**2019-20 Committee Rules and Procedures**

**House Agriculture & Food Finance and Policy Division**

**Chair: Rep. Jeanne Poppe**

RESPECT: The single most important rule for this committee is to be RESPECTFUL of each other, of the process, of our testifiers, and constituents.

All activity will go through the chair.

Appropriate dress and decorum will be expected.

Please limit the use of cell phones, laptops, electronic devices, during your time in committee. If you must communicate in this manner for an extended period of time, please remove yourself from the committee room.

Beverages, but not food items (unless provided by/to the committee) are permitted in the committee room.

PROMPT AND COURTEOUS: Regularly scheduled meetings begin at 9:45 a.m. and end at 11:15 a.m. on Tuesdays and Thursdays in Room 200 of the State Office Building. The Chair will make every effort to start and end hearings on time. Please note: The Committee Administrator will inform the committee if the hearing is expected to be televised.

When unable to attend a committee hearing, committee members are asked to notify the Committee Legislative Assistant (CLA) or Committee Administrator (CA) in advance of the meeting. Notification is necessary to be listed as “excused”, no notice will result in members being noted as “absent” in the minutes.

Unless placed in the “SAVE” folder, materials left in folders or on the table after the meeting will be removed and recycled. Additional copies of materials handed out at meetings will be kept by the CLA.

Requests for interim per diem and expense reimbursements for committee business other than committee meetings called by the chair require prior approval and should be submitted to the Chair or the CA.

Bill authors shall submit a written request for a hearing to the CA. Authors are expected to contact their own witnesses and provide their witnesses’ names and position titles to the CA in advance of the hearing.

All amendments must be given to the CA at least 24 hours prior to the scheduled hearing. Members are encouraged to have amendments drafted by the Revisor or House Research staff prior to the hearing. An amendment will be considered public once it is turned in.

The Chair, in consultation with the minority lead, has the discretion to accept amendments that are submitted late.

Minor oral amendments may be accepted during hearings at the discretion of the Chair. A written copy of an oral amendment shall be given to the CLA during the hearing.

Presenters or members of the public are encouraged to provide all handout materials to the CLA by 2 pm the day before the hearing in both a paper and electronic format. Materials not provided in advance must be accompanied by 50 copies for the members, staff, and public. Written materials are subject to approval by the Chair before distribution to the Committee.