

Health Finance and Policy Committee
2021-2022 COMMITTEE RULES AND PROCEDURES
Representative Tina Liebling, Chair
Patrick McQuillan, Committee Administrator
Krysta Niedernhofer, Committee Legislative Assistant
Mondays 1-2:30 PM; Tuesdays and Wednesdays: 3-4:30 PM

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.

For remote meetings:

- Remote hearings will be livestreamed for public access.
 - Committee members, presenters, and other testifiers are asked to join the meeting via Zoom 5-10 minutes prior to the scheduled start to allow staff time to verify that technology is functioning properly, and that all participants are identified and named correctly.
 - The Chair will give House Public Information Services a 10 second cue before the meeting starts. Hearings will "go live" 5 seconds after the Chair gives the 10 second cue.
3. Members are expected to attend all meetings. 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. 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.

For remote hearings:

- Please use the "raise hand" function to be recognized on Zoom meetings or send an email to the Committee Administrator at Patrick.McQuillan@house.mn, or otherwise seek recognition if that function is not available.

- Members, staff and witnesses should keep their line muted except when addressing the Chair or committee.
5. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant at least 24 hours prior to the start of a committee meeting. Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable electronic formats.

For remote hearings:

- All committee materials will be posted on the Committee's webpage and emailed separately to members and staff prior to the start of the hearing.
6. For remote hearings, the Chair will establish a deadline by which testifiers must contact the Committee Administrator to sign up to testify. Staff will arrange for the testifier to join the video remote hearing as appropriate. Written testimony is encouraged and will be posted on the committee webpage prior to the meeting.
 - If a member presenting a bill would like to have a member of the public or another resource person available to testify, the member must notify the Committee Administrator with the person's name and email address and committee staff will give the person the proper protocols for participation.
 - **Only the Committee Administrator or Committee Legislative Assistant may forward the Zoom link to meeting participants.** Members or other staff may not forward the Zoom link under any circumstances.
 7. For in-person hearings, 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.
 8. For remote hearings, unless a roll call is requested the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution. If a roll call is requested, or the Committee is taking final action on a bill or resolution, the Committee Legislative Assistant will call the name of each member, the member will repeat their name and state their vote and the Committee Legislative Assistant will then repeat the name and the vote.
 9. Hearings may be granted at the Chair's discretion. To request a bill hearing, a request must be submitted via e-mail to the Committee Administrator and

Committee Legislative Assistant. The subject line of the e-mail should be formatted as follows: HEARING REQUEST: HFXXXX, AUTHOR'S LAST NAME. Include an estimate of how much time the bill will need and whether testifiers will accompany the author. It is the bill author's responsibility to email a hearing request to the Committee Administrator and Committee Legislative Assistant for each bill they want heard.

- Bill authors must arrange their own testifiers and provide the Committee Administrator with testifier contact information. See Rule #5
10. All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator no later than 24-hours prior to the start of the hearing. For Monday hearings, amendments must be submitted by 4 pm on the previous Friday. 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.
 11. 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 should repeat the oral amendment and explain what it does. The Chair may waive or extend the time limit for amendments in the interest of fairness or efficiency, at her discretion.
 12. 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, and may change the order to facilitate testimony from members of the public who have traveled to attend the hearing. 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.
 13. For in-person 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.
 14. 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.
 15. The Chair may waive or amend these rules at the Chair's discretion.