**Local and Property Tax Division**

Chair: Representative Diane Loeffler

Committee Rules for the 2019-2020 Legislative Session

1. The Chair will make every effort to start committee meetings at their scheduled time.
2. Members are expected to attend all meetings. When unable to attend a committee hearing, members will be noted as “excused” if they notify the Committee Legislative Assistant (CLA) in advance of the meeting. Otherwise members will be noted as “absent” in the minutes.
3. Written materials relevant to the daily committee agenda should be given to the CLA in electronic form by noon on Friday for Monday’s meeting. Members are asked to remind outside creators of materials that we reproduce in black and white and as such all charts and graphs shall be designed to be understandable in greyscale.
4. In order to have sufficient copies for members, staff and the public, individuals bringing materials printed outside shall deliver 75 copies by noon on Friday. At the Chair’s discretion, individuals testifying before the committee who are unable to adhere to this deadline, may request that handouts be distributed to members.
5. Materials left in folders after a meeting will be removed and recycled unless they are placed in the “SAVE” file within each committee packet. At least one copy of materials provided to the committee will be kept by the CLA.
6. It is the responsibility of the author of a bill to submit a written request for a hearing to the committee administrator. The subject line of the email should be: HEARING REQUEST, HFXXX, Author’s last name. Include an estimate of how much time the bill will take. Hearings may be granted at the Chair’s discretion. Authors are expected to contact their own witnesses and provide their witnesses’ name and position titles to the Committee Administrator by noon on Friday, taking into consideration the timeframes established for the bill. Members of the public wishing to testify should notify the Committee Administrator before noon on Friday.
7. Amendments are to be drafted by the Revisor or the House Research staff. While there is no 24 hour rule for amendments, members are encouraged to respect the demands on our staff and as much as possible to prepare amendments in advance for inclusion in the committee folders. If they are not included in the folders in advance, the proposer must provide 70 copies. An amendment will be considered public once it is turned in unless the amendment’s author indicates otherwise.
8. Minor oral amendments may be accepted during hearings. A written copy of minor oral amendments must be given to the CLA during the hearing.
9. The Chair may establish time limits on debates, witnesses, and times allowed for bills amendments. The Chair will also determine the order and number of witnesses. 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.
10. Proper decorum is expected. All presentations, discussions, and questions must go through and be recognized by the Chair. Quiet must be retained in the committee hearing room. Please take any private discussions outside the hearing room. Audible cellphones and other electronics should be turned to silent mode to avoid disruptions. Beverages, but not food items (unless provided to the entire committee) are permitted in the committee room.
11. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior written approval, and requests should be submitted in writing to the Committee Administrator.
12. The Chair may amend the rules at her discretion.

Committee staff:

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