**Health and Human Services Policy Committee**

Representative Peter Fischer, Chair

Representative Luke Frederick, Vice Chair

Committee Rules for the 2023-2024 Legislative Session

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. Regularly scheduled meetings will be at 1:00 PM on Mondays and Wednesdays in Room 200, State Office Building. The Chair will make every effort to start and end meetings on time. Additional meetings may be scheduled at the call of the Chair.

3. Members are expected to attend all meetings, and the Committee Administrator should be notified about planned absences if possible. Members who arrive after the beginning of the meeting should ensure they are recorded as present with the Committee Legislative Assistant.

4. Proper decorum will be maintained in the committee hearing room. All presentations, discussion and questions must go through and be recognized by the Chair. Private discussions should be taken outside of 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 **via email** for a hearing to the Committee Administrator. Hearings will be granted at the Chair’s discretion.

7. Individuals wishing to testify before the committee should notify the Committee Legislative Assistant and the Committee Administrator by:

 - 8:30 AM the day of the hearing for Monday hearings **or**

 - 5:00 PM the day before the hearing for Wednesday hearings

Every effort will be made to accommodate in-person testifiers who have traveled a long distance, non-lobbyist testifiers, and (if applicable) virtual testifiers.

8. Bill authors are expected to arrange their own testifiers and notify the Committee Legislative Assistant and Committee Administrator by

 - 8:30 AM the day of the hearing for Monday hearings **or**

 - 5:00 PM the day before the hearing for Wednesday hearings

9. Testifiers and groups submitting written testimony or materials must – in order to have them distributed to members, staff, and the public – submit them to the Committee Legislative Assistant and Committee Administrator by 8:30 AM the day of the hearing for both Monday and Wednesday hearings.

All effort must be made by those submitting written testimony to combine materials into one document. Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable file formats.

10. Members and the public can expect to have meeting materials distributed by the Committee Legislative Assistant and the Committee Administrator in the following ways:

 - printed materials for members and staff of the committee and members of the public will be available in the committee room during hearings

 - electronic materials for members and staff of the committee will be distributed one hour prior to a committee hearing via email

 - electronic materials will be posted on the committee web page for each individual hearing at least one hour prior to a committee hearing

11. All substantive amendments are to be received by the Committee Administrator in electronic format by

 - 5:00 PM the Friday before the Monday hearing in which a bill is scheduled to be heard **or**

 - 1:00 PM the day before the hearing for the Wednesday hearing in which a bill is scheduled to be heard

Amendments to amendments must be received electronically by the Committee Administrator no later than three hours before the bill’s scheduled committee hearing begins. It is the Chair’s prerogative to allow amendments of a corrective or technical nature during a hearing that have not met this rule.

12. Material left on the table after the meeting will be removed and recycled unless placed in the “SAVE” portion of the committee folder.

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 the rules at their discretion.