

Health Finance and Policy Committee
2023-2024 COMMITTEE RULES AND PROCEDURES
Representative Tina Liebling, Chair
Josh Sande, Committee Administrator
Krysta Niedernhofer, Committee Legislative Assistant

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, established custom and usage, or Mason's Manual of Legislative Procedure.
2. Meetings will begin promptly at their regularly scheduled times. The Chair may schedule additional meetings, or recess and reconvene a meeting on the same day, as necessary to complete the committee's work.
3. Members are expected to attend all meetings. The roll will be noted and recorded in the minutes. When unable to attend a committee hearing, members should notify the Committee Legislative Assistant or Committee Administrator in advance of the meeting and will be noted as "excused" in the minutes. Members who arrive after attendance has been taken must notify the Committee Legislative Assistant to ensure they are recorded as present.
4. Proper decorum will be maintained in the committee hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Private 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.
5. The Chair may set 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 if the Chair feels that the issue or matter has been adequately addressed.
6. It is the responsibility of the author of a bill referred to this committee to submit a request for a hearing to the Committee Administrator **via email**. Hearings may be granted at the Chair's discretion.
7. Individuals wishing to testify before the committee should notify the Committee Legislative Assistant or Committee Administrator. Every effort will be made to accommodate testifiers who have traveled a long distance and non-lobbyist testifiers. At her discretion, the chair may set an earlier deadline for testifiers to sign-up.
8. Bill authors are expected to contact their own testifiers and notify the Committee Administrator by 5:00 PM the day prior to the committee meeting for which the testifiers are presenting.
9. Substantial amendments should be filed in advance if possible. Amendments will be considered even if not pre-filed. However, the Chair reserves the right to impose a pre-file rule at her discretion.
10. The Chair may accept minor oral amendments during hearings. A written copy of minor oral amendments must be given to the Committee Legislative Assistant during the

hearing. House Research staff shall repeat the oral amendment and explain what it does.

11. Materials left on the table after the meeting will be removed and recycled unless placed in the "SAVE" portion of the committee folder.
12. Requests for interim per diem 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.
13. The Chair may amend the rules at her discretion.