

**Minnesota House of Representatives
Environment and Natural Resources Finance and Policy Committee
Representative Josh Heintzeman, Chair**

Committee Rules for the 2025-2026 Legislative Session

- 1. Respect and Decorum:** The most important rule for this committee is to be respectful – of one another, of the process, of testifiers, and of the public. Proper decorum must be maintained in the committee hearing room. All rules and parliamentary procedures for this committee are as specified in the Rules of the House of Representatives and Mason’s Manual of Legislative Procedure. All presentations, discussions and questions must go through and be recognized by the Chair. Side bar discussions must be taken outside the committee hearing room. Signs, noise, or demonstrations that disrupt the work of the committee may result in removal from the hearing room. Electronic devices must be turned on silent mode inside the committee hearing room. Beverages, but not food items (unless provided to the committee), are permitted in the committee room.
- 2. Schedule:** Committee meetings will begin promptly at the scheduled time. The Chair will make every effort to start meetings promptly. 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. Attendance:** Members are expected to attend all committee meetings. If a member is unable to attend a committee meeting, the member shall notify the Committee Legislative Assistant (CLA) to be noted as "excused" in the minutes. After the hearing starts, the roll will remain open for absent members until the hearing is adjourned. All other absences will be marked "unexcused."
- 4. Process During Meetings:** 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. Bill Hearings:** It is the responsibility of the author of a bill referred to the committee to submit a request for a hearing via e-mail to the Committee Administrator (CA). Include an estimate of how much time the bill will need to be heard. Hearings may be granted at the Chair’s discretion. Authors are expected to arrange their own testifiers and notify the CA via e-mail 24 hours in advance of the hearing the name, title, and organization of those testifying to their bill. Also let the CA know if audio-visual or other equipment is needed.
- 6. Meeting Materials:** Presenters or members of the public must provide all materials to be offered in committee to the CLA or CA at least 24 hours in advance of the hearing.

Distribution of such materials is subject to approval of the Chair. Materials should be in an accessible (optical character recognition) format for posting to the committee web page.

7. **Testifiers:** Individuals wishing to testify before the committee should notify the CA 24 hours in advance of the hearing. Every effort will be made to accommodate testifiers who have traveled from Greater Minnesota and non-lobbyist testifiers.

8. **Amendments:** All amendments are to be pre-filed, via email, with the CA by 3:00 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 web page 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 3:00 PM deadline. Exceptions to the 3:00 PM amendment deadline, and minor oral amendments during hearings, may be granted at the discretion of the Chair.

9. **Member/Staff Committee Folders:** Materials left on the committee table after the meeting will be disposed of unless placed in the "SAVE" portion of the committee folder.

10. **Per diem requests:** Requests for interim per idem, and expense reimbursement for committee business other than meetings called by the Chair, require prior approval. Requests should be submitted in writing to the CA.

11. **Waiver.** These rules may be waived or amended at the Chair's discretion.