

DUTIES OF THE HOUSE OF DELEGATES COMMITTEES

1. Committee on Credentials and Rules of Order

- (a) This committee shall consist of an officially certified delegate and shall be appointed by the president at least ten (10) days in advance of each session.
- (b) It shall be the duty of this committee to:
 - (1) Determine and record the role of the House at each meeting, and to report at the time provided in the order of business.
 - (2) Conduct a hearing on any contest which may arise over the certification of a delegate or alternate delegate, and to report its recommendations to the House.
 - (3) Prepare a report, in consultation with the speaker and secretary of the House of Delegates, on matters relating to the order of business and special rules of order and report its recommendations to the House of Delegates.

2. Reference Committee

- (a) The Reference Committee, consisting of at least five (5) officially certified delegates, shall be appointed by the president at least ten (10) days in advance of each session. All districts shall be represented in the number of delegates so appointed.
- (b) It shall be the duty of the Reference Committee to consider reports referred to it, to conduct open hearings, and to report recommendations to the House of Delegates. The committee shall, as soon as possible, consider such business as may have been referred to it and shall report at the next meeting, or when called upon to do so. Reference Committee members should be prepared to be present for a virtual meeting at 6:30 p.m. on Monday, September 9. They shall also be available on Friday, September 13 through the conclusion of the House.

3. Tellers

Tellers should report to the Secretary at the House **one-half hour prior to** the convening of each session of the House. They are responsible for House decorum; distribution, collection, and counting of ballots; and distribution of printed material.