

4. Committee Procedures

Standing Committees

Overview. In a citizen legislature, there never seems to be enough time for all the necessary legislative business. Therefore, deliberative assemblies usually establish committees, because it enables them to:

- Do many things that, because of sheer size, they otherwise would be unable to do.
- Conduct more business—by dividing the work among the members—than could be done if the whole body were obliged to devote itself to each particular subject.
- Act with a greater degree of freedom than usually is observed in full assembly.
- Be assured of the presence during floor debate of members who have made some examination of the question.

Committees do the homework of the legislature. According to Thomas B. Reed, noted parliamentarian and former speaker of the U.S. House of Representatives, “The committee is the eye, the ear, the hand, and very often the brain of the assembly. Freed from the very great inconvenience of numbers, it can study a question, obtain full information, and put the proposal in proper shape for final decision by the House.” Legislative committees are the central vehicles through which legislation must pass for scrutiny, debate and modification. During committee consideration, members have an opportunity to:

- Hear from supporters and opponents of a bill;
- Look closely at the details of proposed legislation;
- Give thoughtful consideration to proposed amendments;
- Acquire considerable information about the subject; and
- Become knowledgeable enough to make an informed decision about whether to vote for or against a proposal.

Committees serve as the major access point for direct involvement by citizens and interest groups, providing a formal opportunity for input into the legislative process. It is only during committee hearings that non-legislators have an opportunity to speak about proposed legislation.

It is important to remember that the functions of a legislative committee are purely advisory. All its acts are subject to review by the body and may be approved or rejected. The sole power of the committee is to make recommendations to the body, and no recommendation becomes effective until approved by the body.

Committee jurisdictions. The work of state legislatures is not only voluminous and complex, it often involves unusual and uniquely technical questions. Therefore, by dividing the workload among committees, each committee focuses upon a single subject area and, through committee work, so does each legislator. Lawmakers can become specialists in some areas and are able to explore minutiae without being overwhelmed.

The name of a standing committee usually provides a good indication of the subjects it will be assigned. However, some chambers have set methods by which the jurisdiction of a committee is established. Most frequently, committee jurisdiction is determined either by the presiding officer of the body (in 39 legislative assemblies) or by chamber rule (32 legislative assemblies). Tradition can play a key role in establishing committee subject areas; this is true for the Idaho Senate, the Maine House, the Montana Senate, the New Mexico Senate, the Pennsylvania House and the Virginia House. Other common methods used to set committee jurisdictions are shown in table 96-4.1.

Number of committees. The number of standing committees should be manageable. There should be enough committees to enable each legislative body to develop some expertise in different subjects and to examine individual proposals in detail. However, there should not be so many committees that it becomes difficult to relate different bills to one another and to consider the proposals in terms of a single, unified policy. Table 96-4.2 describes the most common procedures used by state legislatures to set the number of standing committees. As the table indicates, almost two-thirds of the chambers set the number of standing committees by rule, while 22 legislative bodies give the authority to their presiding officers.

The number of standing committees varies considerably from state to state (see table 96-4.3). The Maryland Senate has the fewest standing committees, with only five. Fourteen additional legislative chambers have 10 or less. By contrast, the Missouri House has 42 committees, and seven other bodies have 30 or more committees. Unlike other states where each legislative chamber has its own standing policy committees, Connecticut and Maine each use 17 joint committees.

Committee chairs. A committee chair is defined as “a member appointed to function as the parliamentary head of a standing or special committee in the consideration of matters assigned to such committee by the body.” The principal duties of a committee chair include:

- To call the committee together to properly perform its duties;
- To preside over meetings of the committee;
- To maintain order during committee meetings;
- To decide all questions of order subject to appeal;
- To supervise and direct the staff of the committee;

- To prepare, or supervise the preparation of, reports of the committee and submit them to the body; and
- To have custody of all papers referred to the committee and to transmit them to the clerk of the chamber as required.

Standing committee chairs generally are appointed by the presiding officer of the senate or house; more than 60 percent of the survey respondents follow this procedure. According to 19 chambers, another legislative leader makes the appointment. Thirteen legislative bodies use a committee on committees or a rules or management committee to appoint chairmen. But not all legislatures name committee chairs by these methods. In the South Carolina House, for example, a chair is elected by the members of each respective committee. A vote of the full body is necessary in four chambers—the Alaska Senate and House (to adopt the assignments set by the committee on committees), the Hawaii House (to approve the speaker’s appointments) and the Nebraska Senate (to elect the committee chairs). Table 96-4.4 shows the various methods used to appoint committee chairs.

But what do the appointing authorities consider when selecting committee chairs? “Anything they want” is probably the most accurate answer. However, table 96-4.5 illustrates that some criteria typically are weighed. Political party, member preference, seniority, tenure on the committee and support in a leadership election are looked at most often. But district location, occupation, gender and ethnicity also are frequently taken into account.

Committee member assignments. The number of committee assignments per member should be reasonable. Lawmakers should not have so many committee assignments that they cannot do justice to any one of them or to the work of the legislature as a whole.

On average, legislators are assigned to three committees (see table 96-4.6). However, in 25 chambers, members serve on only one or two committees. The number of assignments is much higher in some states. Policymakers in the following chambers are appointed to five or more committees:

Alabama Senate	North Carolina House
Hawaii House	Pennsylvania Senate
Iowa Senate	West Virginia Senate
New Hampshire Senate	Wisconsin Assembly

Tables 96-4.7 and 96-4.8 present the various procedures used by states to appoint majority and minority party legislators to committees. Sometimes more than one person or entity is involved in the appointment process; in these instances, the chamber is listed under several categories in the tables.

The top leader alone is the appointing authority for legislators from the majority political party in 48 chambers. In the Illinois House, Iowa House, Michigan House, New Hampshire House, Tennessee Senate and Utah Senate, the top leader collaborates

with others when making majority committee assignments. In 14 legislative bodies, the president pro tem, speaker pro tem or majority leader decides which majority caucus members are appointed to various committees.

The minority leaders in 18 legislative assemblies actually appoint their caucus members to committee. These chambers are:

Colorado Senate and House	Kansas Senate
Connecticut Senate and House	Maryland Senate
Hawaii House	Minnesota Senate
Idaho Senate and House	Nevada Senate and Assembly
Illinois Senate and House	New York Senate
Iowa Senate	Utah Senate and House

Twenty-two other legislative assemblies have given the minority leader a key role in recommending the committee assignments for minority party legislators. And, in the Washington House, the minority caucus votes to confirm action by the committee on committees.

The appointment process is taken very seriously because committees play such a critical role within the legislature. Appointing authorities carefully weigh and balance many factors to ensure each committee's strength. Table 96-4.9 illustrates the criteria typically considered by the individual or people responsible for making committee assignments. These include member preference, political party, seniority, occupation, district location, gender and ethnicity.

Proportional representation. As noted above, political party frequently is considered when committee appointments are being made. Since this factor carries such weight, most legislative chambers apply a formula to achieve equitable party balance on committees. The formula, proportional representation, means that the percentage of majority and minority members serving on a committee is approximately equal to the percentage of the full body that each party controls. For example, if the chamber control split is 69 percent to 31 percent, then a 10-member committee would have seven majority party members and three minority party members.

Proportional representation on committees is practiced in a majority of the states (see Table 96-4.10). In fact, 45 chambers usually follow this practice even though it is not required by any legal provision. For 25 chambers, it is required by legislative rule.

Only the following chambers indicated that proportional representation is not applied to their committees:

Alabama Senate	New Jersey Senate
Arizona Senate	Pennsylvania House
Arkansas Senate and House	South Carolina House
Florida House	Tennessee House
Georgia House	Texas Senate and House
Hawaii Senate	Utah House
Indiana House	Vermont House
Louisiana Senate and House	Virginia House

Committee rules of procedure. Standing committee rules help foster the objectives of openness and accountability in the legislative process, lead to more efficient time management and help reinforce the duties of committees and their chairs.

Almost three-fourths of the survey respondents reported that their chambers have permanent committee rules (see table 96-4.11). The 17 bodies that do not use permanent committee rules are:

Alaska Senate and House	Missouri Senate
Arkansas House	Montana Senate and House
Georgia House	Nevada Assembly
Hawaii Senate and House	New Hampshire Senate
Idaho Senate and House	Rhode Island Senate
Kansas House	Vermont Senate and House

Most frequently, these rules are incorporated as part of the chamber rules of procedure. In the Nebraska Unicameral, they are printed as an addendum to the Senate rules. The Maine Senate and both chambers in Wyoming print the rules only as part of a committee guide. The rules for Mississippi House and Texas Senate committees are found only in the respective committee minutes.

Table 96-4.1 Methods Used to Establish Standing Committee Jurisdictions

Determined by the president of the Senate or the speaker of the House:	
Alabama House	New Hampshire Senate
Arizona Senate and House	New Jersey Assembly
Colorado Senate	New Mexico House
Delaware House	New York Assembly
Florida Senate and House	North Carolina House
Georgia House	Oklahoma Senate and House
Hawaii House	Oregon Senate and House
Idaho House	Pennsylvania Senate
Illinois Senate and House	Tennessee House
Iowa Senate and House	Texas Senate
Kansas House	Utah Senate
Maryland Senate and House	Virginia House
Michigan House	Washington House
Minnesota House	Wisconsin Senate and Assembly
Mississippi House	Wyoming Senate and House
Montana Senate and House	
Set by the president pro tem or the speaker pro tem:	
Idaho Senate	
Indiana Senate	
Set by the majority leader:	
Illinois House	New York Senate
Iowa Senate	Rhode Island Senate
Michigan Senate and House	Washington Senate
Set by a committee on committees or a rules or management committee:	
California Assembly	Nebraska Senate
Kansas Senate	Ohio Senate and House
Maine Senate	Utah House
Minnesota Senate	Washington Senate
Established by a vote of the entire body:	
Arkansas Senate	Nevada Assembly
Hawaii House	Tennessee Senate
Determined by constitutional provision or statute:	
Arkansas House	Nevada Assembly
Maine Senate	North Carolina House

Table 96-4.1 Methods Used to Establish Standing Committee Jurisdictions, cont'd.

Set by rule:	
Alabama Senate	North Carolina House
Alaska Senate and House	North Dakota Senate and House
Arkansas House	Oklahoma House
California Senate	Oregon House
Connecticut Senate and House	South Carolina House
Hawaii Senate	South Dakota Senate and House
Kentucky Senate and House	Tennessee Senate
Louisiana House	Texas House
Minnesota House	Vermont Senate and House
Missouri Senate and House	Virginia Senate and House
Nevada Senate	West Virginia Senate and House
New Hampshire House	
Established by tradition:	
Idaho Senate	New Mexico Senate
Maine House	Pennsylvania House
Montana Senate	Virginia House

Table 96-4.2 Determining the Number of Standing Committees

Set by rule:	
Alabama Senate and House	New Hampshire House
Alaska Senate and House	New Jersey Senate
Arkansas Senate and House	New Mexico Senate and House
California Senate	New York Senate and Assembly
Colorado Senate and House	North Dakota Senate and House
Connecticut Senate and House	Ohio House
Florida Senate	Oklahoma House
Georgia House	Oregon House
Hawaii Senate and House	Pennsylvania Senate and House
Idaho Senate	Rhode Island Senate
Indiana House	South Carolina House
Kansas Senate and House	South Dakota Senate and House
Kentucky House	Tennessee House
Louisiana Senate and House	Texas Senate and House
Maine Senate and House	Utah Senate
Maryland Senate and House	Vermont Senate and House
Michigan Senate and House	Virginia Senate and House
Mississippi House	Washington House
Missouri House	West Virginia Senate and House
Montana Senate and House	Wisconsin Assembly
Nebraska Senate	Wyoming Senate and House
Nevada Assembly	
Determined by the Senate president or president pro tem or the House speaker:	
Alabama Senate	Kansas House
Arizona Senate and House	Minnesota House
Connecticut House and House	Missouri Senate
Delaware House	New Hampshire Senate
Florida House	New Jersey Assembly
Illinois Senate and House	North Carolina House
Idaho House	Oklahoma Senate
Indiana Senate	Oregon Senate and House
Iowa House	Tennessee Senate
Determined by the chamber majority leader:	
Illinois House	Nevada Senate
Iowa Senate	New York Senate
Michigan Senate	
Established by a committee on committees or a rules, management or organization committee:	
California Assembly	Ohio Senate
Kentucky Senate	Utah House
Minnesota Senate	Washington Senate
Montana Senate	Wisconsin Senate
New Mexico Senate	

Table 96-4.3 Number of Standing Committees

State (1)	Senate	House
Alabama	23	29
Alaska	9	9
Arizona	14	17
Arkansas	10	10
California	22	27
Colorado	11	11
Connecticut (2)		
Delaware	21	
Florida	17	37
Georgia	31	
Hawaii	17	18
Idaho	10	14
Illinois	16	28
Indiana	18	20
Iowa	16	16
Kansas	16	17
Kentucky	10	16
Louisiana	17	16
Maine (3)		
Maryland	5	10
Massachusetts		
Michigan	15	21
Minnesota	17	37
Mississippi		30
Missouri	22	42
Montana	16	17
Nebraska	14	NA
Nevada	9	12
New Hampshire	16	21
New Jersey	16	19
New Mexico	9	15
New York		36
North Carolina		19
North Dakota	11	11
Ohio	15	20
Oklahoma	21	?
Oregon	11	10
Pennsylvania	22	22
Rhode Island	6	
South Carolina		11
South Dakota	13	13

Table 96-4.3 Number of Standing Committees, cont'd.

State (1)	Senate	House
Tennessee	9	12
Texas	10	36
Utah	11	11
Vermont	12	15
Virginia	11	20
Washington	15	18
West Virginia	17	12
Wisconsin	15	33
Wyoming	10	10

Notes:

1. The following chambers did not respond to the survey: Delaware Senate, Georgia Senate, Massachusetts Senate and House, Mississippi Senate, North Carolina Senate, Rhode Island House, South Carolina Senate; nor did any legislatures from the U.S. territories respond.
2. Connecticut Senate and House: The Senate and House use 17 joint committees.
3. Maine Senate and House: The Senate and House use 17 joint committees.

Table 96-4.4 Appointment of Standing Committee Chairs

Standing committee chairs are appointed by the lieutenant governor, as the presiding officer:	
Alabama Senate	West Virginia Senate
Texas Senate	
Standing committee chairs are appointed by the president of the Senate (who is a legislator) or the speaker of the House:	
Alabama House	Nevada Assembly
Arizona Senate and House	New Hampshire Senate and House
Arkansas House	New Jersey Senate and General Assembly
Colorado House	New Mexico House
Delaware House	New York Assembly
Florida Senate and House	North Carolina House
Georgia House	Ohio House
Hawaii Senate	Oklahoma Senate and House
Idaho House	Oregon Senate and House
Illinois Senate	Pennsylvania House
Indiana House	South Dakota House
Iowa House	Tennessee Senate and House
Kansas House	Texas House
Louisiana Senate and House	Utah Senate and House
Maine Senate and House	Vermont House
Maryland Senate and House	Virginia House
Michigan House	Washington House
Minnesota House	West Virginia House
Mississippi House	Wisconsin Assembly
Missouri House	Wyoming Senate and House
Montana House	
Standing committee chairs are appointed by the president pro tem or the speaker pro tem:	
Connecticut Senate and House	New York Senate
Idaho Senate	Pennsylvania Senate
Indiana Senate	South Dakota Senate
Missouri Senate	
Standing committee chairs are appointed by the majority leader:	
Colorado Senate	Nevada Senate
Connecticut Senate	New York Senate
Illinois House	North Dakota House
Iowa Senate	Rhode Island Senate
Michigan Senate and House	Wisconsin Senate

Table 96-4.4 Appointment of Standing Committee Chairs, cont'd.**Standing committee chairs are appointed by a committee on committees or a rules or management committee:**

California Senate and Assembly (rules committee)
Kansas Senate (rules committee)
Kentucky Senate and House (committee on committees)
Minnesota Senate (management committee)
Montana Senate (committee on committees)
New Mexico Senate (committee on committees, seniority)
North Dakota Senate (committee on committees)
Ohio Senate (committee on committees)
Vermont Senate (committee on committees)

Another method is used to appoint the committee chairs:

Alaska Senate and House (appointment report made by the committee on committees must be accepted by a vote of the body)
Arkansas Senate (seniority)
Hawaii House (appointments made by speaker, then approved by vote of the body)
Nebraska Senate (election by the body)
South Carolina House (elected by each standing committee)
Virginia Senate (committee seniority)
Virginia House (seniority)
Washington Senate (majority leader and committee on committees)

Table 96-4.5 Criteria Considered When Appointing Committee Chairs

State (1)	Support in leadership election	Competency or talent	Preference of the member	Seniority in chamber	Tenure on the committee	Political party	Occupation	Geographic location of the member's district within the state	Gender	Ethnic representation
Alabama	B	B	B	S	S	B	S	B	B	B
Alaska			B	B	B	B	B	B		
Arizona	B	B	B	B	B	B	B	B	B	B
Arkansas		H		H	H			H	H	H
California	S	S	S	S	S	S	S			
Colorado	H	H	H	H	H	B		H		
Connecticut	B	B	B	B	B	B	B			
Delaware		H	H			H				
Florida	S	S	S			S	S	S	S	S
Georgia										
Hawaii	B	S	B	H		H				H
Idaho	B	B		S	B	S				
Illinois		B	B	B	B	B				
Indiana	H	B	B		H	H				
Iowa	H	H	H	H	H	H				
Kansas	B	B	B	S	S	B				
Kentucky	S	S	S	S		S				
Louisiana	B	B	B	H	H	H	S			H
Maine	H	B	B	H	B	B	S	B	H	
Maryland	B	B	B	H	H	B	H	B	H	H
Massachusetts										
Michigan	S	B	B	B	B	B	S	S	S	S
Minnesota	H	B	B	B	B	B	B	B	B	B
Mississippi		H	H	H				H		
Missouri	S	B	B	B	H	B	H	B		
Montana	B	B	B	B	B	B	B	B	B	B

Table 96-4.5 Criteria Considered When Appointing Committee Chairs, cont'd.

State (1)	Support in leadership election	Competency or talent	Preference of the member	Seniority in chamber	Tenure on the committee	Political party	Occupation	Geographic location of the member's district within the state	Gender	Ethnic representation
Nebraska										
Nevada	B	B	B	B	B	B	B	B		
New Hampshire	H	B	B		S	B	S			
New Jersey		B	B	H	H	H	H			
New Mexico		H	B	S	S	S	S			
New York	S	B	B	B	B	B	S	B		
North Carolina	H	H	H			H	H			
North Dakota	B	B	B	B		B				
Ohio		B	B	B	B	B	S			
Oklahoma		B	H	H	H	H	H			
Oregon		B	B	B		B				
Pennsylvania		S	B	B		S				
Rhode Island	S	S	S	S	S	S				
South Carolina						H				
South Dakota	B	B	B	B	B	B	B	B	B	B
Tennessee	S	B	B	B		B				S
Texas		B	B	B	S				S	S
Utah		S	B	B	H	S	H	H		
Vermont		B	B	B	S					
Virginia				H	B	B				
Washington	B	B	B	B	B	B	H	H		
West Virginia	B	B	B	H	H	B	H	H	H	H
Wisconsin	B	B	B	B	B	B	B	B	H	H
Wyoming	S	S	S	S	S	S				

**Table 96-4.5 Criteria Considered When Appointing Committee Chairs,
cont'd.**

Key:

S=Senate

H=House or Assembly

B=Both chambers

Note:

1. The following chambers did not respond to the survey: Delaware Senate, Georgia Senate, Massachusetts Senate and House, Mississippi Senate, North Carolina Senate, Rhode Island House, South Carolina Senate; nor did any legislatures from the U.S. territories respond.

Table 96-4.6 Average Number of Committee Assignments per Member

State (1)	Senate	House
Alabama	6	3-4
Alaska	2-3	1-2
Arizona	4	4
Arkansas	2	2
California	4-5	3-4
Colorado	3	2-3
Connecticut	3-4	2-3
Delaware	3-4	
Florida	3	4-6
Georgia	3	
Hawaii	3-4	5
Idaho	2-3	2
Illinois	3	4
Indiana	3	3-4
Iowa	5	4
Kansas	4	3
Kentucky	3	3
Louisiana	3-4	3
Maine	1-2	1
Maryland	1	1
Massachusetts		
Michigan	2	3
Minnesota	3	4
Mississippi		3
Missouri		3-5
Montana	3	2
Nebraska	2-3	NA
Nevada	3	
New Hampshire	5-6	1
New Jersey	2-3	2
New Mexico	2	2
New York		3-4
North Carolina		5
North Dakota	2	2
Ohio	4	3
Oklahoma	3	4
Oregon	2-3	2-3
Pennsylvania	5	3
Rhode Island	2	
South Carolina		1
South Dakota	2	2

Table 96-4.6 Average Number of Committee Assignments per Member, cont'd.

State (1)	Senate	House
Tennessee	2-3	2
Texas		2
Utah	2	2
Vermont	2	
Virginia	3-4	3
Washington	3	3
West Virginia	5	3
Wisconsin	2-4	5
Wyoming	2	1-2

Note:

1. The following chambers did not respond to the survey: Delaware Senate, Georgia Senate, Massachusetts Senate and House, Mississippi Senate, North Carolina Senate, Rhode Island House, South Carolina Senate; nor did any legislatures from the U.S. territories respond.

Table 96-4.7 Appointment of Majority Party Members to Standing Committees**Majority party members are appointed to standing committees by the lieutenant governor, as the presiding officer:**

Alabama Senate
West Virginia Senate

Majority party members are appointed to standing committees by the president of the Senate (who is a legislator) or the speaker of the House:

Alabama House	New Hampshire Senate and House
Arizona Senate and House	New Jersey Senate and General Assembly
Colorado House	New Mexico House
Delaware House	New York Assembly
Florida Senate and House	North Carolina House
Georgia House	Ohio House
Hawaii Senate and House	Oklahoma Senate and House
Illinois Senate and House	Oregon Senate and House
Indiana House	South Carolina House
Iowa House	South Dakota House
Kansas House	Tennessee Senate and House
Louisiana Senate and House	Texas House
Maine Senate and House	Utah Senate and House
Maryland Senate and House	Vermont House
Michigan House	Virginia House
Minnesota House	West Virginia House
Mississippi House	Wisconsin Assembly
Missouri House	Wyoming Senate and House
Montana House	
Nevada Assembly	

Majority party members are appointed to standing committees by the president pro tem or the speaker pro tem:

Connecticut Senate and House	New York Senate
Idaho Senate	Pennsylvania Senate
Indiana Senate	South Dakota Senate
Missouri Senate	

Majority party members are appointed to standing committees by the majority leader:

California Assembly	Nevada Senate
Colorado Senate	New Hampshire House
Connecticut Senate	North Dakota House
Idaho House	Rhode Island Senate
Illinois House	Tennessee Senate
Iowa Senate and House	Wisconsin Senate
Michigan Senate and House	

Table 96-4.7 Appointment of Majority Party Members to Standing Committees, cont'd.

Majority party members are appointed to standing committees by a committee on committees or a rules or management committee:

California Senate and Assembly	New Mexico Senate
Kansas Senate	North Dakota Senate
Kentucky Senate and House	Ohio Senate
Michigan House	Pennsylvania House
Minnesota Senate	Vermont Senate
Montana Senate	Washington Senate and House
Nebraska Senate	

Another method is used to appoint the majority party members of standing committees:

- Alaska Senate and House (appointment report of the committee on committees must be accepted by a vote of the body)
- Arkansas Senate (seniority) and House (caucus vote)
- Utah Senate (seniority)
- Virginia Senate (nominated by majority party steering committee; voted on by the full body)

Table 96-4.8 Appointment of Minority Party Members to Standing Committees

Minority party members are appointed to standing committees by the lieutenant governor, as the presiding officer:	
Alabama Senate	West Virginia Senate
Minority party members are appointed to standing committees by the president of the Senate (who is a legislator) or the speaker of the House:	
Alabama House	New Jersey Senate and General Assembly
Arizona Senate and House	New Mexico House
Delaware House	New York Assembly
Florida Senate and House	North Carolina House
Georgia House	Ohio House
Hawaii Senate	Oklahoma Senate and House
Indiana House	Oregon Senate and House
Iowa House	South Carolina House
Kansas House	South Dakota House
Louisiana Senate and House	Tennessee Senate and House
Maine Senate and House	Texas House
Maryland Senate and House	Utah Senate
Michigan House	Vermont House
Minnesota House	Virginia House
Mississippi House	West Virginia House
Missouri House	Wisconsin Assembly
Montana House	Wyoming Senate and House
New Hampshire Senate and House	
Minority party members are appointed to standing committees by the president pro tem or the speaker pro tem:	
Indiana Senate	Pennsylvania Senate
Missouri Senate	South Dakota Senate
New York Senate	
Minority party members are appointed to standing committees by the majority leader:	
Michigan Senate and House	Rhode Island Senate
North Dakota House	Wisconsin Senate
Minority party members are appointed to standing committees by the minority leader:	
Colorado Senate and House	Kansas Senate
Connecticut Senate and House	Maryland Senate
Hawaii House	Minnesota Senate
Idaho Senate and House	Nevada Senate and Assembly
Illinois Senate and House	New York Senate
Iowa Senate	Utah Senate and House

Table 96-4.8 Appointment of Minority Party Members to Standing Committees, cont'd.

The minority leader makes recommendations concerning minority member appointments, but actual appointment is made by another individual or committee:	
Alaska Senate and House	Minnesota House
Arizona House	New Hampshire House
California Assembly	New Jersey Senate and General Assembly
Indiana Senate and House	New York Assembly
Iowa House	North Dakota House
Kansas House	Tennessee Senate
Kentucky Senate	Wisconsin Senate and Assembly
Maine Senate	Wyoming Senate
Michigan Senate and House	
Minority party members are appointed to standing committees by a committee on committees or a rules or management committee:	
California Senate and Assembly	North Dakota Senate
Kentucky Senate and House	Ohio Senate
Michigan House	Pennsylvania House
Montana Senate	Vermont Senate
Nebraska Senate	Washington Senate and House
New Mexico Senate	
Another method is used to appoint the minority party members of standing committees:	
Alaska Senate and House (appointment report of the committee on committees must be approved by a vote of the body)	
Arkansas Senate (seniority) and House (district caucus vote)	
Virginia Senate (nominated by majority party steering committee; voted on by full body)	
Washington House (caucus vote to confirm action by committee on committees)	

Table 96-4.9 Criteria Considered When Appointing Committee members

State (1)	Preference of the member	Seniority in chamber	Tenure on the committee	Political party	Occupation	Experience	Competency or talent	Geographic location of the member's district within the state	Gender	Ethnic representation
Alabama	B	S	B	B	S	B	B	B	B	B
Alaska	B	B		B	B			B		
Arizona	B	B	B	B	B	B	B	B	B	B
Arkansas	H	B	H			H	H	H	H	H
California	B	S	S	S	S		S			
Colorado	B	H		S	H	H	H	H		
Connecticut	B	B	B	B	B	B	B			
Delaware	H			H			H			
Florida	B	H	H	B	B	H	B	B	B	B
Georgia										
Hawaii	B	H	H	H		B	S	H		H
Idaho	B	S	B	S						
Illinois	B	B	B	H		B	B	H	H	
Indiana	B	B	H		H	B	H	H	H	H
Iowa	H	H	H	H		H	H			
Kansas	B	S	S	B	H	B	B	B		
Kentucky	B	S		B	H	S	S			
Louisiana	B	H	H	H	S	S	S	H	S	
Maine	B	H	H	B	B	B	B	B	H	
Maryland	H	H	H	B	B	B	B	H	H	H
Massachusetts										
Michigan	B	B	B	B	S	B	B	S	S	S
Minnesota	B	B	B	B	B	B	B	B	B	B
Mississippi										
Missouri	B	B	H	H	B	B	H	B		
Montana	B	B	B	B	B	B	B	B	B	B

Table 96-4.9 Criteria Considered When Appointing Committee Members, cont'd.

State (1)	Preference of the member	Seniority in chamber	Tenure on the committee	Political party	Occupation	Experience	Competency or talent	Geographic location of the member's district within the state	Gender	Ethnic representation
Nebraska	S	S			S	S	S	S		
Nevada	B	B	B	B	B	B	B	B		
New Hampshire	B	H	B	B	S	B	B			
New Jersey	B	B	B	H	B	B	B			
New Mexico	B	B		S			H			
New York	B	B	B	B	B	B	B	B	H	H
North Carolina	H			H	H		H			
North Dakota	B	B	B	B			B	B		
Ohio	B	B	B	S	S	B	B			
Oklahoma	H	H	H	H	H	H	B			
Oregon	B	B	S	B	S	S	B			
Pennsylvania	B	B		B	S	S	S			
Rhode Island	S	S	S	S						
South Carolina	H	H	H	H	H	H	H		H	H
South Dakota	B	B	B	B	B	B	B	B	B	B
Tennessee	B	B	S	B	S	S	B	S	S	S
Texas	B	B	S			S	S		S	S
Utah	B	B	H	S	H	B	S	B		
Vermont	B	S	S			B	B			
Virginia	B	B	B	B	H	B		B		
Washington	B	B	B	B	H	B	B	H		
West Virginia	B	H	H	B	H	H	B	H	H	H
Wisconsin	B	B	B	B	B	B	B	B	H	H
Wyoming	S				S	S	S			

Table 96-4.9 Criteria Considered When Appointing Committee Members, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Note:

1. The following chambers did not respond to the survey: Delaware Senate, Georgia Senate, Massachusetts Senate and House, Mississippi Senate, North Carolina Senate, Rhode Island House, South Carolina Senate; nor did any legislatures from the U.S. territories respond.

Table 96-4.10 Proportional Representation on Committees

State (1)	Use proportional representation	Proportional representation is not required, but usually followed	Proportional representative is required by chamber rule
Alabama	H	H	
Alaska	B		B
Arizona	H	H	
Arkansas			
California	B	B	H
Colorado	B		B
Connecticut	B	B	
Delaware	H	H	
Florida	S	S	
Georgia			
Hawaii	H		H
Idaho	B	H	S
Illinois	B	B	
Indiana	S	B	
Iowa	B	B	
Kansas	B	H	S
Kentucky	B	S	H
Louisiana			
Maine	H	H	
Maryland	B	S	H
Massachusetts			
Michigan	B	B	
Minnesota	B	H	S
Mississippi			
Missouri	B	S	H
Montana	B	B	

Table 96-4.10 Proportional Representation on Committees, cont'd.

State (1)	Use proportional representation	Proportional representation is not required, but usually followed	Proportional representative is required by chamber rule
Nebraska	NA		
Nevada	B		H
New Hampshire	B		B
New Jersey	H	H	
New Mexico	B	S	
New York	B	S	H
North Carolina	H		H
North Dakota	B	B	
Ohio	B	S	H
Oklahoma	B	B	
Oregon	H	S	H
Pennsylvania	S		S
Rhode Island	S	S	
South Carolina			
South Dakota	B	B	
Tennessee	S	B	
Texas			
Utah	S	S	
Vermont	S	S	
Virginia	S		S
Washington	B	S	H
West Virginia	B	B	
Wisconsin	B	H	S
Wyoming	B		B

Table 96-4.10 Proportional Representation on Committees, cont'd.**Key:**

S=Senate

H=House or Assembly

B=Both chambers

Note:

1. The following chambers did not respond to the survey: Delaware Senate, Georgia Senate, Massachusetts Senate and House, Mississippi Senate, North Carolina Senate, Rhode Island House, South Carolina Senate; nor did any legislatures from the U.S. territories respond.

Table 96-4.11 Permanent Rules of Procedure for Committees

State (1)	Use permanent committee rules	Incorporated as part of the chamber rules	Printed as an addendum to the chamber rules	Printed as part of a legislator's manual	Printed as part of a committee chair's or members' guide	Adopted by a committee and printed as part of the committee minutes
Alabama	B	B				
Alaska						
Arizona	B	H				H
Arkansas	S	S				
California	B	B				S
Colorado	B	B				
Connecticut	B	B		S		
Delaware	H	H				
Florida	B	B				
Georgia						
Hawaii						
Idaho						
Illinois	B	B				
Indiana	B	B				
Iowa	B	B		S		H
Kansas	S	S				
Kentucky	B	B				
Louisiana	B	B				
Maine	B	H			S	H
Maryland	B	B				
Massachusetts						
Michigan	B	B			S	
Minnesota	B	B				
Mississippi	H					H
Missouri	H	H				
Montana						

Table 96-4.11 Permanent Rules of Procedure for Committees, cont'd.

State (1)	Use permanent committee rules	Incorporated as part of the chamber rules	Printed as an addendum to the chamber rules	Printed as part of a legislator's manual	Printed as part of a committee chair's or members' guide	Adopted by a committee and printed as part of the committee minutes
Nebraska	S		S			S
Nevada	S	S		S		
New Hampshire	H	H			H	
New Jersey	B	B				
New Mexico	B	B				
New York	B	B				
North Carolina	H	H			H	
North Dakota	B	B				
Ohio	B	B				
Oklahoma	B	B				
Oregon	B	B				B
Pennsylvania	B	B				
Rhode Island						
South Carolina	H					
South Dakota	B	B				
Tennessee	B	S				
Texas	B	H				S
Utah	B	B				
Vermont						
Virginia	B	B				
Washington	B	B				
West Virginia	B	B				
Wisconsin	B	B				
Wyoming	B				B	

Table 96-4.11 Permanent Rules of Procedure for Committees, cont'd.

Key:

S=Senate

H=House or Assembly

B=Both chambers

Note:

1. The following chambers did not respond to the survey: Delaware Senate, Georgia Senate, Massachusetts Senate and House, Mississippi Senate, North Carolina Senate, Rhode Island House, South Carolina Senate; nor did any legislatures from the U.S. territories respond.