

## **Appendix A**

### **Summary of Legislative Markup Steps**

#### Before the Markup

- Give notice of meeting, agenda
- Determine form of base text to be considered (referred bill, report, amendment in the nature of a substitute, committee print)
- Make available legislative and report texts to be considered

#### Opening the Markup

- Call committee to order
  - Ensure quorum present
  - UC that chair may declare recess at any time
  - Potential statement that chair may postpone recorded votes
- Any chair/ranking member opening statement on first measure
- Call up first measure
  - State it is considered as read
  - If there is an amendment in the nature of a substitute (ANS), chair offers ANS, states whether without objection it is considered base text for purposes of amendment

#### Consideration of Amendments

- Ensure quorum is present
- Call up amendment (consider reserving a point of order)
- State amendment is considered as read (or have the clerk read)
- Recognize any points of order on germaneness or other issues
- Debate
  - Recognize proponent and opponent for five minutes each
  - Recognize for five minutes each any other members seeking to strike the last word
- Move to vote
  - Announce the ayes/noes
  - If member requests recorded vote, ask for sufficient second, then proceed to vote or consider postponing until end of markup
- Where multiple perfecting and substitute amendments pending, order of consideration is perfecting amendments are dispensed with before votes on the underlying amendment

#### Concluding Debate

- If using ANS, call vote on the ANS
- Call vote on the underlying measure
- If member requests recorded vote and there is sufficient support for a record vote, hold the vote
- Note that staff is authorized to make technical and conforming changes
- Adjourn the meeting