

Higher Education Finance and Policy Committee
Chair: Representative Marion Rarick
Vice Chair: Erica Schwartz
Committee Rules and Procedures
2025-2026

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. Meetings will begin promptly at their regularly scheduled times. During the legislative session, committee meetings are scheduled on Tuesdays and Thursdays from 1:00 – 2:45 p.m. in Hearing Room G23 of the Minnesota State Capitol. 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. When unable to attend a committee hearing, members will be noted as "excused" if they notify the Committee Legislative Assistant and Committee Administrator in advance of the meeting; otherwise, members will be noted as "absent" in the minutes. Members must be present in the committee room for any amount of time during the course of the hearing to be considered present. Reasonable exceptions will be made in extenuating circumstances.
4. Appropriate and respectful decorum is required. During the hearing, all presentations, discussions, and questions must go through and be recognized by the Chair.
5. All handouts must be provided electronically to the Committee Administrator and Committee Legislative Assistant by **3:00 p.m.** the day before a scheduled committee meeting, unless waived by the Chair. Handouts should be in accessible (Optical Character Recognition) format for posting to the committee webpage. Contact the Committee Administrator for more information about acceptable electronic formats. If financial circumstances make it infeasible for a testifier to provide electronic versions of written materials as outlined above, reasonable exceptions may be made at the discretion of the Chair. Materials brought to a hearing that are not submitted in advance must be accompanied by 75 copies for the members, staff, and public, and delivered to the Committee Administrator. Said materials will be distributed at the discretion of the Chair.
6. Bill authors must email requests for a hearing to the Committee Administrator. The subject line of the e-mail should be formatted as follows: HEARING REQUEST: HFXXXX, AUTHOR'S LAST NAME. Include an estimate of how much time the bill will need. Hearings may be granted at the Chair's discretion. Authors are responsible for arranging their own testifiers and must provide the names and position titles of testifiers to the Committee Administrator by **3:00 p.m.** the day before the scheduled committee hearing.

7. Individuals wishing to testify before the committee should notify the Committee Administrator by **3:00 p.m.** the day before the scheduled hearing. Written testimony is encouraged and can be accepted up to 24-hours after the hearing adjourns.
8. 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.
9. 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.
10. All substantive amendments must be received by the Committee Legislative Assistant and Committee Administrator in proper and electronic form **24 hours** prior to the scheduled committee meeting during which the underlying bill is being heard. An amendment is considered public once it is turned in and will be available for review on the committee's webpage as soon as possible prior to the meeting. To ensure proper format, members must have amendments drafted by House Research, or the Revisor. Please allow staff enough time to draft your amendment in order to meet the amendment deadline. All amendments shall be provided to the Committee Administrator ahead of time, whether the amendment is considered substantive or not. Minor oral amendments may be accepted during hearings at the discretion of the Chair. The Chair may waive or alter this rule at her discretion.
11. 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.
12. Quiet must be maintained in the committee hearing room. Verbal discussion should occur outside of the committee room. Audible cellular phones and other electronic devices may not be used inside the hearing 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.
13. 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.
14. 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.

15. There shall be no food or drink in the Committee Hearing room with the exception of coffee mugs or water bottles with fixed tops.

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