

**Requests must be finalized and completed no later than April 5, 2019.**

## LEGISLATIVE REQUEST FOR INTERIM STUDY COMMITTEE

(Please Note: Requests will become public upon final approval of the requesting legislator. Working drafts are considered work product. It is assumed the Legislative Council Staff and the Office of Legislative Legal Services will provide staff support for any approved interim committees and legislative members will receive per diem and reimbursement of expenses. Prior to approval, the Legislative Council may modify the nature and scope of the interim study committee requested. Approved interim study committees are subject to Joint Rule 24A, Interim Committee Requirements – Voting Requirements – Electronic Participation.)

**To:** Legislative Council

**Requested by:** \_\_\_\_\_ [Name of sponsoring member]  
**With support of:** \_\_\_\_\_ [Name of supporting member(s)]

**Re:** Request for interim study committee regarding \_\_\_\_\_  
[insert subject matter]

**Date:** \_\_\_\_\_ [Date no later than April 5, 2019, the 92nd day  
of the 2019 legislative session)]

### Information Required Pursuant to Section 2-3-303.3, C.R.S.

I hereby request that an interim study committee be formed to study \_\_\_\_\_  
\_\_\_\_\_ [insert subject matter] during the  
interim between the 2019 and 2020 legislative sessions. The interim study committee would be  
named the “ \_\_\_\_\_ [insert name] interim study committee”.

The policy issues to be studied are:

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The interim study committee would need to meet \_\_\_\_\_ [#] times to study the issues.

The interim study committee should consist of \_\_\_\_\_ [#] members of the general assembly  
selected as follows:

- \_\_\_\_\_ [#] members of the Senate, with \_\_\_\_\_ [#] appointed by the President of the Senate, \_\_\_\_\_ [#] appointed by the majority leader of the Senate, and \_\_\_\_\_ [#] appointed by the minority leader of the Senate.
- \_\_\_\_\_ [#] members of the House of Representatives, with \_\_\_\_\_ [#] appointed by the Speaker of the House of Representatives, \_\_\_\_\_ [#] appointed by the majority leader of the House of Representatives, and \_\_\_\_\_ [#] appointed by the minority leader of the House of Representatives.

Nonlegislative members [will/will not] have a role in the interim study committee.

[If nonlegislative members will have a role:

- Briefly explain why their participation is needed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Specify what their role and responsibilities will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Identify who the nonlegislative members will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Specify how many nonlegislative members are necessary: \_\_\_\_\_.  
*(Unless otherwise specified, Joint Rule 24A (f) states that if any interim study committee includes nonlegislative members, a majority vote of the legislative members shall be required to recommend legislation.)*

A task force [is/is not] necessary to assist the interim study committee in studying the scope of policy issues described above.

[If a task force is necessary, please outline the members and composition of such a task force and briefly explain what the role and responsibilities of the task force will be. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(The task force may only include two legislative members, one from each political party. They must also be members of the interim study committee. Legislative members on a task force may not receive per diem, but are entitled to receive necessary travel costs.)*].

The interim study committee will need \_\_\_\_\_ [#] bills to address the issues it studies. [Note: The number of bills requested is subject to the limitations set forth in Joint Rule 24 (b) (1) (D).]

### **Additional Information Related to the Interim Study Committee Request**

Identify any agencies (other than legislative service agencies) that may be called upon to provide assistance or information to the interim study committee: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

The interim study committee would like to conduct \_\_\_\_\_ [#] meetings outside of the Denver metropolitan area to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_. [explain the need for committee travel here].

Thank you for your consideration of this request.

# Interim Study Committee - Preparation Checklist

Will Interim Study Committee meet ONLY during 2019 interim?

- NO - it will meet year-round or in multiple interims: Do not use this checklist and the Interim Study Committee Request form. The committee instead needs to be established by bill and receive an appropriation to cover its costs.
- YES, it will meet only in the 2019 interim and costs will be covered under existing appropriations: Continue with the rest of this checklist.

The following information is needed to complete the request to Legislative Council:

- Name of legislator submitting request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Name of legislator(s) supporting measure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- General subject matter to be studied by committee: \_\_\_\_\_  
\_\_\_\_\_
- Proposed name of committee: \_\_\_\_\_
- Number of times committee will need to meet: \_\_\_\_\_
- Number of legislative members on committee: \_\_\_\_\_
  - *Number of members appointed by Senate President:* \_\_\_\_\_
  - *Number of members appointed by Senate Majority Leader:* \_\_\_\_\_
  - *Number of members appointed by Senate Minority Leader:* \_\_\_\_\_
  
  - *Number of members appointed by House Speaker:* \_\_\_\_\_
  - *Number of members appointed by House Majority Leader:* \_\_\_\_\_
  - *Number of members appointed by House Minority Leader:* \_\_\_\_\_
- Will nonlegislative members have a role on the committee? YES / NO
  - *If YES, requesting legislator will need to identify the number of nonlegislative members and who they will be and also explain their role and responsibilities*
- Is a task force needed to assist the committee? YES / NO
  - *If YES, requesting legislator will need to outline the membership of the task force and explain its role and responsibilities.*
- Number of bills the committee will need to address the issue(s) studied: \_\_\_\_\_
- Will other state agencies be asked to provide assistance to the committee? YES / NO
  - *If YES, which agencies?* \_\_\_\_\_

- Will the committee need to conduct meetings outside the Denver metro area? YES / NO
  - If YES, how many meetings will be needed? \_\_\_\_\_  
Also explain need for committee travel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Names of any persons (e.g., lobbyists, aides, interns, other legislative staff) with whom the Office of Legislative Legal Services and the Legislative Council Staff may discuss this resolution request prior to its finalization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_