



## MEMORANDUM

**To:** All House Members  
**From:** Speaker Larry Householder  
**Date:** April 23, 2020  
**Re:** Committee Protocol

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Committees of the Ohio House of Representatives will be resuming hearings effective the week of May 4.

I wanted to take a moment to share with you the protocols we have put in place for conducting House committees until further notice. These protocols will allow the House to conduct committee meetings while incorporating social distancing measures.

Please note that prior to committee meetings, the Capitol Square Review and Advisory Board (CSRAB) will ensure that committee rooms, as well as public restrooms and spaces in the vicinity of the committee rooms, have been thoroughly cleaned and disinfected. Additionally, committee iPads will be disinfected prior to each meeting and hand sanitizer will be made available to members and staff in each committee room.

### **ROOM USE**

Only committee rooms with adequate space for appropriate social distancing (6 feet apart) should be used, and only committee members and select staff should be present in the committee rooms in which meetings are held.

An overflow room will be available for each committee to hold witnesses, the general public, and any members of the press with appropriate social distancing. At a minimum, sound will be ported to those overflow rooms in order for attendees to follow the committee's proceedings. If available, CSRAB will provide TVs to broadcast committee proceedings. Press requests to capture photos or videos of committee should be made with the Chair prior to the committee meeting.

Additionally, committee hearings will be streamed on [OhioChannel.org](http://OhioChannel.org).

Due to the limited amount of useable committee rooms, Chair's offices will need to contact the

Clerk's Office as soon as possible to coordinate meeting dates and times. The number of committees meeting simultaneously will need to be limited to ensure adequate space.

### **MEMBERS & STAFF**

If any members are ill or will be unable to attend committee, they will need to inform the Chair's office of their absence as soon as possible so that I will have time to make membership changes, if necessary.

Members will be seated in a way that allows for appropriate social distancing. Some members will be seated at desks; others will be utilizing audience seats. A microphone will be available for committee members who are seated in the audience area but wish to ask a question of a witness.

Staff present in the committee room will be limited to the legislative aides of the Chair and Ranking Member and a majority and minority policy aide. LSC staff will work remotely but will be available to the committee. Sergeant-at-Arms, Clerk's Office, LIS, and House IT staff will be available, if needed. The legislative aide of the Vice Chair will be available to assist before and after committee and will be on stand-by in the overflow room during the meeting. The overflow room will be available for the legislative aides of the other committee members, if necessary, but they are encouraged to watch the committee meeting remotely.

### **PROCEDURE**

Committee Chairs are encouraged to leave the roll open on a committee report vote for those members who have checked in but are not present in the committee room, so that they may record their vote in the Clerk's Office after committee.

As a reminder, under House Rule 41, those members not present would not be able to vote later on motions that were offered in committee (i.e., to approve minutes, accept or reject amendments or sub bills, etc.).

Any witness wishing to offer testimony will need to submit their request to the Chair's office by 4:00 p.m. of the day prior to committee. This will allow the Chair's office time to formulate a schedule of witnesses prior to committee. Again, witnesses will be held in the overflow room while they wait for their name to be called to testify.

If you have any questions, please feel free to contact me