



## **MINNESOTA SENATE TEMPORARY RULES**

### **As adopted 1/4/2023**

#### **12. COMMITTEE MEETINGS**

12.1(a) All meetings of the Senate, its committees, and subcommittees are open to the public. A meeting of a caucus of the members of any of those bodies from the same political party need not be open to the public. A caucus of the Hennepin county, Ramsey county, or St. Louis county delegation is open to the public. For purposes of this rule, a meeting occurs when a quorum is present and action is taken regarding a matter within the jurisdiction of the body.

(b) Senate committee and subcommittee meetings may be held using alternative means that permit remote participation and voting for members with the approval of the respective caucus leader, subject to this rule. A member voting from a remote location under this rule must inform the Chair of the city and state from which the member is voting at the time of the remote voting. Remote meetings under this rule may also be held: (1) during any peacetime emergency declared by the Governor that is related to the infectious disease known as COVID-19; (2) during a special session; or (3) by the Committee on Rules and Administration at any time. Compliance with this rule meets the requirements of Minnesota Statutes, section 3.055. The alternative means used to conduct a hearing under this rule must ensure that all members of the committee participating in the hearing can see and hear one another, and that all witnesses are also visible and audible to the members participating during the witness's testimony, with the ability for witnesses to see and hear the members participating during the witness's testimony. If a member participating in a hearing held under this rule verbally affirms during the course of the hearing that the member's Internet connection prevents the member from establishing a visual connection to the hearing, the member may participate using only an audio connection to the hearing. Any meeting using alternative means must be contemporaneously available electronically to the public. The notice provided for the hearing must specify how members of the public may access and monitor the meeting. All of the requirements of Senate Rule 12 apply to hearings held under this paragraph unless otherwise excepted.

12.2 Any person may submit to the Chair of the Committee on Rules and Administration a complaint that members have violated the open meeting requirements of Minnesota Statutes, section 3.055. The complaint must be in writing. The Chair of the Committee on Rules and Administration shall immediately forward the complaint in writing to the Subcommittee on Ethical Conduct without disclosing the identity of the complainant. The complaint must not be further disclosed without the consent of the complainant, except to the members against whom the complaint was made, unless the complaint was made by a member of the Senate in writing under oath, in which case the investigatory procedures of Rule 55 apply.

12.3 To the extent practical, a committee or subcommittee shall announce each meeting to the public at least three calendar days before convening. The notice must state the name of the committee or subcommittee, the bill or bills to be considered, and the place and time of meeting. The notice must be posted on the Senate's Web site and on all Senate bulletin boards in the Capitol and the State Office Building. A notice must be sent to the House of Representatives for posting as it deems necessary. If the three-day notice requirement cannot be met, the committee or subcommittee shall give simultaneous notice to all of the known proponents and opponents of the bill as soon as practicable.

12.4 A Senate committee or subcommittee shall adjourn no later than midnight each day, unless two-thirds of the members present vote to suspend this requirement.

12.5 Committees and subcommittees may not meet while the Senate is in session without permission of the Senate. The names of the members excused shall be printed in the Journal.

12.6 A majority of its members constitutes a quorum of a committee or subcommittee.

12.7 Each standing committee of the Senate, including a subcommittee of the committee, may at any time sit and act, investigate and take testimony on any matter within its jurisdiction, report hearings held by it, and make expenditures as authorized by the Committee on Rules and Administration.

12.8 A standing committee, but not a subcommittee, may require by subpoena or otherwise the attendance and testimony of witnesses and the production of correspondence, books, papers, and documents, in the manner provided by Minnesota Statutes, section 3.153.

12.9 Upon the request of a member of a committee or subcommittee to which a bill has been referred, or upon the request of the chief author of the bill, a record must be made of the vote on the bill or any amendment in the committee or subcommittee.

12.10 Upon request of three members of the committee before the vote is taken, the record of a roll call vote in a standing committee must accompany the committee report and be printed in the Journal.

12.11 A committee report may only be based on action taken at a regular or special meeting of the committee. A report in violation of this rule is out of order.

12.12 No Senate committee or subcommittee shall permit any appointed officer or employee of the executive branch, registered lobbyist, or lobbyist principal to be seated at the committee table with members of the Senate during an official meeting of a committee of the Senate.