

MINNESOTA HOUSE OF REPRESENTATIVES
WAYS AND MEANS COMMITTEE
Representative Paul Torkelson, Chair

Committee Rules for the 2025-2026 Legislative Session

1. The following rules and parliamentary procedures for this committee are supplemented by the Rules of the House of Representatives, established custom and usage, or Mason's Manual of Legislative Procedure.
2. During the legislative session, standing committee meetings are scheduled on Mondays from 10:15 to Noon in Room 120 of the State Capitol. Meetings will begin promptly at their regularly scheduled times. The Chair may schedule additional meetings, or recess and reconvene a meeting on the same day, as necessary to complete the committee's work.
3. Members are expected to attend all meetings. Attendance will be taken by the Committee Legislative Assistant. Excused absences are at the discretion of the Chair, and Members requesting to be excused must notify the Committee Administrator or Committee Legislative Assistant prior to the meeting.
4. Appropriate and respectful decorum is required. All presentations, discussions and questions must go through and be recognized by the Chair.
5. All handouts must be emailed to the Committee Administrator and Committee Legislative Assistant by 12 PM (noon) the business day before the committee meeting, unless otherwise waved or altered by the Chair. Handouts must be in PDF format with Optical Character Recognition (OCR) capability for posting to the committee webpage. Contact the Committee Administrator or Committee Legislative Assistant for more information about acceptable electronic formats. The Chair may waive the noon deadline for handouts, but handouts received after noon on the business day before the committee meeting might not be printed for committee members and the public.
6. All committee materials will be posted on the Committee's webpage whenever practicable. Paper copies of committee materials will be provided to committee members and staff in committee folders.
7. Testifiers must contact the Committee Administrator to request the option to sign up to testify by 3:00 PM on the business day before the committee hearing.
 - Testimony is assumed to be in-person. The Chair may allow and arrange for remote testimony. Remote testifiers, when allowed by the Chair, will keep their line muted except when addressing the Chair or committee.

- Written testimony is encouraged and will be posted on the committee webpage prior to the meeting and included in materials provided to members of the committee, whenever practicable.
- Members presenting a bill to the committee must provide the Committee Administrator with the name and address of individuals the bill author intends to provide testimony. The bill author may request a co-author, or another Member be allowed to present the bill.

8. All amendments must be received by the Committee Legislative Assistant and Committee Administrator by 3:00 PM on the previous Friday for Monday meetings, unless otherwise waived or altered by the Chair.

For additional meetings that may be scheduled, amendments must be received by the Committee Legislative Assistant and the Committee Administrator at least 24 hours ahead of the meeting, unless otherwise waived or altered by the Chair.

An amendment is considered public once it is submitted and will be available for review on the Committee's webpage as soon as practicable prior to the meeting. Each amendment must include a listed author at the time of submission. To ensure proper format, members must have amendments drafted by House Research or the Revisor.

9. The Chair may accept minor oral amendments during hearings at the Chair's discretion. A written copy of minor oral amendments must be given to the Committee Legislative Assistant during the hearing. The House Researcher shall repeat the oral amendment and explain what it does.

10. The Chair may establish time limits on debates, testifiers, and the time 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 or if the chair feels the testifier has strayed from the subject matter before the committee.

11. Unless a roll call is requested, all votes taken in committee will be by voice.

12. Members are responsible for submitting a hearing request for any and each bill in the committee's possession. Hearing requests must be submitted in writing via email to the Committee Administrator and Committee Legislative Assistant for each bill they want heard. Hearings may be granted at the Chair's discretion.

- Bill Hearing Requests by email should include "HEARING REQUEST: HFXXXX, MEMBER LAST NAME in the subject line. Include an estimate of the time needed and expected number of testifiers provided by the Members.
- Bill authors must arrange their own testifiers and provide the Committee Administrator with testifier contact information.

13. For in-person hearings, materials left in folders after a meeting will be removed and recycled unless they are placed in the "SAVE" file within each folder. The Committee Legislative Assistant will try to save non-committee documents/folders that may have inadvertently been left behind. At least one copy of materials provided to the committee members will be kept by the Committee Legislative Assistant.

14. Quiet and decorum must be maintained in the committee hearing room. Discussions by those in the audience must be taken 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. Beverages, but not food items (unless provided to the committee), are permitted in the room.

15. The Chair may alter the order of the posted agenda to accommodate bill authors, testifiers, and presentations.

16. 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.

17. The Chair may waive or amend these rules at the Chair's discretion.