

## **Human Services Finance and Policy Committee**

Rep. Joe Schomacker, Chair Committee

### Rules 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, Mason's Manual of Legislative Procedure, or established custom and usage.

2. Regularly scheduled meetings will meet at 8:15 AM on Tuesdays, Wednesdays, and Thursdays in Capitol 123. The Chair will make every effort to start meetings promptly. Additional meetings may be scheduled at the call of the Chair. If a member is not able to attend, the member must notify his or her caucus Committee Legislative Assistant and Committee Administrator in advance of the meeting by email. Members who notify their Committee Legislative Assistant and Committee Administrator in advance will be listed in the minutes as excused. All other absences will be marked "unexcused." Members who arrive late for a meeting must notify the Committee Legislative Assistant at that meeting to ensure they are recorded as present. The roll may be called for attendance.

3. For in-person meetings, quiet and decorum must be maintained in the committee hearing room. Verbal discussion should occur outside of the committee room. Turn off the audio on all cellular phones or audible communication devices when in the meeting room. All presentations, discussions and questions must go through and be recognized by the Chair. 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 hearing room. Members and staff are expected to dispose of their own trash.

4. The Chair may determine time limits on debates, testifiers, and time allowed for bills and amendments. The Chair will 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.

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.

6. Individuals wishing to testify before the committee should notify the Committee Administrator by 12:00 PM the day before the hearing. Every effort will be made to accommodate testifiers who have traveled from Greater Minnesota and non-lobbyist testifiers.

7. Bill authors are expected to contact their own testifiers and notify the Committee Administrator by 12:00 PM the day prior to the committee meeting for which the testifiers will be presenting.

8. All amendments are to be pre-filed, via email, with the Committee Administrator by 12:00 PM the day before the hearing. An amendment is considered public once it is turned in. Amendments will be available for review on the committee's website as soon as possible prior to the meeting. To ensure proper format, Members are encouraged to have amendments drafted by House Research

staff or the Revisor's Office. Please allow staff enough time to draft your amendments in order to meet the 12:00 PM deadline.

9. Testifiers and groups submitting written testimony or materials must – in order to have them distributed to members, staff, and the public – submit them to the Committee Administrator by 4pm the day before the hearing. Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable file formats.

10. Exceptions to the 12:00 PM amendment deadline and minor oral amendments may be accepted during hearings at the discretion of the Chair. A written or emailed copy of minor oral amendments must be given to the Committee Legislative Assistant during the hearing. The House Researcher shall repeat the oral amendments before any action is taken on the amendment.

11. 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.

12. Unless a roll call is requested, approval of minutes, amendments, and motions will be adopted/not adopted by a voice vote. If a roll call is requested, the Committee Legislative Assistant will call the name of each member, and the member will respond with their vote.

13. Anyone requiring ADA accommodations, or an interpreter, should make the request as soon as possible to allow for accommodations to be made in time for the hearing. All reasonable efforts will be made to make the work of the committee accessible for all.

14. For in-person meetings, if an individual, other than a registered lobbyist, has traveled a long distance to testify on an item on an agenda, the Chair may move that agenda item to accommodate the individual's testimony

15. Requests for interim per idem 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.

16. The Chair may waive or amend rules at his discretion.