

**MINNESOTA HOUSE OF REPRESENTATIVES  
WAYS AND MEANS COMMITTEE**

Representative Paul Torkelson, Co-Chair  
Representative Zack Stephenson, Co-Chair

Representative Kristin Robbins, Co-Vice Chair  
Representative Esther Agbaje, Co-Vice Chair

**Committee Rules for the 2025-2026 Legislative Session**

1. The following rules and parliamentary procedures for this committee are supplemented by the Rules of the House of Representatives, Agreement of House Organization and supplemental provisions, established custom and usage, and Mason's Manual of Legislative Procedure.
2. For purposes of the rules and procedures, unless otherwise stated, the "Chair" refers to the Co-Chair holding the gavel for the hearing or meeting.
3. During the legislative session, standing committee meetings are scheduled for Mondays from 10:15 to Noon in Room 120 of the State Capitol. Meetings will begin promptly at their regularly scheduled times. The Co-Chairs may schedule additional meetings, or recess and reconvene a meeting on the same day outside the normal committee schedule, consistent with the Agreement of House Organization and supplemental provisions, and approval by the Speaker.
4. Members are expected to attend all meetings in person, with remote attendance subject to House Rules. Attendance will be taken by the Committee Legislative Assistant. Excused absences are at the discretion of the Chair, and Members requesting to be excused must notify the House DFL and House Republican Committee Administrator prior to the hearing.
5. Appropriate and respectful decorum is required. All presentations, discussions and questions must go through and be recognized by the Chair.
6. All handouts must be emailed to the House DFL Committee Administrator and Committee Legislative Assistant and the House Republican Committee Administrator and Committee Legislative Assistant by 12 PM (noon) the business day before the committee meeting, unless otherwise waved or altered by the Chair. Handouts must be in PDF format with Optical Character Recognition (OCR) capability for posting to the committee webpage. Contact the Committee Administrators for more information about acceptable electronic formats. The Chair may waive the noon deadline for handouts, but handouts received after noon on the business day before the committee meeting might not be printed for committee members and the public.
7. All committee materials will be posted on the Committee's webpage whenever practicable. Paper copies of committee materials will be provided to committee members and staff in committee folders.
8. Public testimony is rarely scheduled in the Ways and Means Committee. If, by agreement of the Chairs, public testimony is permitted on an issue, the Chairs will determine the parameters of such testimony.

- Testimony is assumed to be in-person. The Chair may allow and arrange for remote testimony. Remote testifiers, when allowed by the Chair, will keep their line muted except when addressing the Chair or committee.
- Written testimony is encouraged and will be posted on the committee webpage prior to the meeting and included in materials provided to members of the committee, whenever practicable.
- Members presenting a bill to the committee may request a co-author, or another member be allowed to present the bill.

9. All amendments must be received by the House DFL and House Republican Committee Administrators and Committee Legislative Assistants by 3:00 PM on the previous Friday for Monday meetings, unless otherwise waived or altered by the Chair.

For additional hearings and meetings that may be scheduled, amendments must be received by the House DFL and House Republican Committee Administrators and Committee Legislative Assistants at least 24 hours ahead of the meeting, unless otherwise waived or altered by the Chair.

An amendment is considered public once it is submitted and will be available for review on the Committee's webpage as soon as practicable prior to the meeting. Each amendment must include a listed author at the time of submission. To ensure proper format, members must have amendments drafted by House Research or the Revisor.

10. The Chair may accept minor oral amendments during hearings at the Chair's discretion. 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.

11. The Chair may establish time limits for bills and presentations, including discussion time, and time for amendments.

12. Unless a roll call is requested, all votes taken in committee will be by voice.

13. Members are responsible for submitting a hearing request for any and each bill in the committee's possession. Hearing requests must be submitted in writing via email to the House DFL and House Republican Committee Administrators and Committee Legislative Assistants for each bill they want heard. Hearings may be granted at the Chair's discretion.

- Bill Hearing Requests by email should include "HEARING REQUEST: HFXXXX, MEMBER LAST NAME in the subject line and should include an estimate of the time needed to present the bill.

14. 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 House DFL and House Republican Committee Legislative Assistants 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 House DFL and House Republican Committee Legislative Assistant for their respective hearings.

15. Quiet and decorum must be maintained in the committee hearing room. Discussions by those in the audience must be taken outside of the room. Audible cellular 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. Beverages, but not food items (unless provided to the committee), are permitted in the room.

16. The Chair may alter the order of the posted agenda to accommodate bill authors, testifiers, and presentations.

17. 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 House DFL and House Republican Committee Administrators.

18. The Co-Chairs may waive or amend these rules at their agreed-upon discretion, and consistent with the Agreement for House Organization and supplemental provisions.