

# AGRICULTURE FINANCE & POLICY COMMITTEE

Monday and Wednesday ♦ 1:00-2:30 pm  
Rep. Mike Sundin, Chair

## 2021 RULES/PROCEDURES

1. Meetings will begin promptly at their regularly scheduled times and will be livestreamed for public access.
2. When unable to attend a committee hearing, members will be noted as “excused” if they notify the Committee Legislative Assistant (CLA) and Committee Administrator (CA) in advance of the meeting. Otherwise members will be noted as “absent” in the minutes.
3. Appropriate decorum will be expected. All activity will go through the Chair. Please use the “raise hand” function to be recognized on Zoom. Members, staff and witnesses should keep their line muted except when called on or voting.
4. All substantive amendments are due to the CA by 4:00 PM the day before the scheduled hearing (4:00 PM on Friday for a Monday hearing). Members are encouraged to have all amendments drafted by the Revisor or House Research staff. The Chair, in consultation with the minority lead, has the discretion to accept amendments that are submitted late. If you are unable to meet the 4:00 PM amendment rule, you must notify the Chair or CA to request a waiver of the rule. An amendment will be considered public once it is turned in.
5. Minor oral amendments will be allowed during hearings at the discretion of the chair. A written copy of the amendments should be given to the CLA and/or CA during the hearing.
6. It is the responsibility of the author to submit, via e-mail, a written request for hearing to the CLA and CA. Authors are expected to contact their own witnesses/resource people and notify the CA of their email contact information in advance of the hearing so they can be provided with meeting connection information and meeting protocols. Author handouts must be submitted in Optical Character Recognition format by 4:00 PM the day before the hearing (4:00 PM on Friday for a Monday hearing).
7. Those who wish to testify on scheduled bills must contact [nancy.conley@house.mn](mailto:nancy.conley@house.mn) by 4:00 PM the day before the hearing (4:00 PM on Friday for Monday hearings) for remote meeting participation protocols. Depending on the number of interested parties, testimony may be limited. Written testimony is encouraged. Any written/printed documents submitted for distribution must be accessible to the public (Optical Character Recognition) and should be submitted consistent with timelines above. Contact the CA for more information about acceptable electronic formats. All materials will be posted to the Committee webpage and emailed separately to members and staff prior to the hearing.
8. Unless a roll call is requested, the committee will take voice votes on motions to adopt minutes and to amend a bill or resolution. Roll calls will be taken on final action of bills.
9. 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.
10. All other rules and procedures will be enforced at the discretion of the Chair.