

# Health and Human Services Finance Committee

Representative Matt Dean, Chair

## Committee Rules for the 2017-2018 Legislative Session

1. Regularly scheduled meetings will meet at 1:00 PM on Tuesdays, Wednesdays, and Thursdays in Room 200 State Office Building. The chair will make every effort to start meetings promptly. Additional meetings may be scheduled at the call of the Chair.
2. Proper decorum will be maintained in the committee hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Discussions should be taken outside the committee hearing room. Cellular phones and electronic devices must be turned on silent inside the committee hearing room. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.
3. The Chair may determine time limits on debates, testifiers, and time allowed for bills and amendments. The Chair will determine the order and number of testifiers. The Chair has the authority to terminate a presentation at any time if the Chair feels that the issue or matter has been adequately addressed.
4. It is the responsibility of the author of a bill referred to this committee to submit a request **via email** for a hearing to the Committee Administrator. Hearings may be granted at the Chair's discretion.
5. Individuals wishing to testify before the committee should notify the Committee Legislative Assistant by 5 PM the day before the hearing. Every effort will be made to accommodate testifiers who have traveled from Greater Minnesota and non-lobbyist testifiers.
6. Authors are expected to contact their own testifiers and notify the Committee Legislative Assistant by 5:00 PM the day prior to the committee meeting for which the testifiers will be presenting.
7. All amendments are to be pre-filed, via email, with the Committee Administrator **by 1:00 PM the day before the hearing**. An amendment is considered public once it is turned in. Amendments will be available for review on the committee's website as soon as possible prior to the meeting. To ensure proper format, Members are encouraged to have amendments drafted by House Research staff or the Revisor's Office. Please allow staff enough time to draft your amendments in order to meet the 1:00 PM deadline.
8. Exceptions to the 1:00 PM amendment deadline and minor oral amendments may be accepted during hearings at the discretion of the Chair.
9. Materials left on the table after the meeting will be removed and recycled unless placed in the "SAVE" portion of the committee folder.
10. Requests for interim per idem and expense reimbursement for committee business other than meetings called by the Chair require prior approval and requests should be submitted in writing to the Committee Administrator.
11. The woosack and mace for the Vice-Chair are purely ceremonial and need not be in place for the committee to be in order.
12. The Chair may amend rules at his discretion.