

WORKFORCE DEVELOPMENT FINANCE AND POLICY COMMITTEE
2023-2024 COMMITTEE RULES AND PROCEDURES
Representative Jay Xiong, Chair

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 and the roll will be called for attendance. When unable to attend a committee hearing, members will be noted as "excused" if they notify the Committee Legislative Assistant and Committee Administrator in advance of the meeting. Otherwise, members will be noted as "absent" in the minutes. After the roll is called to determine member attendance, the roll will remain open until the hearing is adjourned. Members who arrive after attendance has been taken must notify the Committee Legislative Assistant and Committee Administrator in order to ensure they are recorded as present.
4. Appropriate decorum will be expected. All activity will go through the Chair.
5. All handouts must be provided electronically to the Committee Legislative Assistant and Committee Administrator at least 24 hours prior to the start of a committee meeting. Handouts should be in accessible (Optical Character Recognition) format for posting to committee webpage. Contact the Committee Administrator for more information on acceptable electronic formats.
6. Materials left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file within each folder. The Committee Legislative Assistant will try to save non-committee documents/folders that may have inadvertently been left behind. At least one copy of materials provided to the committee members will be kept by the Committee Legislative Assistant.
7. It is the bill author's responsibility to email a hearing request to the Committee Legislative Assistant and Committee Administrator for each bill they want heard. Hearings may be granted at the Chair's discretion.
 - The hearing request should be submitted via e-mail to the Committee Legislative Assistant and Committee Administrator. The subject line of the e-mail should be formatted as follows: HEARING REQUEST: HFXXXX, AUTHOR'S LAST NAME.
 - Bill authors must arrange their own testifiers and provide to the Committee Legislative Assistant and Committee Administrator with testifier contact information.

8. All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator no later than 24-hours on the business day before the meeting. An amendment is considered public once it is turned in and will be available for review on the Committee's webpage as soon as possible prior to the meeting. To ensure proper format, members must have amendments drafted by House Research or the Revisor. Please allow staff enough time to draft your amendment in order to meet the amendment deadline.
9. 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. The House Researcher shall repeat the oral amendment and explain what it does.
10. The Chair may establish time limits on debates, testifiers, and the time allowed for bills and amendments. The Chair will also determine the order and number of testifiers. 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. During hearings, quiet must be maintained in the committee hearing room. Please take any discussions you might have outside of the room. Audible cellular phones and other electronic devices may not be used inside the hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room. Beverages, but not food items (unless provided to committee), are permitted in the room.
12. If an individual, other than a registered lobbyist, has traveled from Greater Minnesota to testify on an agenda item, the Chair may move that agenda item up to accommodate the individual.
13. 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.
14. The Chair may waive or amend these rules at the Chair's discretion