

Judiciary Finance & Civil Law Committee
Co-Chairs: Representative Peggy Scott & Representative Tina Liebling
Rules and Procedures
2025 – 2026

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, Mason's Manual of Legislative Procedure, or established custom and usage.
2. Meetings will begin promptly at their regularly scheduled times. During the legislative session, committee meetings are scheduled on Tuesdays and Thursdays from 10:15AM – 12PM in Hearing Room G3 of the Minnesota State Capitol. The presiding Chair may recess and reconvene a meeting on the same day as necessary to complete the committee's work.
3. The gavel shall alternate between the Co-Chairs for every regularly planned hearing. The Co-Chair presiding over a meeting sets the agenda for that meeting. The Co-Chairs may schedule additional meetings with the approval of the Speaker and DFL Leader.
4. Members are expected to attend all meetings. When unable to attend a committee hearing, members will be noted as "excused" in the minutes if they notify the Committee Legislative Assistant and Committee Administrator of the presiding Co-Chair. Otherwise, members will be noted as "absent" in the minutes. Members must be present in the committee room for any amount of time during the course of the hearing to be considered present. Reasonable exceptions will be made in extenuating circumstances.
5. Appropriate and respectful decorum is required. All presentations, discussions and questions must go through and be recognized by the presiding Co-Chair.
6. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant of the presiding Co-Chair by 12PM the day before a scheduled committee meeting, unless waived by the presiding Co-Chair. Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrators for more information about acceptable electronic formats. If financial circumstances make it infeasible for a testifier to provide electronic versions of written materials as outlined above, reasonable exceptions may be made at the discretion of the presiding Co-Chair.
7. Individuals wishing to testify before the committee should notify the Committee Administrator of the presiding Co-Chair by 12PM the day before the scheduled hearing. Written testimony is encouraged and can be accepted up to 24-hours after the hearing adjourns.
8. Materials left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file within each committee member's folder. The Committee Legislative Assistant of the presiding Co-Chair will try to save non-committee documents/folders that may have inadvertently left behind. At least one copy of materials provided to the committee will be kept by the Committee Legislative Assistants.
9. Unless a roll call is requested, approval of minutes, amendments, and motions will be adopted/not adopted by a voice vote. If a roll call is requested, the Committee Legislative Assistant of the presiding Co-Chair will call the name of each member, and the member will respond with their vote.

10. It is the bill author's responsibility to email a hearing request to the Committee Administrators and Committee Legislative Assistants for each bill they want heard. Hearings may be granted at each Co-Chair's discretion.

11. All amendments must be received by the Committee Administrator of the presiding Co-Chair in proper and electronic form by 4PM the business day prior to the scheduled committee meeting during which the underlying bill is being heard. 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. All amendments shall be provided to the Committee Administrator of the presiding Co-Chair ahead of time, whether the amendment is considered substantive or not.

12. The presiding Co-Chair may accept minor oral amendments during hearings. A written copy of the oral amendment must be given to the Committee Legislative Assistant of the presiding Co-Chair during the hearing. The House Researcher shall repeat the oral amendment and explain what it does.

13. The presiding Co-Chair may establish time limits on debates, testifiers, and the time allowed for bills and amendments. The presiding Co-Chair will also determine the order and number of testifiers. The presiding Co-Chair has the authority to terminate a presentation at any time if they feel that the issue or matter has been adequately addressed.

14. Quiet must be maintained in the committee hearing room. Verbal discussions should occur outside of the committee rooms. Audible cell phones and other electronic devices may not be used inside the hearing room. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room.

15. For in-person meetings, if an individual other than a registered lobbyist, has traveled a long distance to testify on an item on an agenda, the presiding Co-Chair may move that agenda item to accommodate the individual's testimony.

16. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Co-Chairs require prior approval, and requests should be submitted in writing to both Committee Administrators.

17. Anyone requiring ADA accommodations, or an interpreter, should make the request as soon as possible to the Committee Administrator of the presiding Co-Chair to allow for accommodations to be made in time for the hearing. All reasonable efforts will be made to make the work of the committee accessible for all.

18. These rules may be waived or amended when agreed upon by both Co-Chairs.