**2015-2016 COMMITTEE RULES AND PROCEDURES**

Health and Human Services Reform Committee

Representative Tara Mack, Chair

Representative Roz Peterson, Vice-Chair

1. Regularly scheduled meetings will meet at 2:45 PM on Tuesdays and Wednesdays in Room 200 State Office Building. The chair will make every effort to start meetings promptly.
2. During the hearing, all presentations, discussions and questions must go through and be recognized by the Chair.
3. The Chair may determine time limits on debates, testifiers, and times allowed for bills and amendments. The Chair will also 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.
4. The public is welcome to testify. Testifiers should check in with the Committee Legislative Assistant. Every effort will be made to accommodate testifiers who have traveled from Greater Minnesota and non-lobbyist testifiers.
5. **It is the responsibility of the author of a bill referred to this committee to submit a request via email for a hearing to the Committee Administrator.** Hearings may be granted at the Chair’s discretion. As time allows, the Chair may, at her discretion, add bills to the agenda prior to the author’s hearing request. All efforts will be made to notify the author at least one week prior to their bill being heard in order to allow for sufficient time to gather testifiers and materials.
6. Authors are expected to contact their own testifiers and notify the Committee Administrator by 5:00 PM the day prior to the committee meeting for which the testifier will be presenting.
7. **All amendments are to be given to the Committee Administrator** **in electronic format by 2:45 PM the day prior to the committee meeting** for which a bill has been scheduled for a hearing in order to allow committee staff to prepare materials for the meeting. Amendments will be available for review on the committee’s website as soon as possible prior to the meeting.
8. Exceptions to the 2:45 PM amendment deadline and minor oral amendments may be accepted during hearings at the discretion of the Chair. A written copy of amendments should be given to the Committee Legislative Assistant during the hearing.
9. To ensure proper format, Members are encouraged to have amendments drafted by House Research staff. Please allow staff enough time to draft your amendments in order to meet the 2:45 PM deadline.
10. Requests for interim per diem and expense reimbursement for committee business other than meetings called by the Chair require prior approval and should be submitted to the Chair or Committee Administrator.
11. The Chair may amend the rules at her discretion.