

MINNESOTA HOUSE ENVIRONMENT & NATURAL RESOURCES POLICY & FINANCE COMMITTEE

Representative Denny McNamara, Chair

Committee Rules 2015-2016 Legislative Session

1. Regularly scheduled committee meetings begin at 8:15 a.m. and end at 10:00 a.m. on Tuesday, Wednesday and Thursday in Room 5 of the State Office Building. The Chair will make every effort to start each meeting promptly at the scheduled time. Additional meetings may be scheduled at the call of the Chair.
2. If a member cannot attend a hearing and the Committee Legislative Assistant is notified, it will be counted as an excused absence. It is the responsibility of the members coming late to the committee hearing to notify the Committee Legislative Assistant they are present. If members leave the committee hearing room, they should notify the Committee Legislative Assistant where they will be in case of a quorum call.
3. Bill authors must submit an e-mail request for a hearing to the Committee Administrator. In the subject line of the e-mail please use the following format: HEARING REQUEST: HFXXXX, AUTHOR'S LAST NAME. Please include an estimate of how much committee time the bill will need. It is the responsibility of the author to arrange his or her own testifiers. Please notify the Committee Administrator, by e-mail, the names, titles, and organization of the testifiers the day before the hearing. Testifiers who need audio-visual or other equipment should inform the Committee Legislative Assistant of their specific requirement at least 24 hours before the hearing.
4. All amendments must be pre-filed, via e-mail, with the Committee Administrator by 3 p.m. the day before the hearing. If you are unable to meet the amendment pre-filing rule, you must notify the Chair to request a waiver of this rule, which may be granted at the Chair's discretion. The pre-filing rule does not apply to amendments to amendments. Minor oral amendments may be accepted during hearings at the discretion of the chair. To ensure proper formatting, Members are encouraged to have amendments drafted by the Revisor's Office or House Research staff. An amendment is considered public once it is turned in. As per House Rule 6.21, the Chair will determine if an amendment to any bill or to any amendment is germane or substantive, or may let the committee decide.

5. Materials to be presented to the Committee in connection with any bill should be given to the Committee Legislative Assistant the day before the committee hearing scheduled on the matter, in either paper or electronic form (electronic is preferred). If that is not possible, 75 copies of any such materials should be brought to the committee room at the time of the scheduled hearing and provided to the Committee Legislative Assistant. The first copies of any written materials should be given to the Chair.
6. All presentations, discussions, and questions during committee hearings must go through the Chair.
7. The Chair will determine the length for debate on any question or issue, the time for examining witnesses, and the length of time allowed for any bills and amendments. The Chair will determine the order and number of witnesses that can make presentations before the committee and has the authority to terminate a presentation at any time the Chair feels that the issue or matter has been adequately addressed. Individuals wishing to testify before the committee should notify the Committee Administrator by 3 p.m. the day before the hearing.
8. Quiet must be maintained in the committee hearing room. Cell phones and pagers should be turned to an inaudible mode, and kept away from the microphones as they interfere with the sound system. Please take any discussions outside of the hearing room. Signs, noise, or demonstrations that disrupt the work of the Committee may result in removal from the hearing room.
9. Members should be respectful of other Members and testifiers, including not reading newspapers or other correspondence during meetings. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.
10. Materials left on the table after the meeting will be removed and recycled unless placed in the "SAVE" portion of the committee folder.
11. Requests for interim per diem and expense reimbursements for committee business, other than meetings called by the Chair, require prior approval and should be submitted to the Committee Administrator in writing.

COMMITTEE STAFF

Amy Zipko, Committee Administrator	361 SOB	651-296-4091
Greg Exley, Committee Legislative Assistant	365A SOB	651-296-4375
Brad Hagemeyer, Fiscal Analyst	373 SOB	651-296-7165
Janelle Taylor, House Research	600 SOB	651-296-5039
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