

2025-2026 Veterans Affairs Division Rules
GOP Chair: Rep. Matt Bliss DFL Chair: Rep. Jay Xiong

1. Meetings will begin promptly at their regularly scheduled times. The Chair may schedule additional meetings as necessary to complete the division's work. During the legislative session, standing division meetings are scheduled on Wednesdays from 8:15 – 10:00 AM in Room G23 of the State Capitol. Meetings will begin with the Pledge of Allegiance.
2. Members are expected to attend all meetings. If a member is unable to attend a meeting, the member must notify the committee administrator and the committee legislative assistant for that meeting in advance of the meeting to be marked "excused" in the meeting minutes. All other absences will be marked as "unexcused." Members who arrive late for a meeting must notify the Committee Legislative Assistant for that meeting to ensure they are recorded as "present."
3. Appropriate and respectful decorum is required. All discussion must go through the Chair. For in-person meetings, quiet must be maintained in the meeting room. Verbal discussion should occur outside of the meeting 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 division's work may result in removal from the meeting room.
4. It is the responsibility of the chief author of a bill to submit an email request for a hearing to their caucus's 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 author will need to present the bill and whether testifiers will accompany the author. Hearings may be granted at the Chair's discretion. Bill authors must arrange their own testifiers and notify the Committee Administrator for that hearing at least 24 hours before the hearing with the names and affiliation of who will be testifying on their bill, and whether the author's testifiers require audio-visual or other equipment.
5. Bill authors or their testifiers must submit any supporting materials electronically to the Committee Administrator for that hearing no later than 12:00 noon the day before the scheduled hearing or at least 50 paper copies must be provided to the Committee Administrator for dissemination to division members and the public not later than 3:00 p.m. the day before the hearing.
6. All amendments must be submitted in writing to **both** committee administrators by 12:00 noon the day before the hearing in which the corresponding bill has been scheduled. Minor oral amendments and technical corrections may be accepted during hearings at the discretion of the chair. All amendments must have the amendment's author clearly indicated on all copies provided for

committee use. To ensure proper format, members must have amendments drafted by House Research or the Revisor. Please allow staff enough time to draft your amendment to meet the amendment deadline.

7. The Chair of the hearing may alter the agenda to accommodate the schedule of a bill author. 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.
8. The committee folders will not leave the committee room. Any materials not left in the "save" folder will be discarded following the hearing.
9. Requests for interim per diem and expense reimbursements for committee business – other than meetings called by the Chair – require prior approval and should be submitted to both Committee Administrators.
10. The Chair may waive or amend any of the committee rules at the discretion of the Chair.