**2015-2016 Veterans Affairs Division Committee Rules**

**Chair: Representative Bob Dettmer**

1. Meetings will be held at the call of the Chair. Meetings will be held promptly.
2. A member who will be unable to attend a committee hearing must notify the committee legislative assistant at the earliest possible opportunity in order to be marked “excused” in the meeting minutes. When members arrive, or depart while a hearing is in session, they must check in with the committee legislative assistant.
3. All amendments must be submitted in writing to the committee administrator prior to the hearing in which the corresponding bill has been scheduled.
4. All amendments must have the amendment’s author clearly indicated on all copies provided for committee use.
5. Written materials presented to the committee must be provided to the committee legislative assistant no later than 24 hours prior to the hearing.
6. All discussion must go through the Chair.
7. The committee folders will not leave the committee room. Any materials not left in the “save” folder will be discarded following the hearing.
8. Requests for interim per diem and expense reimbursements for committee business – other than meetings called by the Chair – require prior approval and should be submitted to the committee administrator.
9. It is the responsibility of a bill’s chief author to submit a written request for a hearing.
10. Any of the committee rules may be temporarily waived at the discretion of the Chair.

**COMMITTEE STAFF**

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