

MINNESOTA HOUSE WAYS AND MEANS COMMITTEE

Representative Jim Knoblach, Chair

Committee Rules

90th Legislative Session – 2017/2018

1. The Ways and Means Committee will generally meet on Mondays at 10:15 AM in Room 200 of the State Office Building and other times and places at the call of the Chair. The Chair will make every effort to start each meeting promptly at the scheduled time.
2. If a member cannot attend a hearing it will be counted as an excused absence. It is the responsibility of the members coming late to the committee hearing to notify the Committee Legislative Assistant they are present. If members leave the committee hearing room for what they anticipate to be more than a brief period, they should notify the Committee Legislative Assistant where they will be in case of a quorum call.
3. A bill author must submit a completed written request for a hearing to the Committee Administrator. Please include an estimate of how much committee time the bill will need. It is the responsibility of the author to arrange his or her own testifiers. Please notify, in writing, the Committee Administrator of the names, titles, and organization of the testifiers the day before the hearing. Testifiers who need audio-visual or other equipment should inform the Committee Legislative Assistant of their specific requirement at least 24 hours before the hearing.
4. All substantive amendments must be given to the Committee Legislative Assistant 24 hours in advance of the hearing. For Ways & Means meetings that are held on Monday the amendment deadline is 4:00 P.M. the preceding Friday. If you are unable to meet the 24-hour amendment rule, you must notify the Chair to request a waiver of this rule, which may be granted at the Chair's discretion. This 24 hour rule does not apply to amendments to amendments. Minor oral amendments may be accepted during hearings at the discretion of the chair. To ensure proper format, Members are encouraged to have amendments drafted by the Revisor's Office or House Research staff. All amendments must include the name of the author. An amendment will be considered public once it is turned in though the author's name may be kept private until the amendment is offered if requested. As per House Rule 6.21, the Chair will determine if an amendment to any bill or to any amendment is germane or substantive, or may let the committee decide.
5. Materials to be presented to the Committee in connection with any bill should be given to the Committee Legislative Assistant the day before the committee hearing scheduled on the matter, in either paper or electronic form (electronic is preferred). If that is not possible, 75 copies of any such materials should be brought to the committee room at the time of the scheduled hearing and provided to the Committee Legislative Assistant. The first copies of any written

materials should be given to the Chair, the Committee Administrator, and the Fiscal Analyst.

6. All presentations, discussions, and questions during committee hearings must go through the Chair.
7. The Chair will determine the length for debate on any question or issue, the time for examining witnesses, and the length of time allowed for any bills and amendments. The Chair will determine the order and number of witnesses that can make presentations before the committee and has the authority to terminate a presentation at any time the Chair feels that the issue or matter has been adequately addressed. Individuals wishing to testify before the committee should notify the Committee Administrator 24 hours before a meeting.
8. Quiet must be maintained in the committee hearing room. Cell phones and pagers should be turned to an inaudible mode, and kept away from the microphones as they interfere with the sound system. Please take any discussions outside of the hearing room. Signs, noise, or demonstrations that disrupt the work of the Committee may result in removal from the hearing room.
9. Members should be respectful of other Members and testifiers, including not reading newspapers or other correspondence during meetings. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.
10. Materials left on the table after the meeting will be removed and recycled unless placed in the "SAVE" portion of the committee folder.
11. 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 in writing.

COMMITTEE STAFF

Craig Stone, Committee Administrator	468 SOB	651-296-5367
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