

Higher Education Finance & Policy Division
2019-2020 Legislative session
Committee Rules
Representative Connie Bernardy, Chair
Representative Laurie Pryor, Vice Chair

1. All rules and parliamentary procedures for the Higher Education Finance & Policy 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. During the legislative session, regular committee meetings are scheduled on Tuesdays and Wednesdays from 2:30 to 4:00pm in Room 10 of the State Office Building. Additional meetings may be scheduled at the call of the Chair.
3. Members who are unable to attend will be recorded as "excused" only if they notify the Committee Administrator or Committee Legislative Assistant ahead of the meeting. Otherwise members will be recorded as "absent" in the minutes.
4. Proper decorum will be maintained in the committee hearing room at all times. All activity must go through and be recognized by the Committee Chair. Cell phones should be turned to silent. Calls or extraneous discussions should be held outside of the committee room. Signs, noise, or demonstrations that disrupt the work of the committee may result in removal from the hearing room.
5. The author of a bill must submit a written request for a hearing to the Committee Administrator. Hearings will be scheduled at the Chair's discretion. Authors are expected to contact their own witnesses and provide their witnesses' names and titles to the Committee Administrator at least 24 hours in advance of the hearing.
6. Prior to a bill's hearing, the author must request a fiscal note from the Minnesota Management and Budget Office for any legislation or amendment with a potential fiscal impact.
7. All amendments must be provided in writing to the Committee Administrator at least 24 hours prior to the bill's hearing. Amendments must be drafted by the Revisor of Statutes or House Research staff to ensure proper format. This 24 hour provision may be waived at the discretion of the chair for minor technical and oral amendments.
8. Electronic and written materials intended for presentation must be submitted to the Committee Administrator at least 24 hours prior to the committee hearing in which they are to be presented. Any materials not received by this deadline should be printed (50 copies) and given to the Committee Legislative Assistant or the Committee Page prior to the start of the hearing. Materials given in this manner will be distributed DURING the presentation.

9. The Committee Chair will determine time limits on debates, witnesses, and times allowed for bills and amendments. The Chair will also determine the order and number of witnesses. The Chair may terminate a presentation at any time if she feels that the issue or matter has been adequately addressed.
10. Items that members wish to save must be placed in the “Save” section of their committee folder. All other materials will be discarded following the committee meeting.
11. Members and staff are expected to be respectful of other members and testifiers. This includes refraining from reading newspapers, texting, or holding extraneous conversations during hearings and public testimony.
12. The Chair may amend the rules at her discretion and will provide notification of any amendments to the Committee Rules to all committee members

Higher Education Finance & Policy Committee Staff

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