

**2017-2018 COMMITTEE PROCEDURES**  
**MN House Education Innovation Policy Committee**  
**Chair: Rep. Sondra Erickson**

**Meetings:**

1. Meetings will begin promptly at their scheduled time.
2. The Committee's scheduled time is from 8:15 to 10:00 AM on Tuesdays and Thursdays but may reconvene later in the day. Additional days may be added as needed subject to proper public notice.
3. When unable to attend a committee hearing, members will be noted as "excused" if they notify the Committee Legislative Assistant (CLA) or Committee Administrator (CA) in advance of the meeting. Otherwise, members will be noted as "absent" in the meeting minutes.
4. Appropriate decorum is expected. All presentations, discussions, and questions during committee hearings must "go through" and be recognized by the Chair.
5. Unless placed in the "Save" folder, materials left in folders or on the table after meetings will be removed and recycled. Additional copies of materials handed out at meetings will be kept by the Committee Legislative Assistant.
6. Presenters or members of the public are encouraged to provide all handout materials to be offered in committee to the CA 24 hours in advance in both a paper and electronic format, preferably a Word document.

**Bill Hearings:**

7. It is the responsibility of a bill's author to submit a written request for a hearing to the CA. Authors are expected to contact their own witnesses and notify the CLA in advance of the hearing.

**Amendments:**

8. All substantive amendments must be given to the CA by 3:00PM the day before the committee meeting for which a bill has been scheduled for hearing. If you are unable to meet the 24-hour amendment rule, you must notify the Chair to request a waiver of the rule. Members are encouraged to have all amendments drafted by the Revisor of Statutes or House Research staff. An amendment will be considered public once it is turned in unless the amendment's author indicates otherwise.
9. Minor oral amendments will be accepted during hearings at the discretion of the Chair. A written copy of the amendments must be given to the CLA during the hearing.

**Per Diem:**

10. Request for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require approval and should be submitted to the Chair or CA.