# MINNESOTA HOUSE OF REPRESENTATIVES

# EDUCATION FINANCE COMMITTEE

Representative Jenifer Loon, Chair Representative Peggy Bennett, Vice Chair

# Committee Rules for the 2017-2018 Legislative Session

1. The Education Finance Committee will meet in Room 5 of the State Office Building at 1:00 p.m. on Tuesday, Wednesday and Thursday during Session, unless otherwise indicated by the Chair. Additional hearings may be scheduled at the call of the Chair.
2. All presentations, discussions, and questions during committee hearings must “go through” and be recognized by the Chair.
3. In order to guarantee distribution for committee hearings, please make sure that materials to be presented in committee are submitted to the Committee Legislative Assistant at least 24 hours prior to the scheduled committee hearing. Materials brought to a hearing that are not submitted in advance must be accompanied by 75 copies for the members, staff, and public, and delivered to the Committee Administrator.

4. Bill authors must email requests for a hearing 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. Authors are responsible for arranging their own testifiers and must provide the names and position titles of testifiers to the Committee Administrator at least 24 hours prior to the scheduled committee hearing.

1. Amendments must be submitted in electronic format and provided to the Committee Administrator and Committee Legislative Assistant at least 24 hours prior to the hearing in which the corresponding bill has been scheduled. To ensure proper form, members are encouraged to have all amendments drafted by the Revisor or House Research staff. Minor oral amendments may be accepted during hearings at the discretion of the Chair. The Chair may waive or alter this rule at her discretion.

6. Materials left in committee folders, or left on the table after meetings, will be removed and recycled unless they are placed in the “SAVE” folder. Additional copies of materials handed out at meetings will be kept by the Committee Legislative Assistant and made available upon request.

7. Requests for interim per diem and expense reimbursement for committee business other than committee meetings called by the Chair require prior approval and should be submitted in writing to the Committee Administrator.