**2015-2016 State Government Finance Committee Rules**

**Chair: Representative Sarah Anderson**

1. Meetings will be held at the call of the Chair. Meetings will be held promptly.
2. A member who will be unable to attend a committee hearing must notify the committee legislative assistant at the earliest possible opportunity in order to be marked “excused” in the meeting minutes. When members arrive, or depart while a hearing is in session, they must check in with the committee legislative assistant.
3. All amendments must be submitted in writing to the committee administrator prior to the hearing in which the corresponding bill has been scheduled. Members submitting amendments less than 12 hours before the scheduled hearing and after 8 pm the previous day must provide 50 paper copies of the amendment and send an electronic copy for dissemination to the public. Minor oral amendments may be accepted during hearings at the discretion of the chair.
4. All amendments must have the amendment’s author clearly indicated on all copies provided for committee use.
5. Materials presented to the committee must be provided to the committee legislative assistant no later than 24 hours prior to the hearing. An electronic copy is appreciated.
6. All discussion must go through the Chair.
7. The committee folders will not leave the committee room. Any materials not left in the “save” folder will be discarded following the hearing.
8. 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.
9. It is the responsibility of a bill’s chief author to submit a written request for a hearing to the Committee Administrator. Please include a comprehensive list of testifiers. Individuals wishing to testify before the committee should notify the Committee Administrator 24 hours before a hearing.
10. Any of the committee rules may be waived at the discretion of the Chair.

**COMMITTEE STAFF**

**Adam Seidel, Committee Administrator 576 SOB 651-296-1544**

**Kelly Johnson, Committee Legislative Assistant 583A SOB 651-296-9471**

**Helen Roberts, Fiscal Analyst 322 SOB 651-296-4117**

**Mark Shepard, House Research 607 SOB 651-296-5051**

**Brian Cook, GOP Research 448C SOB 651-296-4180**

**Jim Gelbmann, DEM Research 248B SOB 651-296-7427**