Minnesota House of Representatives
Subcommittee on Mining, Forestry & Tourism
Representative Chris Swedzinski, Chair

Committee Rules for the 2017-2018 Legislative Session

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives and Mason's Manual of Legislative Procedure.

2. Committee meetings will begin promptly at the scheduled time. The chair will make every effort to start meetings promptly.

3. If a Member is unable to attend a committee meeting, the Member shall notify the Committee Legislative Assistant to be noted as "excused" in the minutes. After the roll is called, the roll will remain open for absent members until the hearing is adjourned. Members who are late for the attendance roll must notify the committee legislative assistant in order to ensure they are recorded as present. All other absences will be marked "unexcused."

4. Proper decorum will be maintained in the committee hearing room. All presentations, discussions and questions must go through and be recognized by the Chair. Discussions should be taken outside the committee hearing room. Signs, noise, or demonstrations that disrupt the work of the Committee may result in removal from the hearing room. Cellular phones and electronic devices must be turned on silent inside the committee hearing room. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.

5. The Chair may determine time limits on debates, testifiers, and time allowed for bills and amendments. The Chair will 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.

6. It is the responsibility of the author of a bill referred to this committee to submit a request for a hearing via e-mail to the Committee Administrator. 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. Hearings may be granted at the Chair's discretion.

7. Authors are expected to arrange their own testifiers and notify the Committee Administrator via e-mail by 3:00 PM the day before the hearing who will be testifying to their bill, and if audio-visual or other equipment is needed.

8. Individuals wishing to testify before the committee should notify the Committee Administrator by 3:00 PM the day before the hearing. Every effort will be made to accommodate testifiers who have traveled from Greater Minnesota and non-lobbyist testifiers.

9. All amendments are to be pre-filed, via email, with the Committee Administrator by 3:00 PM the day before the hearing. An amendment is considered public once it is turned in. Amendments will be available for review on the committee's web page as soon as possible prior to the meeting. To ensure proper format, Members are encouraged to have amendments drafted by House Research staff or the Revisor's Office. Please allow staff enough time to draft your amendments in order to meet the 3:00 PM deadline.

10. Exceptions to the 3:00 PM amendment deadline, and minor oral amendments during hearings, may be granted at the discretion of the Chair.

11. Any written materials to be distributed to or presented to committee members should be given to the Committee Legislative Assistant by 3:00 PM the day before the hearing in an accessible electronic version (Word, Excel, original PDF), unless waived by the Chair. If that is not possible, 75 copies of such materials should be brought to the committee room at the time of the scheduled hearing and be provided to the Committee Legislative Assistant.

12. Materials left on the table after the meeting will be disposed of unless placed in the "SAVE" portion of the committee folder.

13. Requests for interim per idem 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.