**Capital Investment Committee**

**2015 – 2016 Legislative Session**

**Committee Rules**

**Representative Paul Torkelson, Chair**

1. Committee meetings will begin promptly at their scheduled times.
2. Proper decorum will be maintained in the committee hearing room. All activity will go through the Committee Chair. Take extraneous discussions outside the committee hearing room. Audible cellular phones and electronic devices may not be used inside the committee hearing room.
3. When unable to attend a committee hearing, members will be recorded as “excused” if they notify the Committee Legislative Assistant in advance of the meeting. Otherwise members will be recorded as “absent” in the minutes.
4. It is the responsibility of the bill’s author to submit a written request for a hearing to the Committee Administrator or Committee Legislative Assistant. Authors are expected to contact their own witnesses and provide their witnesses’ names and position titles to the Committee Administrator in advance of the hearing.
5. Prior to a bill’s hearing, authors need to request a fiscal note from Minnesota Management and Budget for any legislation or amendment with a possible fiscal impact.
6. 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.
7. 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.
8. All amendments must be in writing and provided to the Committee Administrator at least 24 hours prior to the committee meeting for which a bill has been scheduled for hearing. To ensure proper form, amendments should be drafted by the Revisor or House Research staff. Minor oral amendments may be accepted during hearings at the discretion of the Chair. A written copy of the amendment shall be provided to the Committee Legislative Assistant during the hearing.
9. Written materials intended to be presented to the Committee must be provided to the Committee Legislative Assistant at least 24 hours prior to the committee hearing scheduled on that matter.
10. The Committee Chair will determine time limits on debates, witnesses, and times allowed for bills and amendments. The Chair will also determine the order and number of witnesses. 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.
11. Items that members wish to save must be placed in your save folder. Items remaining on the table after the committee meeting will be discarded.
12. The Chair may amend the rules at his discretion and will provide notification of such amendments to committee members.

**Committee Staff**

Gavin Hanson, Committee Administrator 383 SOB 651-296-4172

Kelly Kemper, Committee Legislative Assistant 381A SOB 651-296-2220

Andrew Lee, Fiscal Analyst 325 SOB 651-296-4181

Deborah Dyson, House Research 600 SOB 651-296-8291

Brian Rosenblatt, GOP Research 448L SOB 651-296-9468

Jenny Nash, DFL Research 248I SOB 651-296-4122