



VICE CHAIR
STEVEN S. CHOI, PH.D

MEMBERS
BENJAMIN ALLEN
MONIQUE LIMÓN
THOMAS J. UMBERG

California Legislature

SENATE COMMITTEE ON ELECTIONS AND CONSTITUTIONAL AMENDMENTS

SABRINA CERVANTES

CHAIR

CARRIE CORNWELL
STAFF DIRECTOR

SCOTT MATSUMOTO
PRINCIPAL CONSULTANT

RIDA SHAIKH
ASSISTANT

1020 N STREET, ROOM 533
SACRAMENTO, CA 95814
TEL (916) 651-4106

Committee Rules 2025-2026

OFFICERS

1. The officers of the Committee on Elections and Constitutional Amendments shall be a Chair, Vice-Chair, and Secretary (SR 21.5(a)).
2. The Chair shall preside at meetings when present except when the Committee is considering a bill of which they are the sole author or the lead author. Whenever the Chair is not presiding, the Vice-Chair shall assume the duties of the Chair. In the absence of both, a member designated by the Chair shall preside (SR 21.5 (b)).
3. The Secretary shall keep a complete record of the meetings and actions taken by the Committee. Bills and other measures favorably acted upon shall be reported to the Senate as expeditiously as the reports can be prepared (SR 21.5 (c)).
4. Pursuant to Section 9080 of the Government Code, the Secretary is the custodian of the Committee's legislative records. The Secretary shall preserve the Committee's current legislative records and may store the Committee's past legislative records with the State Archives. Members of the public requesting to examine Senate committee records on legislation must submit the request via email to Senate.Rules@sen.ca.gov, or by visiting 1020 N St., Room 250, Sacramento, CA 95814,
5. The Committee Assistant shall serve as Secretary of the Committee. The Chair may designate another staff person to serve as Secretary if needed.

MEETINGS

1. The Committee shall meet in regular session on the day and hour designated by the Committee on Rules. Adjourned meetings or special meetings shall be held at the time fixed in the adjourning motion, or, for a special meeting, on the call of the Chair (SR 21.5 (d)).
2. A special meeting may be called by the Chair, with the approval of the Committee on Rules, by giving reasonable notice to all members of the Committee, either in writing or by telephone, specifying the purpose of the meeting, the time and place thereof, and the matters to be considered at the meeting. Notice of hearing of bills as required by subdivision (a) of Joint Rule 62 may also be given in the Senate Daily File. A matter may not be considered at the

special meeting unless specified in the notice. A special meeting shall be scheduled so as to permit all members of the Committee to attend without conflict with other scheduled committee meetings (SR 21.5 (e)).

3. The Chair shall direct the order of presentation of the arguments for and against matters for consideration by the Committee, and shall permit questions to be asked by the various members of the Committee in an orderly fashion and in keeping with proper decorum (SR 21.5 (j)).
4. Every meeting of the Committee or subcommittee thereof where a vote is to be taken on a bill, or amendments to a bill, shall be public (JR 64).
5. The opportunity to record legislative meetings shall be provided to all persons in the public seating area of the hearing room. Members of the public other than accredited press representatives shall not record on the dais or in the witness testimony area of the hearing room. Supplementary lighting may be used only when existing lighting is deemed inadequate. Televising equipment shall not impede the Committee proceedings. Notice shall be provided to the Committee Chair pursuant to Senate Rule 21.8 when audio recording equipment or television cameras will be present and taping or filming.

The Chair may request any person to relocate or remove any object, or discontinue the use of any equipment, which is situated or used in such a manner as to disrupt the proceedings or obstruct the view of members of the Committee or the public. If any person fails to respond to a request of the Chair to relocate, remove, or discontinue the use of the objects or equipment, the Committee may, by majority vote of those present and voting, require it (SR 21.8 (6)).

CALENDAR

1. The Chair shall set the hearings of bills and arrange the calendar for Committee hearings. No action shall be taken on any measure outside of a duly constituted Committee meeting (SR 21.5 (g) (h)).
2. The calendar for a regular meeting shall be printed in the Senate Daily File on four consecutive calendar days prior to the date of the meeting (JR 62 (a)).

CONSENT CALENDAR

1. The following rules govern the placement of bills on the Committee's consent calendar: (JR 22.1)
 - a) The proposed consent calendar shall be made available to Committee Members, Authors, and the public at noon on the day prior to the hearing.
 - b) Any Committee Member may withdraw any bill from the consent calendar at any time prior to the vote on the consent calendar. Members may notify the Secretary before the

hearing or withdraw a bill at the hearing. The Secretary shall notify the bill's Author.

- c) A bill is eligible for the Committee's consent calendar if it has all of the following:
 - (1) Received a do-pass or do-pass as amended recommendation from the Committee to which it is referred, by unanimous vote of the committee membership.
 - (2) No opposition expressed by any person present at the committee meeting with respect to the final version of the bill as approved by the Committee,
 - (3) Will not be amended substantively at the hearing.
- d) At the Chair's direction, the Committee shall vote on the consent calendar during the hearing.

QUORUM

- 1. A majority of the membership of the Committee shall constitute a quorum. A vote of a majority of the membership of the Committee shall be required to table a bill, remove it from the table, or reconsider a vote on a bill (SR 21.5 (f)).
- 2. In the absence of a quorum, a majority of the Members present may order a quorum call of the Committee and compel the attendance of absentees. The Chair shall send the Sergeant at Arms for those members who are absent and not excused by the Senate (JR 62 (d)).

CALLS

- 1. The Chair of the Committee hearing a bill may, at any time, order a call of the Committee. Upon a request by any member of the Committee or the Author in person, the Chair shall order the call (JR 62 (d)).
- 2. When a call of a Committee is ordered by the Chair with respect to a particular bill, the Chair shall send the Sergeant at Arms, or any other person to be appointed for that purpose, for those members who have not voted on that particular bill and are not excused (JR 62 (d)).
- 3. A quorum call or a call of the Committee with respect to a particular bill may be dispensed with by the Chair without objection by any member of the Committee, or by a majority of the members present (JR 62 (d)).
- 4. If a motion is adopted to adjourn the Committee while the Committee is operating under a call, the call shall be dispensed with and any pending vote announced (JR 62 (d)).
- 5. The Secretary shall record the votes of members answering a call (JR 62 (d)).

AMENDMENTS

1. If the Committee adopts amendments other than those offered by the Author and orders the bill reprinted prior to its further consideration, the hearing shall not be the final time a bill may be set (JR 62 (b)).
2. An amendment to any bill before the Committee shall be either rejected or accepted on a majority vote of those members present. A rollcall vote on a motion to amend shall be taken only when requested by a member of the Committee or by the Author of the bill under consideration.
3. The Author may amend a bill prior to a hearing. The Author may amend a bill prior to a hearing. Author's amendments in Legislative Counsel form and signed by the author must be submitted to the Secretary by 12:00 noon at least seven (7) days prior to the hearing. The language submitted to Legislative Counsel must be shared with the committee, by 12:00 noon, at least eleven (11) calendar days prior to the hearing at which the bill is set. This procedure will enable Committee staff to properly analyze the bill and have the amended version of the bill in print in advance of the hearing. Bills for which amendments are submitted later than the deadline will be taken off calendar.

SETTING AND HEARING OF BILLS

1. Notice of hearing of bills shall be given to the Author and such other persons requiring notice. Bills will not be considered in the absence of the Author without the author's consent,(SR 21.5 (h)).
2. A bill may be set for hearing no more than three times. A bill is "set" whenever notice of the bill's hearing has been published in the Senate Daily File for one or more days. A bill is not considered "set" if the File specifically designates that the bill's hearing is "testimony only" (JR 62 (a)).
3. If a bill is set for hearing and the Committee, on its own initiation and not the Author's, postpones the hearing on the bill, such hearing shall not be counted as one of the three times a bill may be set (JR 62 (a)).
4. Bills or other legislative measures will not be set until the Committee background information worksheet, including copies of support and opposition letters, have been completed and returned to the Committee Secretary.
5. Letters of support and opposition must be received by the Committee **by 3 p.m. on Thursday of the week prior to its regularly scheduled hearing** to be reflected in the Committee analysis. It is the responsibility of the Author's office and/or organization to provide updated letters if an amendment has been made. If updated position letters are not submitted or cannot be verified, they will not be listed in the committee analysis. Letters may be submitted electronically, hand delivered to Room 533 of the Legislative Office Building, or through United States Postal Service delivery or other delivery service.

- a) For bills that are heard in the Committee and recommended to the floor and bills amended in the Assembly and returned to the Senate floor for concurrence, it is the responsibility of the Author's office to provide all position letters to this Committee. Letters may be submitted electronically, hand delivered to Room 533 of the Legislative Office Building, or through United States Postal Service delivery or other delivery service. If updated position letters are not submitted or cannot be verified, they will not be listed in the floor analysis.

VOTE IN COMMITTEE

1. Voting on the disposition of bills, constitutional amendments, concurrent resolutions, and joint resolutions by committee shall be by rollcall vote only. All rollcall votes taken in Committee shall be promptly transmitted to the Secretary of the Senate (SR 28.7).

The provisions of this rule shall not apply to:

- a) Procedural motions that do not have the effect of disposing of a bill.
 - b) Withdrawal of a bill from a Committee calendar at the request of an Author.
 - c) A committee's return of a bill to the Senate, if the bill has not been voted on by the Committee.
2. Votes may be taken once a motion has been made and recognized by the Chair.
 - a) Once the roll is open, there will be no more discussion or debate on the bill.
 - b) There may be a substitute motion to amend the bill only before the roll on the first motion has been opened.
 - c) No motion is in order, including the amendment of a bill, once the roll has been opened.

RECONSIDERATION

1. When a bill fails to get the necessary votes to pass it out of Committee or upon failure to receive reconsideration, it shall be returned to the Secretary of the Senate and may not be considered further during the session (JR 62 (a)).
2. Reconsideration may be granted only one time after the Committee has voted on a bill. Reconsideration may be granted within 15 legislative days or prior to the interim study joint recess, whichever first occurs (JR 62 (a)).

3. Further consideration of a bill which has been voted out of a Committee or defeated, shall be by reconsideration only as follows (SR 21.5 (k)):
 - a) A motion to reconsider a vote by which a bill is voted out shall be in order and shall be voted upon at the same meeting. If such a motion is carried by a vote of a majority of the Committee, the bill may be considered at that meeting, provided the Author is present, or at a subsequent meeting.
 - b) The procedure for reconsideration of a bill that has been defeated shall conform to the requirements of subdivision (a) of Joint Rule 62. Any bill, for which reconsideration has been granted pursuant to this subdivision, shall not be heard again until a subsequent meeting of the Committee after being calendared in the Daily File and notice being given in the same manner as that required to set a bill. This requirement does not apply to a bill voted out of Committee upon which reconsideration has been granted and which is considered at the same meeting.
 - c) The rules regarding reconsideration may not be suspended by the Committee.

COMMITTEE BILLS

1. The Committee may introduce a bill germane to any subject within the proper consideration of the Committee in the same manner as any Member. A Committee bill shall contain all of the signatures of the members of the Committee. The Committee may amend into a bill related provisions germane to the subject and embraced within the title and, with the consent of the Author, may constitute that bill a committee bill (SR 23 (a) (b)).
 - a) All entities who submit language for consideration in a committee bill must submit in writing to the Committee a complete and thorough overview of the proposed language which includes justification for the statutory change and the actual language requested for inclusion in a committee bill.
 - b) Committee staff shall review all submitted proposals and consult with the minority caucus staff and Committee member offices to determine the provisions that are suitable for inclusion in committee bills.
 - c) Requesting entities will be notified of the Committee's decision regarding including the proposed language. Major and lengthy provisions will not be considered after the committee bill has left the house of origin unless there is a strong and compelling argument for the change.

SUBCOMMITTEES

1. The Chair may appoint, with the permission of the Committee on Rules, subcommittees of one or more Members to consider and recommend to the full Committee action on matters as may

be assigned to the subcommittee for consideration from time to time by the Chair. The Chair may assign and reassign Members of, and matters to, the various subcommittees. The recommendation of a subcommittee may be accepted by the affirmative vote of a majority of the members of the Committee (SR 21.5 (o)).

OTHER RULES

1. Provisions of Committee rules may not be waived or suspended by members of the Committee.
2. The Committee may adopt additional rules, that are not in conflict with Senate Rule 21.5 or any other rules (SR 21.6).
3. In all cases not provided for by these rules, the Senate Rules, the Joint Rules of the Senate and Assembly, or statute, the authority shall be the latest edition on Mason's Manual.

Adopted by the Senate Committee on Elections and Constitutional Amendments on, April 1, 2025.



SENATOR SABRINA CERVANTES
Chair