

Judiciary Finance & Civil Law Committee

Chair: Representative Jamie Becker-Finn

Rules and Procedures

2021-2022

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. The Chair may schedule additional meetings as necessary to complete the committee's work. During the legislative session, committee meetings are scheduled on Tuesdays and Thursdays from 8:30 AM – 10:00 AM. Until further notice, all committee hearings will be held remotely; if in-person meetings resume, they will be held in Room 200 of the State Office Building.

For remote meetings:

Committee members, presenters, and other testifiers should 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 named correctly. Committee members are expected to attend remote hearings via computer with video capabilities whenever possible; the Chair discourages committee attendance via phone.

The Chair will give House Public Information Services a :10 second cue before the meeting starts. Hearings will "go live" at the :05 second mark.

3. Members are expected to attend all meetings. If a member is not able to attend, the Committee Legislative Assistant and the Committee Administrator should be notified in advance of the meeting by email. Members who notify the Committee Legislative Assistant or the Committee Administrator in advance that he or she is unable to attend a meeting, will be listed in the minutes as excused. All other absences will be marked "unexcused." Members who arrive late for the meeting must notify the Committee Legislative Assistant and Committee Administrator in order to ensure they are recorded as present. The roll may be called for attendance.

For remote hearings:

During remote meetings, a member should send an email to the Committee Administrator and Committee Legislative Assistant if they arrive after attendance has been taken or the meeting has commenced.

4. Appropriate and respectful decorum is required. All discussion will go through the Chair.

For remote hearings:

Please use the "raise hand" function to be recognized on Zoom meetings; if that is unavailable you may send an email to the Committee Administrator at Rachel.Ganani@house.mn, or otherwise seek recognition. Members, staff and testifiers should keep their line muted except when addressing the Chair or committee. During voting, Members are expected to unmute/mute themselves. If necessary, an open line may be muted by committee staff if ambient noise or other distractions disturbs the work of the committee.

5. A scheduled testifier must provide, at least 24 hours prior to the start of a committee meeting, accessible (Optical Character Recognition) electronic versions of any handouts to be distributed or presented to committee members. Contact the Committee Administrator for more

information about acceptable electronic formats. For an in-person hearing, handouts and written testimony should be emailed to the Committee Administrator and Committee Legislative Assistant 24 hours in advance of the committee start time or at least 50 hard copies must be provided to the Committee Administrator and Committee Legislative Assistant no later than 5 pm the day before the scheduled meeting. At the Chair's discretion, individuals testifying before the committee who are unable to adhere to this deadline may distribute handouts prior to their testimony.

If financial circumstances make it impossible for a testifier to provide electronic versions of written materials as outlined above, reasonable exceptions may be made at the discretion of the Chair.

For remote hearings:

All materials will be posted to the Committee webpage and emailed separately to members and staff prior to the hearing. Individuals wishing to testify before the committee should notify the CA by 5 pm the day before the scheduled hearing. During remote committee meetings, testifiers may be expected to wait in the Zoom "waiting room" until their bill or agenda item is before the committee.

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 help answer questions, the member must notify the Committee Administrator with the person's name and email address by 5pm the day prior to the hearing. Only the Committee Administrator or Committee Legislative Assistant should forward the Zoom link to meeting participants. Members or other staff should not forward the Zoom link under any circumstances.

6. For in-person hearings, material 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. For remote hearings, unless a roll call is requested, the committee will take voice votes on motions to adopt minutes or 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 to ensure that it was heard correctly and is recorded properly.
8. It is the responsibility of the bill author to submit an email request for a hearing to the Committee Administrator. Hearings may be granted at the Chair's discretion. Bill authors must arrange their own testifiers and notify the Committee Administrator at least 24 hours before the hearing who will be testifying on their bill, and whether the author's testifiers require audio-visual or other equipment.
9. All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator in **proper and electronic form by 10:00am the day prior to the scheduled committee 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. All amendments shall be provided to the CA ahead of time, whether the amendment is considered substantive or not.

10. Exceptions to the deadline set forth in Rule 9, and minor oral amendments, will be accepted during hearings at the discretion of the Chair. A written or emailed copy of minor oral amendments must be given to the Committee Legislative Assistant during the hearing. The House Researcher should repeat the oral amendment before any action is taken on the amendment.
11. 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. During remote committee meetings, testifiers may be expected to wait in the Zoom “waiting room” until their bill or agenda item is before the committee.
12. For in-person meetings, quiet must be maintained in the committee hearing room. Verbal discussion should occur outside of the committee 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 are permitted in the hearing room. Members and staff are expected to dispose of their own trash.
13. 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 Chair may move that agenda item to accommodate the individual’s testimony.
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. Anyone requiring ADA accommodations, or an interpreter, should make the request as soon as possible 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.
16. The Chair may waive or amend these rules at the Chair’s discretion.