "testimony only" will be taken, such hearing shall not be counted as one of the three times a bill may be set.

3) AUTHOR'S AMENDMENTS PRIOR TO HEARING

- a) Subject to the Joint Rules, an author may amend a bill at any time prior to the hearing provided, however, that substantive author's amendments in Legislative Counsel form shall not be accepted by the Committee Secretary later than by noon two weeks prior to the Committee hearing at which the bill has been set. A revised Committee worksheet shall be offered with the amendments.
- b) All author's amendments must be submitted to the Committee in Legislative Counsel form.
- c) If an author offers substantive amendments to their bill later than five legislative days prior to the Committee hearing at which it is set, the bill shall not be heard, unless consented to by the Chair, and may be deemed an author's set.
- d) The Chair shall have sole discretion in ruling on whether or not an amendment is "substantive" within the meaning of this section.

4) COMMITTEE AMENDMENTS

- a) Military & Veterans Affairs Committee staff is responsible for preparing amendments adopted in Committee.

5) COMMITTEE ANALYSES

- a) Committee analyses of bills set for hearing shall be made available to the public at least one working day prior to the day of the Committee hearing. (A "working day" is defined as a day on which the Assembly File is published.) In the case of special hearings, the analyses need not be made available one day prior to the hearing, but shall be made available to the public at the time of the hearing and prior to any testimony being taken.
- b) A copy of the analysis shall be sent to the bill's author and to members of the Committee prior to its general distribution to the public.

6) MEETING AND QUORUM

- a) All Committee meetings, except for an authorized closed session, will be open and public, and all persons will be allowed to attend the meetings.
- b) The Committee will meet at its regularly scheduled time and location, unless otherwise permitted by the Speaker and the Assembly.
- c) The Committee cannot act on a bill at a hearing held outside of Sacramento.
- d) The Chair shall promptly call all meetings to order at the time and place designated in the Assembly Daily File for such meetings. If a quorum is not present, the Chair may start the hearing as a subcommittee subject to both House and Joint Rules.
- e) A majority Committee membership shall constitute a quorum. If the size of the Committee is increased or decreased the quorum shall be adjusted to be a majority of the Committee membership.

- f) Whenever one or more Committee members is disqualified from taking any action on a bill pursuant to the Joint Rules, a quorum shall remain the same and not reduce the votes required to take action on a bill. The member shall advise the Chair of the disqualification at the beginning of the hearing and the Chair shall announce which members are so disqualified at the commencement of the hearing of the bill.
- g) When it is necessary, due to the number or complexity of the bills on the agenda at a hearing, the Chair may limit testimony on one or more of the bills in order to ensure that all of the bills on the agenda have a fair and reasonable opportunity to be presented and discussed by the Committee, the Chair, at their discretion, may:
 - i) Limit duplicative testimony;
 - ii) Limit the number of witnesses appearing in support or opposition to a bill; or,
 - iii) Limit the time allotted to the presentation of testimony on a bill provided that both support and opposition receive equitable time for their presentation.

7) ORDER OF AGENDA

- a) Bills set for hearing shall be heard in the numerical order set forth in the Assembly File and subject to the following:
- b) Exceptions shall be made for bills placed on the Committee's Consent Calendar.
- c) Committee Members' bills will be heard after non-Committee Members' bills.
- d) Only a Member of the Legislature or, at the discretion of the Chair, a member of the author's staff may present a bill for the author. An "authorization" letter from the author must be submitted for approval to the Committee to notify the Chair of the change. A registered lobbyist, however, shall not present a bill before the Committee under any circumstances.
- e) When the Chair finds another order of business would be more expedient, measures may be taken up out of order or set as a special order of business.

8) CONSENT CALENDAR

- a) The Chair may prepare a consent calendar prior to the hearing for bills of a noncontroversial nature and without any opposition recorded. The Chair may take up the Consent Calendar at any convenient opportunity and authors need not be present.
- b) Any Member of the Committee may request that a bill be removed from the Consent Calendar. Upon such request, the Chair will remove the bill from the Consent Calendar and place the bill on the regular calendar.
- c) The Consent Calendar will be made available to the public prior to the date of the hearing.

9) VOTING

- a) A majority of the Committee membership constitutes a quorum. A quorum is necessary

to take action on a bill or to report bills with amendments. If Member/s recuse themselves or are otherwise disqualified from voting because of a conflict of interest, there will be no change in the “quorum requirements” or the number of affirmative votes required to report a bill out of the Committee.

- b) A recorded roll call vote shall be taken on all of the following actions of the Committee:
 - i) On an action which constitutes the Committee’s final action on a bill, constitutional amendment, or resolution.
 - ii) On Committee amendments taken up in Committee, whether adopted or not.
 - iii) On motions to reconsider Committee actions.
 - iv) On recommendations to the Assembly Floor relating to Executive Reorganization Plans.
 - v) On substitute motions which propose to amend an earlier motion.
 - vi) On amendments which add an urgency clause.
- c) A roll call vote on a previous bill may be substituted by unanimous consent, provided the members whose votes are substituted are present at the time of substitution.
- d) Prior to the announcement of the vote, upon request of the author or any member of the Committee, the Chair may announce that the bill subject to a vote will be placed on-call for a period of time not to exceed the adjournment of the Committee meeting. Absent extraordinary circumstances, a vote on a bill which is on call shall not be permitted when testimony is being taken. The Chair shall announce the time or times when the roll shall be opened and any vote on a bill which is on call may be cast. If a motion to adjourn the Committee is adopted while the Committee is operating under a call, the call shall be dispensed with and any pending vote announced. The vote shall be announced upon conclusion of the roll call vote, absent a request to place a bill on call.
- e) A recorded roll call vote is not required on the following actions by the Committee, unless there is an objection by a Committee member:
 - i) A motion to hold the bill “under submission” or “hold in committee” or other procedural motion which does not have the effect of finally disposing of the bill.
 - ii) Requests by the author to withdraw a bill from the Committee calendar.
 - iii) The removal of a bill from the consent calendar.
 - iv) The return of a bill to the House in cases where the bill has not been voted upon by the Committee.
 - v) Adoption of author’s amendments to a bill.
- f) At the Chair's discretion, a Member of the Committee may be allowed to add or change their vote within a reasonable time, but no later than 15 minutes and only when the Committee Secretary and the Chair are present or the Chair has designated a Member of the Committee to remain in the committee room.
- g) Any member having to leave the Committee shall advise the Chair where the Member can be reached. In all other respects, Committee voting will be governed by the

provisions of the Standing Rules of the Assembly.

10) RECONSIDERATION

- a) After a bill has been voted upon, reconsideration may be granted only once. A majority of the full Committee membership is required to grant reconsideration.
- b) Reconsideration may be granted within 15 legislative days of the Committee's vote on a bill or prior to the interim study joint recess, whichever occurs first. A vote on reconsideration cannot be taken without the same notice required to set a bill unless such vote is taken at the same meeting at which the vote to be reconsidered was taken and the author is present.
- c) Authors seeking reconsideration shall notify the Committee Secretary of the intention to seek reconsideration in order that the required four-day or two-day file notice may be published in the Daily File.
- d) If reconsideration is granted, the Committee may vote on the bill immediately or may postpone the vote until the next regular hearing. In the case of a defeated bill, if the motion for reconsideration or the vote on the bill after the granting of reconsideration fails, the bill shall be immediately returned to the Chief Clerk.
- e) Unless specifically authorized by the Chair, no additional testimony shall be permitted on a bill which has been granted reconsideration.

11) SUBCOMMITTEES

- a) The Chair, subject to the approval of the Speaker, may request the creation of subcommittees for the study of particular subject matters of bills.
- b) Subcommittees shall operate under the same rules as the full committee. Subcommittees shall consider assigned bills, receive testimony, recommend amendments as needed, and recommend timely action to the full Committee.
- c) A subcommittee may take one of the following actions in regard to its assigned bills:
 - i) Recommend to the full Committee that the bill be passed.
 - ii) Recommend to the full Committee that the bill be passed as amended.
 - iii) Refer the bill to the full Committee without recommendation.
- d) All proposed actions recommended by subcommittees are subject to ratification and further consideration by the full Committee. The Chair of the full Committee may decline to accept additional oral testimony on a measure which has received a hearing before a subcommittee.

12) OVERSIGHT

- a) The Committee may conduct detailed investigations of the performance and effectiveness of state agencies and programs that come within the scope of the Committee's jurisdiction. Whenever reports submitted by the Legislative Analyst or State Auditor are

referred to the Committee, any legislative recommendation contained therein may be placed on the Committee's agenda for review.

13) COMMITTEE BILLS

- a) The Committee may introduce a bill germane to any subject within the proper consideration of the Committee in the same manner as any member. A Committee bill must contain the signature of a majority of all the members of the Committee, including the Chair.
- b) If all the members of the Committee sign a bill, at the option of the Committee Chair, the Committee members' names need not appear as authors in the heading of the printed bill.
- c) The Committee, at the discretion of the Chair, will seek to consolidate related subject matter into a single legislative proposal whenever appropriate.
- d) Committee Bills shall not be counted against a Members bill introduction limit as specified in Assembly Rule 49.

14) PILOT PROJECTS

- a) It is recommended that any bill that proposes the creation of a pilot project contain the following specific requirements:
 - i) A statement of purpose of the proposed pilot project which specifically states the goals or objectives, and the length of time of the project.
 - ii) Precise cost projections and methods by which savings, if any, may be calculated.
 - iii) A definitive mechanism by which the value and success, if any, of the project may be quantified. This mechanism shall include specific numerical objectives which must be met or exceeded, if a project is to be judged successful, and a suggested time line.

15) LETTERS OF SUPPORT AND OPPOSITION

- a) Support and opposition letters not received by 12:00 p.m. on the Thursday prior to the hearing are not assured of being reflected in the Committee analysis. Letters must be signed and on official letterhead if submitted on behalf of an organization or association. The Assembly Military and Veterans Affairs Committee is now accepting position letters electronically via the Advocates Portal, which can be accessed at: <https://calegislation.lc.ca.gov/Advocates/> or by using the "Submit Position Letter" button on our website, found here: <https://amva.assembly.ca.gov/>. **Any letters submitted and approved via the Portal will not need to be copied/emailed or faxed to Committee staff.**

16) MISCELLANEOUS

- a) The Chair will not preside at a hearing on a bill if the Chair is the sole author or the lead author of the bill.
- b) A Committee may hear the subject matter of a bill during a recess provided a four-day file notice is given prior to the hearing and permission is granted by the Speaker.

