

# LEGISLATIVE COMMITTEE STRUCTURE

The New Jersey Legislature consists of two Houses: a 40-member Senate and an 80-member General Assembly. Each House establishes standing reference committees to consider bills and examine public policy in specific subject areas such as health; human services; environment; education; labor; military and veterans' affairs; and transportation. The Senate and General Assembly also form joint committees with members from both Houses. In a few instances, *ad hoc* committees may be created by passing a law or resolution to address special issues and make recommendations for legislative or administrative action.

The number and scope of committees and their respective membership are established in the rules of the House, and may change in each two-year legislative session.

The presiding officer of the House – the President of the Senate and the Speaker of the General Assembly – appoints committee chairs and committee members from the majority party. The Minority Leader recommends members who represent the minority party. The composition of the committee's membership reflects that of the House in regard to party affiliation. Legislators are usually appointed to a committee according to their expertise and interest in a particular subject.

The Office of Legislative Services (OLS) and offices of the majority and minority parties assign professional staff to serve as committee aides to provide administrative and research support. Committee aides are key contacts for obtaining information concerning pending committee action and operational protocol.

A list of legislative committees, their members, and professional staff aides is available on the Legislature's website (njleg.gov).

## COMMITTEE ACTION

Much of the discussion on the merits of a bill takes place in committee. The primary functions of a standing committee are to consider bills and resolutions and report them to the House; conduct investigations of State departments and agencies; and discern whether an agency's implementation of a law is in accordance with the Legislature's intent.

In considering a bill, a committee may decide to report the bill to the House or take no action. If the bill is reported, it may be advanced with no changes, with amendments, or by a committee substitute bill. All reported bills and resolutions are accompanied by a committee statement that contains a description of the bill's provisions and purpose; the nature of any amendments; and background information the committee may deem necessary. These statements are convenient sources of information for the public.

If a committee does not report a bill, it remains eligible for committee consideration at another time during the two-year legislative session.

## PUBLIC PARTICIPATION

Committee meetings are generally held on Mondays and Thursdays at the State House Annex. The public may provide input during most committee meetings and public hearings.

A committee meets at the call of the chair on a day and time set aside by the presiding officer. The rules of both Houses require that official committee action be taken in meetings open to the general public and specify notification timelines. Voting to report a bill out of committee requires an affirmative vote of the majority of committee members.

Public hearings may be held anywhere and at any time throughout the state. Bonds, ballot issues, and matters

that may have constitutional significance warrant public hearings. No voting or committee action takes place at the time of the hearing. Registration to provide testimony is generally requested well in advance of the hearing.

Testimony is recorded and transcribed at the discretion of the committee chair. Live and archived audio records of select meetings are available on the

Legislature's website (njleg.gov).

The New Jersey Legislative Calendar lists meeting times, locations, and agendas for all scheduled legislative activity, including committee meetings and public hearings. Copies are free of charge from OLS or online. The Legislature's website reflects the most recent information available.

## PROVIDING TESTIMONY

Legislators are interested in gathering information and insight from relevant parties involved with an issue. To make your testimony as effective as possible:

- **Become informed.** Track the status of proposed legislation on the Legislature's website (njleg.gov). The website provides information about the sponsorship and bill history, committee agendas, committee aides, and public hearing schedules. If you do not have computer access, call the Legislative Information and Bill Room or your legislative district office for assistance. (See contact information on back.)
- **Know the issue.** In addition to the original bill or resolution text, be aware of subsequent amendments or proposed changes. Consider opposing viewpoints and other alternatives, and be prepared to discuss the differences. Make sure your opinions can be substantiated with as many credible facts as possible.
- **Sign up to be a witness.** The committee chair establishes protocol for public testimony. Witnesses are encouraged to register prior to a public hearing or committee meeting to be scheduled in accordance with the chair's preference. In some cases, pre-registration may be mandatory. Contact the committee aide to confirm registration procedures. Generally, registered witnesses are given an opportunity to speak; however, the chair may limit the number of witnesses and duration of testimony.
- **Be prepared.** Arrive on time and familiarize yourself with the setting, participants, and procedures. Be sure to confirm the committee agenda a day before the scheduled meeting. Alert the committee aide in advance concerning any special needs, displays, or audio-visual equipment.
- **Present testimony.** Provide the committee with a written copy of your testimony. Your oral presentation should be brief and summarize only key points. Listen to testimony given by others who share your views and try not to repeat their remarks. The most engaging public speakers do not read their testimony. Use notes if necessary, but try to maintain eye contact with the committee members. Avoid jargon.
- **Be respectful and courteous.** Public hearings and committee meetings are official proceedings. Refrain from outbursts displaying your support or disapproval.

For information regarding access for visitors with special needs, please call the Administrative Unit of the Office of Legislative Services at 609-847-3350.

# HOW COMMITTEES WORK WITHIN THE LEGISLATIVE PROCESS

## 1 IDEA DEVELOPED

A legislator from either the Senate or General Assembly may sponsor a bill individually or at the suggestion of a constituent, interest group, public official, or the Governor. The legislator may ask other legislators in the same House to join as co-sponsors.

## 2 BILL DRAFTED

At the legislator's direction, the Office of Legislative Services, a non-partisan agency of the Legislature, provides research and drafting assistance, and prepares the bill in proper technical form.

## 3 BILL INTRODUCED

The prime sponsor delivers the bill to the House. Copies of the proposed bill are printed. The bill title is read aloud at the next session by the Senate Secretary or General Assembly Clerk. This is the first reading. The bill is made available in electronic form.

## 4 COMMITTEE REFERENCE

The President of the Senate or Speaker of the General Assembly usually refers the bill to a committee for review, but may send the bill directly to second reading to speed its consideration.

## 5 COMMITTEE ACTION

When scheduled by the chair, the committee considers the bill at an open public meeting. The committee may report the bill to the House as is, with amendments, or by a substitute bill. If not considered or reported, the bill remains in committee.

## 6 SECOND READING

When the bill is reported to the floor (or referred directly without committee review), its title is read aloud for the second reading. The bill can also be amended on the floor at this point.

## 7 THIRD READING

When scheduled by the President or Speaker, the bill is given a third reading. It is posted for a vote and members may debate the bill. To ensure thorough consideration, rules prohibit a second and third reading on the same day, except by an emergency vote of three-quarters of the members.

## 8 HOUSE VOTE

A bill passes each House when approved by a majority of the authorized members (21 votes in the Senate, 41 votes in the Assembly).

## 9 SECOND HOUSE

When a bill is delivered to the second House, it goes through the same process from first reading and committee referral through final vote. If the second House amends the bill, it is returned to the first House for a vote on the changes. A bill receives final legislative approval only when it passes both Houses in identical form.

## 10 GOVERNOR'S ACTION

After legislative passage, the bill is sent to the Governor. The Governor may sign it, conditionally veto it (returning it for changes), or veto it absolutely. The Governor may also veto single line items of appropriation bills.

## 11 LAW

A bill becomes law upon the Governor's signature or after 45 days if no action is taken. If the House of origin is not in session on the 45th day, the time is extended until it reconvenes. (Different rules apply to bills passed during the last 45 days of a two-year session.) If vetoed, a bill can become law if the Legislature overrides the veto by a 2/3 vote. A law takes effect on the day specified in its text or, if unspecified, the next July 4th.

## CONTACTING YOUR LEGISLATORS

Legislators value the opinions and suggestions of their constituents. Through their professionally staffed district offices, legislators respond to requests for information about legislative matters and provide assistance in dealing with State agencies.

To locate your legislator, go to the NJ Legislature's website, [njleg.gov](http://njleg.gov), or request a free Roster of Members by calling the Office of Legislative Services, Legislative Information and Bill Room:

**Call Toll-free:**  
800-792-8630

**Hearing Impaired:**  
Dial 711 for NJ Relay

**E-mail:** [leginfo@njleg.org](mailto:leginfo@njleg.org)

You may **call** or **write** to legislators at their district offices or:

c/o New Jersey Senate  
New Jersey State House  
P.O. Box 099,  
Trenton, NJ 08625-0099

or

c/o New Jersey General Assembly,  
New Jersey State House  
P.O. Box 098,  
Trenton, NJ 08625-0098

**NEW JERSEY LEGISLATURE**  
OFFICE OF LEGISLATIVE SERVICES

**Office of Public Information**  
State House Annex, P.O. Box 068  
Trenton, New Jersey 08625-0068  
[njleg.gov](http://njleg.gov)



## MAKING YOUR VOICE HEARD

Understanding the Public's Role in the Legislative Committee Process

**NEW JERSEY LEGISLATURE**  
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