

**2024 General Assembly Session**  
**Senate Finance and Appropriations Committee**  
**Procedures for Acting on Bills Referred**

- As a general rule, bills are referred and heard before the Committee. There are four typical exceptions when bills are referred to subcommittees:
  - (1) Claims bills are referred to the Public Safety & Claims Subcommittee because lengthy testimony is required.
  - (2) Bills re-referred from the Courts Committee that have a “Woodrum” fiscal impact are sent to the Public Safety & Claims Subcommittee so the cumulative budget impact of these bills can be included in the Subcommittee’s recommended changes to the introduced budget.
  - (3) Complicated bills, particularly health and human resources and education related bills, are reviewed by the respective Subcommittee to facilitate understanding of the bills and make recommendations to the Committee.
  - (4) Revenue bills are sent to the Resources Subcommittee so the cumulative budget impact of these bills can be reflected in the Committee’s resource changes to the introduced budget.
  - (5) The Chair may refer any bill to a subcommittee or appoint a special subcommittee to review and make recommendations to the Committee.
- At any given meeting, the Committee will act only on those bills that are included on the published (public) agenda.
- If a member brings a substitute for his or her bill to the meeting, and the Committee attorney/staff have not seen the substitute, the member will be asked to explain his substitute, **but it will be passed by for the day**, unless the staff attorney quickly can determine that the substitute contains only technical changes.

- All bills will be acted on by the Committee.
  - Given time constraints, if a member asks that their scheduled bill go by more than **once**, there is no assurance that the Committee will have the opportunity to take any action other than carrying the bill over in an even-numbered year or striking it from the docket in an odd-numbered year at the final **normal** Committee meeting.
- Normal Committee meeting time is 9:00 a.m. on Tuesday and Wednesday mornings; however, on call of the Chair, a Thursday afternoon meeting may be scheduled to clear the docket before “crossover.”
  - It is preferable that the only bills that will be scheduled on the Thursday afternoon before “crossover” are those that are late re-referrals from other standing committees.
- All bills passed by the Committee that have either a revenue or spending impact will be reflected in the Committee’s recommended changes to the introduced budget. **Subcommittees are responsible for including any such measures in their subcommittee reports.**
- Members proposing a major spending initiative will be asked to identify a funding source for the initiative.
- The Committee in the past has applied revenue or financial contingency clauses to bills. To expedite the Committee’s budget development, contingency clauses should be used sparingly or not used at all. A bill’s revenue or fiscal impact should be evaluated when it is heard by the Committee or Subcommittee.