

Fraud Prevention and State Agency Oversight Policy Committee
Representative Kristin Robbins, Chair

Committee Rules and Procedures for the 2025-2026 Legislative Session

1. All Rules and Parliamentary Procedures for this committee are as specified in the Rules of the House of Representatives, established custom and usage, or Mason's Manual of Legislative Procedure.

2. Meetings will begin promptly at the regularly scheduled time. The Chair may schedule additional meetings, or recess and reconvene meetings on the same day, as necessary to complete the committee's work.

3. Attendance:

- a) Members are expected to attend all hearings.
- b) If a member is not able to attend, the Committee Legislative Assistant or the Committee Administrator should be notified in advance of the meeting. Members who notify the committee legislative assistant or the committee administrator in advance that they are unable to attend a meeting will be listed in the minutes as excused. All other absences will be marked as unexcused.

4. Invitation to Other Members

The Chair of the Committee may invite other Members to attend any public hearing. A Member invited to attend a hearing may ask questions of witnesses but is not permitted to vote. The Chair of the Committee shall give reasonable notice of such invitations to the Minority Lead of the Committee.

5. Hearing Decorum:

- a) All presentations, discussions, and questions must go through and be recognized by the Chair.
- b) Quiet must be maintained in the committee hearing room. Any discussions you might have should be conducted outside of the room. Audible cellular phones and other electronic devices may not be used inside the hearing room. Signs, noise, or demonstrations that disrupt the committee's work may result in removal from the hearing room.
- c) Beverages, but not food items (unless provided to the committee), are permitted in the room.

6. Hearings:

All questions put to witnesses before the Committee shall be relevant to the subject matter before the Committee, and the presiding member shall rule on the relevance of any question put to a testifier.

Testifier Statements: Testifiers appearing before the Committee shall, so far as practicable, submit written statements at least 24 hours before their appearance.

Oath: The presiding member may administer an oath to testifiers appearing in hearings. The oath shall be substantially in the following form: *“Do you solemnly swear or affirm that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth, so help you God?”*

Subpoenas: In accordance with MN Statute 3.153, the Committee may, by a two-thirds vote, request the issuance of subpoenas in the conduct of any investigation or activity or series of investigations or activities within the jurisdiction of the Committee. Requested subpoenas shall be forwarded to the Speaker of the House and the Chief Clerk for approval and issuance.

The Chair may limit testimony, debates, and Member discussion time allowed for reports, 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 the issue or matter has been adequately addressed.

7. All handouts must be provided to the Committee Administrator and Committee Legislative Assistant by Noon on the business day prior to a scheduled hearing (for Monday hearings, the deadline is the preceding Friday).

8. All substantive amendments to scheduled bills, reports or resolutions must be received by the Committee Administrator in electronic format no later than Noon one business day before a hearing (for Monday hearings, this deadline would be on the preceding Friday). Submitted amendments will be posted online as soon as possible and distributed to committee members. To ensure proper format, amendments must be drafted by House Research or the Revisor, preferably with sufficient notice to allow them to complete their work during regular work hours. The Chair may relax this deadline if bills are added to an agenda with short notice, which will be communicated to all committee members.

9. Legislators are expected to present their own bills and reports but may designate testifiers who are available to respond to questions from committee members to the Committee Administrator.

10. It is the responsibility of the author of a bill referred to the committee to submit a hearing request via email for a hearing to the Committee Administrator. Hearings are granted at the Chair’s discretion. If a bill is scheduled for a hearing, committee staff will notify the chief author and provide instructions regarding testifiers and handouts.

11. The Chair may allow minor oral amendments of a corrective or technical nature during a hearing at the Chair’s discretion. House Research staff shall state the oral amendment to ensure accuracy and explain what it does. A written copy of such amendments must be submitted to the Committee Legislative Assistant during the hearing.

12. Committee Reports:

- a) Bills and Resolutions. Each bill or resolution approved by the Committee shall be reported by the Chair of the Committee to the House.
- b) Approval of Investigative and Oversight Reports. Investigative or oversight reports approved by the Committee shall be reported to the Speaker and made public on the Committee’s website. Reports approved by the committee are not committee reports under House Rule 6.30.
- c) Additional Views. If at the time of approval of an investigative or oversight report, a member of the Committee gives notice of intent to file supplemental, minority, additional, or

dissenting views any member of the Committee shall be entitled to file such views within 48 hours of approval of a report, excluding Saturdays, Sundays and holidays.

13. Materials left in committee folders after a meeting will be removed and recycled unless they are in the "SAVE" file within each folder. Additional copies of the materials handed out at a meeting will be saved by the Committee Legislative Assistant.

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

15. The Chair may waive or amend rules at their discretion.