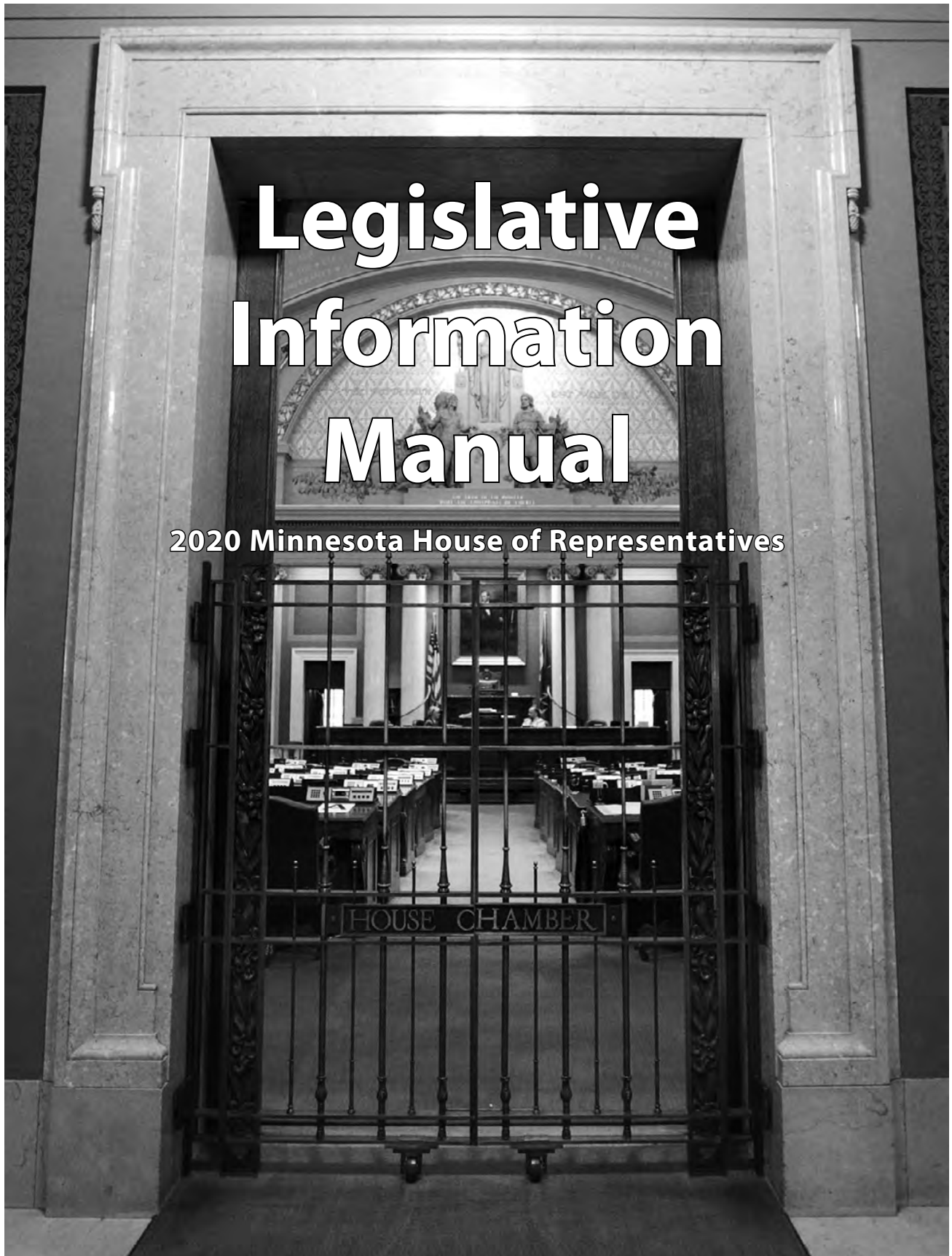
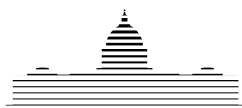


# Legislative Information Manual

2020 Minnesota House of Representatives





MINNESOTA HOUSE OF REPRESENTATIVES  
PUBLIC INFORMATION SERVICES

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# State Government Structure

## Background

The Minnesota Territory was organized under an 1849 Act of Congress authorizing its people to form a constitution and a state government. A state constitution was adopted and state officers were elected in October 1857. Minnesota was admitted to the Union on May 11, 1858.

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*“Minnesota was  
admitted to the Union  
on May 11, 1858”*

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## Constitution

The Minnesota Constitution provides the basis for the state’s government. All government actions must comply with the provisions of the constitution. Any change to the constitution must be approved by a majority of both houses of the Legislature and submitted to the people for voter approval. Under the Minnesota Constitution, the powers of government are divided into three separate and distinct branches: legislative, executive and judicial.

The constitution is printed in the Minnesota Legislative Manual, published each biennium by the Office of the Secretary of State. Individual copies of the constitution may be obtained from the Chief Clerk’s Office or House Public Information Services.

The Legislature is responsible for making new law, changing or abolishing old law, establishing a state budget and tax policy, proposing changes to the state constitution, electing University of Minnesota regents and overseeing the work of the government. In addition, the Legislature has a number of judicial functions.

The House of Representatives has the power to impeach the governor, secretary of state, auditor, attorney general and the judges of the Supreme Court, Court of Appeals and district courts. The Senate conducts proceedings to determine if a conviction is warranted.

## Legislative Branch

The legislative branch consists of the House of Representatives and the Senate. The 134 House members are elected to a two-year term; the 67 senators to a four-year term, except in the year preceding redistricting, this takes place after each census, and their term of election is for two years.

## Executive Branch

The executive branch consists of five constitutional officers: governor, lieutenant governor, secretary of state, auditor and attorney general. The primary function of the executive branch is to carry out the day-to-day operation of state government. The work is divided among the constitutional officers, departments and agencies, members appointed or

elected to various state boards, committees, councils and authorities under the broad guidance of the governor.

The constitution charges the governor with the responsibility of preparing for the Legislature an annual report on the general condition of the state. In addition, by statute, the governor must submit a proposed budget to the Legislature within three weeks of the first Monday of January in odd-numbered years.

Traditionally, the governor presents legislative priorities to the Legislature at the beginning of each session in an address and a written report.

## Judicial Branch

The main functions of the judicial branch are to resolve disputes between private parties and to hear criminal prosecutions. The judiciary has the power to rule that a law enacted by the Legislature is unconstitutional.

Minnesota's judicial branch is comprised of the Supreme Court, Court of Appeals and district courts.

## Supreme Court

The Minnesota Supreme Court, comprised of a chief justice and six associate justices, is the final authority in Minnesota's judicial system. The Supreme Court has administrative power over the judges and personnel of the lower courts, and regulatory authority over all attorneys in the state. Its other chief responsibility is hearing appeals of decisions made by the Court of Appeals. It also

serves as a reviewing body for decisions of the Minnesota Tax Court and Workers' Compensation Court of Appeals. In addition to hearing appeals, the Supreme Court is responsible for overseeing the machinery of justice in the state, for regulating the practice of law and for making recommendations to improve the judicial system.

## Court of Appeals

The judges of the Court of Appeals hear appeals from all the trial courts and from proceedings under the Administrative Procedures Act, including unemployment decisions of the Department of Employment and Economic Development commissioner. The Court of Appeals chambers are in the Minnesota Judicial Center, but the judges travel around the state to hear oral arguments in the same judicial district where the trial took place.

## District Courts

A district court is a trial court of general jurisdiction, meaning it has the power to hear any civil or criminal case. There are 10 judicial districts. District courts hear civil actions, gross misdemeanors and misdemeanor cases, as well as juvenile, family and probate matters.

## Conciliation Courts

Conciliation courts, also known as "small claims courts," hear civil disputes up to \$15,000. However, disputes over consumer credit transactions must be less than \$4,000 to be heard in conciliation court.



**The Minnesota State Capitol.**



# Before the Session

## Certificate of Election

A member's certificate of election is sent by the secretary of state directly to the chief clerk of the House or, for the Senate, it is sent to the secretary of the Senate.

The Chief Clerk's Office retains the certificate until the new member is sworn in. A member can expect to receive the certificate a few days after being sworn in.

## Election of Caucus Leaders

Usually within a week or two after the general election, members from each party meet on an informal basis to organize and elect leaders for their individual caucuses. Each caucus can nominate a speaker-designate (the speaker is officially elected by the members of the entire House on the first day of session). The majority caucus also elects a majority leader and a majority whip, and the minority caucus elects a minority leader and minority whip. Selection of assistant leaders is done by each caucus, but the time and manner of this selection process varies from biennium to biennium and caucus to caucus.

The caucuses also meet periodically during the session, primarily to exchange information on various issues.

## House Rules and Joint Rules

The state constitution provides for each house of the Legislature to establish its own rules of procedure. Each biennium, the House does this by adopting the Permanent Rules of the House,

which are drafted by the Committee on Rules and Legislative Administration early in the session. Until the new rules are adopted, the House adopts the rules of the previous session as temporary rules. Proposed rules can be amended on the House Floor.

In addition, Joint Rules of the Senate and the House are adopted. The Joint Rules apply when the House and Senate meet together in joint convention, in conference committees and in procedural matters that must be the same in both houses.

## Selection of Committee Chairs and Committee Assignments

The number of standing committees and their areas of responsibility are set each biennium by the speaker of the House. Under the House Rules, 30

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**Before the Session**

days before a new session convenes, the speaker-designate submits to the leader of the minority caucus this information along with the number of minority caucus members to be appointed to each committee.

The speaker names the chairs, vice-chairs and members of each committee. Following the general election, each member may indicate their committee preference. Generally, members serve on three or four standing committees. Majority caucus members submit requests directly to the speaker-designate (the nominee elected by the majority

caucus). The minority caucus members make their requests through the minority leader who submits recommendations for minority representation on the standing committees to the speaker-designate at least 15 days before convening a new session.

Committees are balanced with respect to party, occupation and geographic area represented by the members of the House.

Due to scheduling conflicts, assignment to one committee may preclude another committee assignment.



**The House Chamber.**



# House Members' Rights

Being a member of the House of Representatives brings with it many duties, responsibilities and rights.

## Speech and Debate Privilege

The state constitution provides a relatively broad speech and debate privilege for matters relating to legislative activities. For example, the privilege protects a legislator from liability for libel or slander for statements made in floor or committee debate. Similarly, the privilege prevents litigants from compelling legislators to testify or provide documents relating to legislative activities or duties (under most circumstances).

In order to qualify for the protection of the privilege, the legislator's actions or conduct must fall within what the courts describe as the "legitimate legislative sphere." Matters not directly or integrally related to the legislative process and activities are not privileged. For example, press releases and letters to constituents have been held not to be privileged. The exact scope and extent of the privilege will depend upon the particular facts and circumstances of the case.

The issue does not often arise, but legislators should be aware of the possibility and understand the elements of protected and unprotected speech.

## Conflicts of Interest

A House member required to vote on an issue that would substantially affect either his or her personal financial interests, or a business he or she is associated with, must not vote on it. At the member's request, the House may excuse the member from voting on a question.

## Holding Other Offices

The state constitution provides that a legislator cannot hold any other state or federal office, except postmaster or notary public. A member who is elected or appointed to another office must resign from the Legislature.

The Minnesota Supreme Court defines an "office" under this provision as a position in which the person has authority under law, either alone or with equals, to determine public policy or make a final decision not subject to another's supervisory approval.

Court cases or attorney general opinions have indicated that legislators may not hold the following offices:

- city charter commission member
- city council member
- civil service board member
- municipal assessor

- county attorney
- park board member
- county commissioner
- police chief
- county veterans service officer
- school board member
- county welfare board member
- state fair board member
- deputy registrar of deeds
- mayor
- deputy registrar of motor vehicles

Some positions that legislators may hold include:

- employment with any government unit where the individual does not make final decisions that are subject to no one else's review
- architect
- cashier
- engineer
- inspector or investigator for regulatory agency
- police officer
- attorney
- census supervisor
- instructor

## Notary Public Privilege

By law, all members during their term of office are notaries. However, they may not receive any fee for notarizing documents. When acting as a notary, a House member must sign as follows:

"Rep. \_\_\_\_\_, District \_\_\_\_\_, Minnesota.  
My term expires \_\_\_\_\_."

The Office of the Revisor of Statutes has a staff member on hand to act as a notary.

## Arrest Privilege

The state constitution provides that members cannot be arrested while the Legislature is in session or when they are on their way to or from the session, except in cases of felony, treason or breach of the peace. This privilege applies to misdemeanors or gross misdemeanors, excluding what the courts consider a breach of the peace. (Examples: assault or threatened assault, breaking and entering, driving while intoxicated, speeding, violent verbal attacks or other acts that cause serious alarm to people in the vicinity.)

The privilege only prevents detaining a member during session; it does not provide immunity from prosecution after the session ends. The protection is not automatic. A member can either assert the privilege in court or choose to waive it.

## Civil Liability Exemption

A member is not liable, under state law, in a civil lawsuit for any act done in the course of his or her official duties.

## Excused Court Appearances

A civil or criminal action in which a member is a party, attorney or witness may not be tried while the Legislature is in session or during an interim hearing. A member cannot be required to appear as a witness in court proceedings held during the session or any interim hearing, unless the court orders the member to appear and the speaker of the House or the entire House consents to the order.

The member may waive these privileges. In the event of a waiver, the matter can be tried at times that will not conflict with the member's legislative duties.

## Criminal Offenses

It is a gross misdemeanor for anyone, by intimidation or otherwise, to prevent a member from attending a committee or floor session, casting a vote or performing any official act.

It is a felony for anyone, by threat, deception or other unlawful means, to attempt to influence a legislator in voting or performing any other official duty.

## Legislative Employment Rights

### Private Employment

A member who has a permanent position with a private employer in the state at the beginning of the legislative session must be allowed to resume his or her old job or a position of similar seniority, status and pay if he or she reapplies within 30 days after the end of the session.

A member of the Legislature must be restored to his or her job without loss of seniority. The returning member must be allowed to participate in insurance

and other benefits provided to other employees. Retirement benefits may not be reduced because of time spent in legislative service. A member cannot be discharged without good cause for three years after being restored to the job, except in inverse order of seniority.

No employer or union can discharge or otherwise discriminate against a legislator who is an employee or member in retaliation for statements made or beliefs held in his or her capacity as a member.

A member can sue an employer who fails to comply with these provisions. The court can order the employer to obey the law and compensate the member for any loss of wages or benefits caused by the employer's non-compliance.

### Public Employment

A legislator who is an employee or appointed officer of a municipality, school district, other political subdivision or a state-operated school is entitled to unpaid leave of absence during any or all of his or her term, with a right of reinstatement after the leave.

After the last legislative day in the calendar year, the member must be reinstated to the position he or she held before the beginning of the session, or must be given a position of similar seniority, status, and pay, if available, as long as:

- the position has not been abolished;
- the member reapplies for the job in writing within 30 days after the last legislative day in the calendar year; and
- the request for reinstatement is made no later than 10 years after the leave was granted.

After reinstatement, the member has the same rights to accrued and future seniority status, efficiency rating and benefits as if he or she were employed during the leave.

The member has no right to compensation for the period between the first and last legislative day in a calendar year and cannot be removed or discharged from employment for at least one year after reinstatement, except for cause after notice and hearing.

A member retains all pension rights accrued up to the time of taking leave. For purposes of determining pension-vesting rights, a member is treated as if he or she were at his or her extra-legislative job while on leave at the Legislature.

A member employed in the public sector is entitled to receive pension benefits for legislative service and for the other job. However, the member will not be paid benefits by both the Legislature and the other employer for the time he or she is on leave to serve in the Legislature.

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*“ . . . legislators should be aware of the possibility and understand the elements of protected and unprotected speech ”*

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# The First Day

## Defining a Session

The term “session” has several meanings in the legislative process.

### Biennial Session

The period during which the Legislature meets, such as “The 92nd Session” (2021-2022).

### Regular Session

The legislative session extends over both years of the biennium. The odd-numbered year marks the beginning of the biennium, and the Legislature convenes on the first Tuesday after the first Monday in January. However, when the first Monday in January falls on Jan. 1, the first day of session is the first Wednesday after the first Monday, and it must end by the first Monday after the third Saturday in May.

In even-numbered years, the Legislature usually convenes in late January or early February. The Legislature must adjourn by the first Monday after the third Saturday in May.

The constitution states that “the Legislature shall meet at the seat of government in regular session in each biennium at the time prescribed by law not exceeding a total of 120 legislative days.”

### Special Session

A session called by the governor “under extraordinary circumstances.” The governor may not dictate the matters to be considered or the length of sitting.

### Daily Session

A meeting of either the House or Senate to transact business.

## Convening — Opening Ceremonies

In odd-numbered years, the legislative session convenes at noon in the House and Senate chambers. The House is called to order by the secretary of state, who presides over the meeting until a speaker is elected by the members. The secretary of state also appoints a member as chief clerk pro tempore who first calls the roll by legislative district.

## Oath of Office

Immediately following the calling of the roll by district, the oath of office is administered to members-elect by a member of the judiciary. In taking the oath, the members of the Legislature agree to support the U.S. Constitution, the Minnesota Constitution and to faithfully discharge the duties of office. Below is the text of the oath:

“Do you solemnly swear or affirm that you will support the Constitution of the United States and the Constitution of the State of Minnesota, and that you will faithfully discharge the duties of the office to which you have just been elected to the best of your ability, so help you God?”

Following the oath, the roll is called in alphabetical order to determine that a quorum is present to transact business.

## Quorum

A majority of the House constitutes a quorum to transact business (68 members).

## Election of Officers

Following the second roll call, the secretary of state calls for nominations for speaker of the House. Upon election by a majority of all members present and voting, the speaker takes the chair.

Minnesota law provides that members elect the following House officers: chief clerk, first and second assistant clerk, index clerk, chief sergeant-at-arms, assistant sergeants-at-arms, chaplain, postmaster and assistant postmaster, who, following their election, are sworn in.

Organizational resolutions and announcements by the speaker are next on the agenda.

## Selection of Permanent Desks

The selection of permanent desks is done by resolution under which the speaker directs each caucus leader to assign permanent desks to their members for the session.

## Committees

Committees generally meet on a regular basis at least once or twice a week. In the early part of the legislative session, almost all of a legislator's work is done in committee where a bill's fate is often decided.

After the first month of session, the committee load gets heavier as more bills are introduced and referred to committees. By the last month of the session, most committees have completed their work, and the focus shifts more to floor action and conference committees.

Because there can be more than 4,000 bills introduced each biennium, legislators serve on a limited number of committees. Most serve on three or four. This allows members to focus on just a few areas of public policy.

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## Legislative Day

Minnesota law defines a legislative day as one on which either the House or Senate is in floor session. A legislative day begins at 7 a.m. and continues until 7 a.m. the following calendar day.

## Daily Sessions

The convening time for daily sessions is set by the House Rules.

## Rules of Procedure

The guidelines for procedure of the House session come from six sources: the Minnesota Constitution, the Permanent Rules of the House, the joint rules of the Senate and House, custom and usage, Minnesota Statutes and Mason's Manual of Legislative Procedure. The most complete outline of House procedures is contained in the Permanent Rules of the House, which includes the order of daily business, guidelines for debate and decorum, precedence of motions and voting procedures. After final adoption, copies of the rules are provided to each member and are made available from the Chief Clerk's Office.



# Legislative Procedure

Every November in even-numbered years, more than two million Minnesotans go to the polls to select peers to represent them in the Minnesota Legislature.

The Legislature includes people from all walks of life and professions. This diverse group of men and women work together to pass new laws and set public policy.

## Ideas

Ideas for new laws and changes to existing law come from many sources. Some legislators receive ideas for new laws by sampling grassroots opinion and listening to constituents' suggestions during campaigns or through calls and emails. Special interest groups as well as groups with special needs and problems make their ideas known as well. A significant number of proposals come from within government itself.

The governor presents ideas and priorities in messages to the Legislature. The other constitutional offices, state departments and agencies, local, regional and county units, and legislative committees and study commissions all suggest new ideas for new laws.

The fate of each idea is determined by the members who guide its journey through the Legislature, and by the legislators who judge its merits at each stage of consideration.

## Types of Legislation

The Legislature deals with two major types of legislation: bills and resolutions. The Legislature is also responsible for proposing constitutional amendments to the people, either by bill or resolution.

## Bills

Bills are for the purpose of making new laws, or amending or repealing existing statutes and laws. House files (HF) and Senate files (SF) are introduced in their respective bodies. All bills have a title, enacting clause and body.

The title tells what the bill is amending, repealing or creating and provides references to the Minnesota statutes or laws that would be affected.

The enacting clause of the bill appears after the title and reads as follows: "BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:"

The body of the bill is the proposal itself, which if enacted, would amend or repeal existing laws or statutes or create new ones.

Committee proposals, sometimes known as omnibus bills, may be composed of numerous smaller bills that have been under committee consideration, or it may comprise a number of ideas that have been brought to the committee's attention through public hearings and constituent mail. The committee bill's sponsor is the committee chair. Committee bills may be introduced and referred to

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another committee, but if no referral is made, the bill gets its first reading and is laid over until the next floor session. During the floor session, the committee bill receives its second reading and is placed on the General Register if recommended by the committee. A notation on a bill such as “Adams for the Committee on Agriculture” shows the bill is the product of an entire committee.

The words “by request” after the chief sponsor’s signature indicate the bill is introduced at the request of someone, often a constituent, and it does not necessarily have the support of the sponsoring legislator.

## Resolutions

Resolutions are formal actions that express intent on the part of one or both bodies but are not codified into Minnesota statutes upon passage.

A House or Senate resolution is one that is acted upon by only one body and expresses the intent of the body.

A House or Senate concurrent resolution is one that originates in the House or Senate respectively, is acted upon and sent to the other body for approval. These resolutions relate to the internal business of the Legislature and therefore are not submitted to the governor for action.

Resolutions memorializing the president, Congress or federal agencies are treated in the same manner as bills: they are given a House file (HF) or Senate file (SF) number, assigned to a committee and given three readings in each house. Resolutions of this type, if adopted by both houses, are official actions of the state and are enrolled and printed in the Session Laws of the State of Minnesota (informally called “Session Laws”) for the year in which they were passed but not codified in the statutes.

Unnumbered resolutions are used when actions apply to a specific session and deal with internal operations of one house. Actions such as the allocation of stationery and stamps are usually proposed to the House in unnumbered resolutions.

A joint resolution is a decision by the Legislature on certain matters that can be decided without review or approval by the governor.

## The Drafting Process

Anyone can draft a bill or resolution. But only a legislator can introduce a bill or resolution. There is a limit to the number of sponsors on a bill.

A member who wishes to have a bill drafted may bring that request to the Office of the Revisor of Statutes, to the House Research Department or, in some instances, to the member’s own caucus staff. When a member requests a draft, he or she may provide whatever information is convenient for the member. It may be simply the description of a problem or it may be a prepared draft of proposed new law, or it may be anything in between those extremes. Oral drafting requests are often sufficient, but supporting written material may be useful. Communication through an intermediary can cause delays, so a member may find it convenient to work personally with a drafter. Drafting is done by the research department or the revisor’s office without regard to party affiliation or member status. All drafting by these offices is done on a confidential basis.

Drafters are very conscious not to impose their own ideas on the work. Drafters, particularly those in the research offices, are available to meet with constituents, interest groups and lobbyists. Face-to-face discussion is frequently helpful to assure that the member’s intentions are being carried out. The drafter will prepare as many preliminary

drafts as the member finds useful. Depending upon the complexity of the proposed bill, drafting may take from one day to several weeks. After the bill is introduced, the drafter generally is available to prepare amendments or assist in any other useful way. House research staff members are assigned to staff legislative committees, and hence, are available for drafting amendments during committee deliberations.

The House Research Department and the Office of the Revisor of Statutes circulate a list of staff members with committee assignments and drafting specialties at the beginning of the session.

Before introduction, each bill or resolution must be submitted to the Office of the Revisor of Statutes for final preparation. The revisor's office serves both the House and the Senate and is responsible for the technical preparation of bills for introduction.

## Companion Bill System

When a bill is drafted by the revisor's office, the chief sponsor is given two copies of the bill with yellow covers for the Senate and two copies with green covers for the House. This is called the "companion bill system." Through the process, the chief sponsor in one body tries to find a member in the other body to be a chief sponsor and carry the bill in that body. This system allows the same identical bill to be introduced and heard independently in each body.

Companion bills are identical when introduced, but they may change greatly as they work their way through the process. More than 90 percent of bills introduced in a session have companions in the other body.

## Bill Introduction

Before a bill is introduced in the House, the speaker refers each bill and numbered resolution to one of the standing committees or divisions. The chief clerk then assigns each House file a number, which will identify the bill in its travels, much as a luggage tag might identify a suitcase even when the contents are rearranged, changed or replaced with new items.

The Senate has traditionally used a somewhat different path to introduction. Generally, bills and resolutions are given a number and assigned to a committee by the Senate president through the administrative procedures of the secretary of the Senate.

## First Reading/Reporting

The state constitution requires that each bill be reported on three separate days in each body before votes for final passage can occur. These reports of the bill are called readings. A bill is given its first reading at the time it is introduced. Each reading is a signal that an action or series of actions have taken place. The constitution requires that a full day must pass between each reading, unless the rules of the body are suspended by a two-thirds vote of the body.

## The Committee (or Division or Subcommittee)

The committee is the heart of the legislative process. It is where the most detailed work of the Legislature takes place.

It is the job of each committee to hold public hearings on bills, to put each bill it hears into its best form and to recommend to the full body only those bills that the committee feels merit further consideration.

Bills can affect several aspects of life in Minnesota. Therefore, more than one committee may study it before the bill returns to the House or Senate floor.

When a bill is introduced and referred to committee, copies are made available to legislators and the public.

The first time a bill can be amended (changed) or killed (voted down, tabled or ignored) is in committee.

The committee has a number of choices for action. It may:

- recommend that a bill be placed on the General Register as introduced (with its original wording);
- amend the bill to change the wording, add or remove provisions, or design alternative language

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*“The committee is the heart of the legislative process. It is where the most detailed work of the Legislature takes place”*

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that may clarify, weaken, or strengthen a bill, and return it to the floor;

- adopt a “delete-all” amendment, which, in effect, creates a new bill, because everything after the enacting clause is stricken and replaced with new language;
- combine two or more bills on the same subject into a single bill, retaining one bill’s House file number;
- send detailed, complex or controversial bills to a subcommittee which can hear public testimony, call in experts, suggest amendments, report back to the full committee, ignore a bill, table it or vote it down;
- recommend that a bill be approved, with or without amendments, and that it be sent to another committee for further study;

- return the bill to the full House without a recommendation;
- write a committee bill based on the suggestions of one or more regular bills; or
- kill a bill by voting it down, tabling it, delaying action or ignoring it by refusing to give the bill a hearing.

The chief sponsor is the spokesperson for the bill in committee.

Committee members may have questions, so the chief sponsor must have a good understanding of the bill and sometimes the assistance of an expert. It should be noted that House staff — the committee administrator, committee legislative assistant and analysts from nonpartisan House Research and Fiscal Analysis departments — assist committees by explaining and helping members understand the bill.

The chief sponsor cannot rely on eloquence to safely steer a bill through the committee. The most effective presentation is a well-organized, concise recitation of the most appropriate information, backed up by facts and statistics. Bill summaries are often prepared with the help of staff. Staff may also be asked to speak or comment in committee.

Opponents and proponents of a measure may testify before the committee. Any resident may express views at these hearings. The chief sponsor can invite witnesses to speak for the bill. Opponents may also organize interested people to testify. All testifiers are subject to questioning by the committee.



House Education Finance Division.

When time is limited, the committee chair may create a list of people who have asked to speak and divide the time among the different points of view so a sampling of public opinion is heard.

After hearing from the sponsor and others who wish to speak, committee members try to reach a decision. They must give careful scrutiny to the bills heard in committee and use their best judgment when weighing public testimony in attempting to make changes or retain original wording and in making recommendations on measures.

Since no legislator can study every bill that is introduced, a lawmaker relies on the committee process and the hard work and careful consideration of colleagues to determine which bills are most important and in what form they will be taken up on the floor.

No committee hears every bill referred to it. Committee chairs may schedule hearings on a bill after a request from the chief sponsor has been received. During most legislative sessions, less than 10 percent of the bills introduced become law and the majority of the proposals are eliminated in committee. To speak of percentages can be somewhat misleading because the total includes companion bills, bills dealing with several aspects of the same problem, which may be combined into a single measure, and similar bills introduced by different sponsors in the same house.

Non-controversial bills may move to the General Register, or floor, in minutes. Some measures require weeks or months of committee and subcommittee study before a final recommendation is made.

Bills are seldom judged solely on partisan lines. Coalitions form and shift, and a legislator often finds that an ally on one matter is a tough opponent on another, regardless of party affiliation.

Before a vote is taken, the chief sponsor may survey committee members by checking their positions, answering technical questions and assessing the chance for an affirmative committee decision. Most of the lobbying on a bill involves educating committee members.

Lobbyists and residents on all sides of a question contact committee members, provide information and arguments to back up their points of view, and supply background data on their concerns.

Proponents and opponents may discuss

compromises that will satisfy most members, or the sponsor may poll individual committee members on amendments to help move the bill through committee.

Votes in committee are by voice, unless a roll call or raising of hands (division) is requested.

A majority of those present and voting, assuming a quorum, is needed to amend a bill or change its status within the legislative process. Any motion that results in a tie vote is defeated. A defeated motion may be reconsidered by any member of the committee as long as the matter remains in possession of the committee. (Members of the committee who do not support a committee action on a bill can submit a minority report which is taken up on the floor of the House before the report of the majority of the committee.)

If the committee cannot reach agreement or does not hold hearings on a bill, the bill has ended its journey. (While it is technically possible to bring a bill to the full House without committee approval, this procedure is not frequently attempted, and is even less frequently successful.) Some bills are revived as amendments to other bills elsewhere in the process.

## Second Reading

Committee actions are recorded in the committee report compiled by the committee's legislative assistant, approved and signed by the chair, and sent to the House floor for re-referral to another committee or adoption and second reading. Reports of committees are recommendations only until the report is adopted by a majority vote on the floor — approval is normally routine. The committee report on a bill that does not recommend re-referral to another committee includes a recommendation for placement of that bill on the General Register.

## General Register

Bills being reported out of committee are placed on a list called the General Register, which is like a parking lot where bills wait to be taken up by the full House. Bills are placed on the General Register in the order that they receive a second reading.

## Calendar for the Day

The Calendar for the Day is a list of bills that may be considered by the House that day.

Bills from the General Register are placed on the Calendar for the Day for consideration by the Committee on Rules and Legislative Administration. The rules committee is required to designate bills for the Calendar for the Day by 5 p.m. on the day before bills are to be considered by the full House, but typically does so in advance to establish the pre-filing requirement for amendments offered to calendared bills.

The House considers bills on the Calendar for the Day in the order determined by the presiding officer. Bills on the Calendar for the Day are eligible for debate and possible amendment. There is no guarantee that a bill on the Calendar for the Day will be heard on that day.

There also is another method of getting a bill on the Calendar for the Day. If a bill sits on the General Register for more than 10 legislative days, a member can make a motion to place the bill on the calendar. This motion requires a majority vote of the whole House (68 votes) for adoption.

## Fiscal Calendar

Any bill related to finances, taxes or raising revenue that has had a second reading and is usually on the General Register can be considered by the House at the request of the chair of the House Ways and Means Committee or the House Taxes Committee. Such bills are placed on the Fiscal Calendar; from there, the bills are eligible for debate and possible amendment.

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*“The pre-filing of amendments provides transparency for legislators, staff and the public when preparing for floor debates”*

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A chair is required to announce his or her intention to place a bill on the Fiscal Calendar by 5 p.m. on the day before the bill is to be considered by the full House, but that requirement is lifted late in the legislative session.

## Pre-Filing Requirement for Amendments

The pre-filing of amendments provides transparency for legislators, staff and the public when preparing for floor debates.

Once a bill is placed on either the Calendar for the Day or the Fiscal Calendar, the rules committee may establish pre-filing requirements for amendments offered to those bills. Additionally, any amendments to the pre-filed amendments must be submitted to the Chief Clerk’s Office no more than six hours after the pre-filing deadline.

All pre-filed amendments (and amendments to amendments) are available on the House website as soon as is practical. All amendments must be signed or submitted electronically from the member’s House email account and amendments that do not meet the deadline requirements are deemed out of order.

## Third Reading and Final Passage

Once all proposed amendments have been dealt with, the bill is given its third reading. The bill cannot be further amended without unanimous consent.

At this point, controversial bills may be debated at length, but usually the chief sponsor briefly outlines the bill and stands for questions and a brief discussion. Unless there is controversy, the full House proceeds to a roll-call vote.

All votes on final passage are recorded by name in the official record, the Journal of the House.

A majority vote of all elected members — not just a majority of those present — is required. In the House, at least 68 votes are needed; in the Senate, at least 34 votes.

Authorization of bonds backed by the full faith and credit of the state require a three-fifths majority of all members elected. In the House, at least 81 votes are needed; in the Senate, at least 41 votes.

## Preliminary Approval

Passage in one body of the Legislature marks the halfway point in a bill's legislative journey. A bill must pass both the House and Senate in identical form before it can become law. When one body of the Legislature passes a bill, it is transmitted by message (conveyed through an administrative procedure) to the other body, where it is again subject to the same steps outlined above.

There are several ways to speed up consideration in the other house. Chief sponsors of companion bills can attempt to coordinate House and Senate action. The first bill to win final approval is transmitted to the other house. For example, if the Senate version of a bill passes first, the Senate file is transmitted to the House.

If the House companion bill is still in a House committee, the Senate bill will be referred to the House committee. The committee will then take up for consideration the Senate bill that was referred to the committee. Any subsequent committee action will be on the Senate bill, although the committee can (and often does), delete the Senate language and insert the House language.

## Comparisons/Substitutions

If the House companion is awaiting floor action on one of the agenda lists, the two bills are "referred for comparison" and they are read against each other and the differences are reported. This work is done in the name of the chief clerk by the revisor of statutes. Comparison reports are provided to the chief sponsor, the majority and minority leaders, and their assistant leaders, and one copy is filed at the House Desk. The copy filed at the desk is available for inspection by any member of the House.

The chief clerk reports whether the bills were found to be identical or not identical. In either case, the Senate bill will be automatically substituted (take the place of the House companion) in a motion by the chief sponsor. The House bill is then considered withdrawn.

In the House, the language of the bill that already has passed the Senate automatically takes the place of the language that was recommended by the House committee. If the chief sponsor wants to go back to the House language, he or she makes a motion to amend the bill when it comes up for action on the



**Stacks of floor amendments.**

House floor and to substitute the House language for the language passed by the Senate.

In the Senate, the procedure is different. When a House bill is substituted for a Senate bill on the Senate floor, the Senate automatically places the Senate language back into the bill.

The Senate sponsor must propose an amendment if he or she wishes to use the House language.

## Amended Bills

The House and Senate often pass the same bill in different versions.

When one house amends a bill that was approved by the other body, it sends the bill back to its house of origin. The house of origin must either, by motion accept all of the changes made by the other house and vote to repass the bill, or refuse to accept the changes and by motion send the bill to a conference committee to work out a compromise.

## Concurrences

When the amended bill returns to the house of origin, a copy of the amendments from the other body are given to the sponsor. One option the sponsor has is to concur with the amendments. Many times amendments in the other body are minor, non-controversial or simply technical in nature. Sometimes the bill has left the house of origin with an amendment that the sponsor did not want, and it may have been taken off by the other body. Sometimes the bill is more to the sponsor's liking in the form it passed in the other body.

The motion to concur is made by the sponsor and

must be approved by the body. Any member can make a motion to refuse to concur with the other body's amendments, and to request a conference committee to work out the differences. The motion to refuse to concur and to go to conference would be taken up first.

Assuming that the motion to concur prevailed, the bill would be given a third reading as amended by the other body, and the bill would be up for repassage.

## Conference Committee

When either the House or Senate refuses to accept the version of a bill as amended by the other body, a motion is made to refuse to concur and send the bill to a conference committee, where three or five members from each body are to negotiate a compromise.

In the House, the members are appointed by the speaker and in the Senate by the subcommittee on committees led by the majority caucus.

Conferees are selected to uphold the position of their respective houses, but they have some latitude in trying to reach a compromise.

A bill's chance of passing usually increases as it moves through each step of the journey. But it may have rough going in conference committee. First, the bill is in conference committee because strong differences kept the two bodies from agreeing on the same version. Secondly, most conference committees work in the closing days of session under great time pressure. Usually, time permitting, each side makes some compromises and the final product incorporates elements from each body's position.

House research and/or committee staff, acting as advisors to the conferees, draft language for the conferees. However, the revisor of statutes prepares the conference committee report. Any member of a conference committee may request the drafting of all or part of a conference committee report.

When a majority of the conferees of each body have signed the report, it is returned to the revisor who makes final checks, and returns it to the house of origin for action.

Like regular committees, these committees are staffed by House and Senate employees who keep the revisor informed on the progress of the conference



Tax conference committee.

committee. Conference committees are, in fact, joint meetings of separate committees; consequently, a majority vote of each committee is required to take any action. If the conference committee votes to adopt the report, the measure is then presented to the body. This compromise bill cannot be amended. Each body can accept the report, give the bill its third reading as amended by conference and repass the bill, or it can refuse to accept the report and send it back to conference. As a part of the motion to refuse to adopt the report of the conference committee, the sponsor of the motion can request that a new conference committee be appointed to work out the differences.

When both houses repass a bill as amended by conference committee, it is enrolled by the revisor and transmitted to the governor for consideration.

## Interim

Adjournment of the Legislature at the end of the first year of a biennial session does not mean the end of the road for a bill.

Bills that are in committee at the end of the first year of the biennium may be heard during the interim recess. Bills on the Calendar for the Day, Fiscal Calendar or General Register are returned to the standing committee last acting on the bill. Bills in conference committees and bills that have been vetoed after adjournment are returned to their house of origin, where they are laid on the table; and members of the conference committee are discharged. They may be taken from the table in the second year's regular session and acted upon.



# Tax and Spending Bills

## Development

Development of tax and spending bills follows a more complicated track from that followed by most other bills.

## Budget Resolution

House Rules currently require the House Ways and Means Committee to adopt a budget resolution each odd-numbered year that sets targets for overall biennial General Fund spending and spending targets for each fiscal committee or division. The committee sets this resolution after the state's budget forecast is released at the end of February. General Fund spending in bills passed by finance and tax divisions or committees must fit within the limits of the budget resolution. Because the state budgets on a biennial basis, the budget resolution covers spending for both years of the upcoming biennium.

## Revenue Raising – the Tax Bill

Most tax changes will be collected into an omnibus tax bill that must originate in the House. When adopting the budget resolution, the ways and means committee must set a target for the tax committee that includes adequate revenue to fund spending authorized in the rest of the resolution. The committee examines the state's fiscal outlook based on the latest budget forecast, tax recommendations in the governor's budget and bills introduced by House members. The tax committee, as well as divisions and any subcommittees, holds hearings

on these proposals at which Department of Revenue staff, bill sponsors and others testify on the impact of current laws and proposed changes.

Committee members use revenue estimates to determine the fiscal impact of a bill or proposal that affects state revenue. Revenue estimates are prepared by the Department of Revenue and reviewed by legislative staff.

Major areas on which the committee will concentrate include personal income tax, corporate taxes, sales taxes and property taxes. Committee discussions will include the effectiveness of current tax laws as well as the impact of proposed changes to those laws.

In addition to raising revenue, the tax committee is also a major spending committee in that state aid to cities and counties is funded in the tax bill. General Fund spending in the tax bill must fit within the limits of the House budget resolution.

## Spending Money – Appropriation Bills

Committees with financial jurisdictions develop bills with spending recommendations for the agencies and programs over which they have jurisdiction. These committees usually use the early part of the legislative session to review the mission and goals of the agency and its programs, and review current funding levels for those agencies and programs. After the governor's funding recommendations are available, these committees review and discuss those recommendations and bills introduced by House members. State agency

staff, bill sponsors and others testify on the impact of current laws and proposed changes.

Finance committee members often use fiscal notes to determine the fiscal impact of spending proposals. The nonpartisan Legislative Budget Office is responsible for working with state agencies to provide the House and Senate with information on the fiscal impact of proposed legislation.

While the tax committee has major responsibility for raising revenue, finance committees may also consider changes in fees and fines that affect General Fund revenue.

After the ways and means committee adopts a budget resolution, various finance committees begin to allocate funding consistent with that resolution. Omnibus funding bills that include the funding recommendations are developed. Other bills that include funding may be acted on, but all funding changes must fit within the spending limits set in the budget resolution.

Since the Senate may have a different finance committee structure with different agencies and programs, the ways and means committee may also combine or reorganize bills to fit with an agreed upon fiscal structure for action by conference committees.

## Ways and Means Committee – the Budget Gatekeeper

Tax bills and finance bills are referred to the ways and means committee after approval of the taxes committee and the finance committees. After the ways and means committee determines that bills are

consistent with the budget resolution, it refers the bills to the full House.

## Tax and Spending Bills – To Final Enactment

Typically there are significant differences between the House and Senate versions of tax and spending bills; those bills are referred to conference committees to resolve the differences. When a conference committee resolves the differences between the House and Senate versions of a bill, that bill comes back to the House and Senate for final passage. Conference committee reports may not be amended.

When the governor receives an omnibus appropriation bill, the governor may sign the whole bill; let it become law without a signature; veto specific appropriation items (line-item veto) while signing the rest of the bill; or veto the entire bill.

## The Second Year

In the second year of the legislative session, the tax committee and finance committees consider adjustments to the budget adopted for the biennium. In the case where there is a projected balance for the biennium, those adjustments may include spending increases and tax reductions. In the case where there is a projected deficit for the biennium, those adjustments may include spending reductions and tax increases. The ways and means committee may adopt another budget resolution to provide direction for those adjustments.



House Ways and Means Committee.

# How a Bill Becomes a Law in Minnesota

## Idea

**1** A bill is an idea for a new law or an idea to change an old law. Anyone can suggest an idea for a bill — an individual, consumer group, professional association, government agency or the governor. Most often, however, ideas come from legislators, the only ones who can begin to move an idea through the process. There are 134 House members and 67 senators.

## Legal form

**2** The Office of the Revisor of Statutes and staff from other legislative offices work with legislators in putting the idea for a new law into proper legal form. The revisor's office is responsible for assuring that the proposal's form complies with the rules of both bodies before the bill is introduced into the Minnesota House of Representatives and the Minnesota Senate.

## Sponsors

**3** Each bill must have a legislator to sponsor and introduce it in the Legislature. That legislator is the chief sponsor whose name appears on the bill along with the bill's file number to identify it as it moves through the legislative process. There may be up to 34 co-sponsors from the House and four from the Senate. Their names also appear on the bill.

## Introduction

**4** The chief House sponsor of the bill introduces it in the House; the chief Senate sponsor introduces it in the Senate. Identical bills introduced in each body are called *companion* bills. The bill introduction is called the *first reading*. The presiding officer of the House then refers it to an appropriate House committee for discussion; the same thing happens in the Senate.

## Committee

**5** The bill is discussed in one or more committees depending upon the subject matter. After discussion, committee members recommend action — approval or disapproval — to the full House and full Senate. The House committee then sends a report to the House about its action on the bill; the Senate committee does likewise in the Senate.

## Floor

**6** After the full House or Senate accepts the committee report, the bill has its *second reading* and is placed on the House agenda called the General Register or the Senate agenda called General Orders. (A committee can recommend that non-controversial bills bypass the General Register or General Orders and go onto the Consent Calendar, where bills usually pass without debate.) After this point, House and Senate procedures differ slightly.

## General Register

**7** In the House, the General Register serves as a parking lot where bills await action by the full body. Bills chosen to appear on the Calendar for the Day or the Fiscal Calendar are drawn from the General Register.

In the Senate, a different procedure is used. Bills are listed on the General Orders agenda. Senate members, acting as the "committee of the whole," have a chance to debate the issue and offer amendments on the bill. Afterwards, they vote to recommend: passage of the bill, progress (delay action) or further committee action. And sometimes they recommend that a bill not pass. From here, the bill is placed on the Calendar.

## Calendar for the Day

**8** In the House, the Calendar for the Day is a list of bills the House Committee on Rules and Legislative Administration has designated for the full House to vote on. Members can vote to amend the bill, and after amendments are dispensed with, the bill is given its *third reading* before the vote of the full body is taken. The House also has a Fiscal Calendar, on which the chair of the House Ways and Means Committee or House Taxes Committee can call up for consideration any tax or finance bill that has had a second reading. The bills are debated, amended and passed in one day.

In the Senate, bills approved by the "committee of the whole" are placed on the Calendar. At this point, the bill has its *third reading*, after which time the bill cannot be amended unless the entire body agrees to it. Toward the end of the session, the Senate Committee on Rules and Administration designates bills from the General Orders calendar to receive priority consideration. These Special Orders bills are debated, amended, and passed in one day.

A bill needs 68 votes to pass the House and 34 votes to pass the Senate. If the House and Senate each pass the same version of the bill, it goes to the governor for a signature.

## Conference

**9** If the House and Senate versions of the bill are different, they go to a conference committee. In the House, the speaker appoints three or five representatives, and in the Senate, the Subcommittee on Committees of the Committee on Rules and Administration selects the same number of senators to form the committee. The committee meets to work out differences in the two bills and to reach a compromise.

## Floor

**10** The conference committee's compromise bill then goes back to the House and the Senate for another vote. If both bodies pass the bill in this form, it is sent to the governor for approval or disapproval. (If one or both bodies reject the report, it goes back to the conference committee for further consideration.)

## Governor

**11** Once the governor has the bill, he or she may: sign it, and the bill becomes law; veto it within three days; or allow it to become law by not signing it. During session, the House and Senate can override a governor's veto. This requires a two-thirds vote in the House (90 votes) and Senate (45 votes). The governor also may line-item veto parts of a money bill, or pocket veto a bill passed during the last three days of the session by not signing it within 14 days after final adjournment.



# The Governor's Role

## The Governor

A bill passed by both legislative bodies in identical form is enrolled (compared with all records to ensure final agreement to one single version of House and Senate bills and carefully and accurately copied into a presentation format). The enrolled copy is signed by both presiding officers and by the chief clerk of the House and the secretary of the Senate and presented to the governor. During the session, it is the date of the revisor's presentation of the bill to the governor, not the date of final passage that starts the clock running for deadlines for the governor's action on the bill.

The governor has several options:

- The governor may sign a bill and it becomes law.
- When the Legislature is in session, a bill becomes law without the governor's signature if it is not returned to the house of origin with a statement of objections within three days after receipt.
- If the governor objects to a bill, it can be vetoed and a message is sent to the Legislature explaining the actions. The governor can also line-item veto specific items of appropriation in an appropriations bill and allow the remainder to become law. A two-thirds vote in each house is needed to override a veto (90 votes in the House and 45 votes in the Senate).
- A bill vetoed after the Legislature is adjourned at the end of an odd-numbered year is returned to its house of origin and tabled. The vetoed bill may be taken up after the interim recess when the Legislature reconvenes.
- Special rules apply to bills passed during the last three days before final adjournment in the even-numbered year. The Legislature has three extra days to send the enrolled bill to the governor. The governor then has 14 calendar days following final adjournment to make a decision on a measure. This period includes a three-day period immediately following the session, during which the bill might not have been presented yet. During this period, the governor must sign all bills he or she wishes to become law.

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***“To be enacted, a bill must pass the Legislature, be signed by the governor or repassed over the governor’s veto and filed with the secretary of state, whose office is the permanent custodian of official state documents”***

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## The Governor's Role

Any bill passed during the last three days of the session that is not signed and deposited with the secretary of state within the 14-day period after final adjournment does not become law. The attorney general routinely reviews all bills passed by the Legislature and advises the governor as to the constitutionality of each measure.

### The New Law

To be enacted, a bill must pass the Legislature, be signed by the governor or repassed over the governor's veto and filed with the secretary of state, whose office is the permanent custodian of official state documents.

Acts, except those containing appropriations, take effect on Aug. 1 following enactment unless another date is specified in the act itself. Most appropriations acts take effect on July 1, the beginning of the fiscal year.

### Special Sessions

The governor may call the Legislature into special session during the temporary adjournment between the first and second year of a legislative biennium or after final adjournment to take emergency action or to act on important issues left undecided at the close of a regular session.

The governor can suggest the agenda for the session but cannot dictate the measures to be considered or the length of the special session.

A special session is a separate legislative session. It is not a continuation of a regular session. Officers elected for the regular session serve in the special session, and the rules adopted for the regular session remain in effect, unless the body provides otherwise.

A special session has its own records that may be published separately or in conjunction with the records of the preceding regular session.

Any legislation to be considered must follow the same steps that would be required in a regular session.



**Gov. Tim Walz addresses the media at a press conference.**



# Getting Around

## Useful Information

The Capitol Complex functions much like a small community. The following information is intended to answer some of the most frequently asked questions about day-to-day life at the Capitol. For general information, contact House Public Information Services, 175 State Office Building, 651-296-2146 or 800-657-3550.

## Bike Racks

For those who bike to work, there are bicycle racks located within the State Office Building parking ramp available only to building tenants, and on the west side of the Transportation Building. Ramp parking privileges are not required to use the ramp bicycle rack, but it is only accessible by key card. Contact the Office of the Sergeant-at-Arms, B-17 State Office Building, 651-296-4860 to request changes to key card access.

## Bill Status

Contact the House Index Department, 651-296-6646, or track bills on the Legislature's website: [www.leg.mn](http://www.leg.mn).

## Building Maintenance

Contact Plant Management, 651-201-2300.

## Cash Machines

Automatic teller machines are located in the State Office Building (ground floor), in the Transportation

Building (ground floor), the Minnesota Senate Building (ground floor) and the Centennial Office Building (ground floor).

## Change Machine

Change for dollar bills can be obtained from a change machine in the vending area on the ground floor of the Transportation Building.

## Dining

The Rathskeller Café in the State Capitol is open when the Legislature is in session. Year-round cafeterias are available in the Transportation, Centennial and Judicial buildings.

## Duplicating

Duplicating services for House business are located in House Facility Services, 35 State Office Building, 651-296-8611.

## Employee Assistance

The state's Employee Assistance Program is a confidential counseling service designed to help state employees with problems, either in or out of the workplace. Those with a personal or work-related problem can contact the Employee Assistance Program at 651-259-3840 or 800-657-3719.

## Emergency

If there is an emergency, call 911. The Capitol Security emergency number is 651-296-2100.

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*“The Capitol Complex functions much like a small community”*

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## Fire

In case of fire, an alarm will sound throughout the building, fire doors will close and elevators will not operate. Evacuate the building via the stairways.

## Hair Stylist

Capitol Barbers is in the basement of the State Office Building. Generally, it is open during business hours. The phone number is 651-291-1600.

## Holidays

The following days are observed as holidays for eligible employees assigned to a Monday through Friday, five-day work week at the House: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, day after Thanksgiving and Christmas. Any holiday falling on a Saturday will be observed on the prior Friday. Any holiday falling on a Sunday will be observed on the succeeding Monday.

For more information on holidays, see the “Legislative Plan for Employee Benefits and Policies.”

## Locker rooms

Showers and lockers are available in the State Office Building basement.

## Mail

The House Mail Room is at room 36 on the ground floor of the State Office Building. The mail room handles both U.S. mail and interoffice mail. Questions about proper mailing procedure should be directed to the House Mail Room, 651-296-9462 or the Office of the Sergeant-at-Arms, 651-296-4860.

U.S. Postal Service mailboxes are on the first floor of the State Office Building near the elevators. The pick-up time is 4:30 p.m. Monday through Friday.

The House Post Office does not sell stamps.

## Meeting Room Reservations

To schedule a room in House space in the State Office Building or the Capitol call the House room scheduler at 651-296-2955. To request use of Senate facilities, call the Senate Sergeant-at-Arms office at 651-296-0866.

## Minnesota Memorabilia

Gifts with a Minnesota theme can be purchased at the Minnesota History Center, 345 Kellogg Blvd. W. and at Minnesota's Bookstore, 660 Olive St.



**Capitol Barbers.**

## No Smoking Policy

Smoking is prohibited in the State Office Building and Capitol. Smoking includes the carrying of a lighted cigarette, cigar or pipe, e-cigarette devices and the use of any other smoking material.

Smoking is not allowed in the State Office Building parking ramp, nor is it permissible on the loading dock.

## Parking

For information about obtaining a vehicle parking spot for a fee, contact the Office of the Sergeant-at-Arms, B-17 State Office Building, 651-296-4860. There is a ramp adjacent to the State Office Building. Monthly parking fees vary, fees for fiscal year 2019 range from \$47 to \$82. Updated rate information is at: [www.mn.gov/admin/government/buildings-grounds/parking-transportation/parking/](http://www.mn.gov/admin/government/buildings-grounds/parking-transportation/parking/).

Segway users may use a bicycle rack at no charge, or rent either a bicycle locker or a Segway stall with electricity in the Judicial Garage for an annual fee.

Accessible parking spaces for state employees with disabilities are available on a permanent or temporary basis by assignment. Accessible spaces assigned to House members and staff are located on the lower level of the State Office Building parking ramp (the call box at the ramp entrance may be used to gain entry). Additional accessible parking is located west of the State Office Building in parking ramp F.

## Office Phones

Telephone service and hardware questions should be directed to House Facility Services, 651-296-1239.

## Press Conferences

To schedule a press conference in the State Office Building, contact the room scheduler, 651-296-2955.

## Purchasing

All purchase orders are issued by Facility Services, a division of the Office of the Sergeant-at-Arms. When goods or services are needed, all members and staff must complete a purchase request form and

send it to the purchasing agent in Facility Services. For a complete copy of the purchasing policy, call 651-296-2305.

## Schedules

Committee and floor meeting schedules are posted on the bulletin board near the first floor elevators. Copies are available in House Public Information Services, 175 State Office Building. Schedules are subject to change and the most current information is available on the House website ([www.house.mn](http://www.house.mn)).

## Security and Escort Services

Members and staff who work late or feel uncomfortable walking to their vehicles alone may call Capitol Security for an escort. The escort service is available 24 hours a day and can be reached by calling 651-296-6741.

Capitol Security also provides bulletins or alerts about suspicious people and activities in and around the Capitol Complex.

A number of Capitol Security emergency call boxes are located throughout the Capitol Complex.

## Session Floor Passes and Retiring Room Use

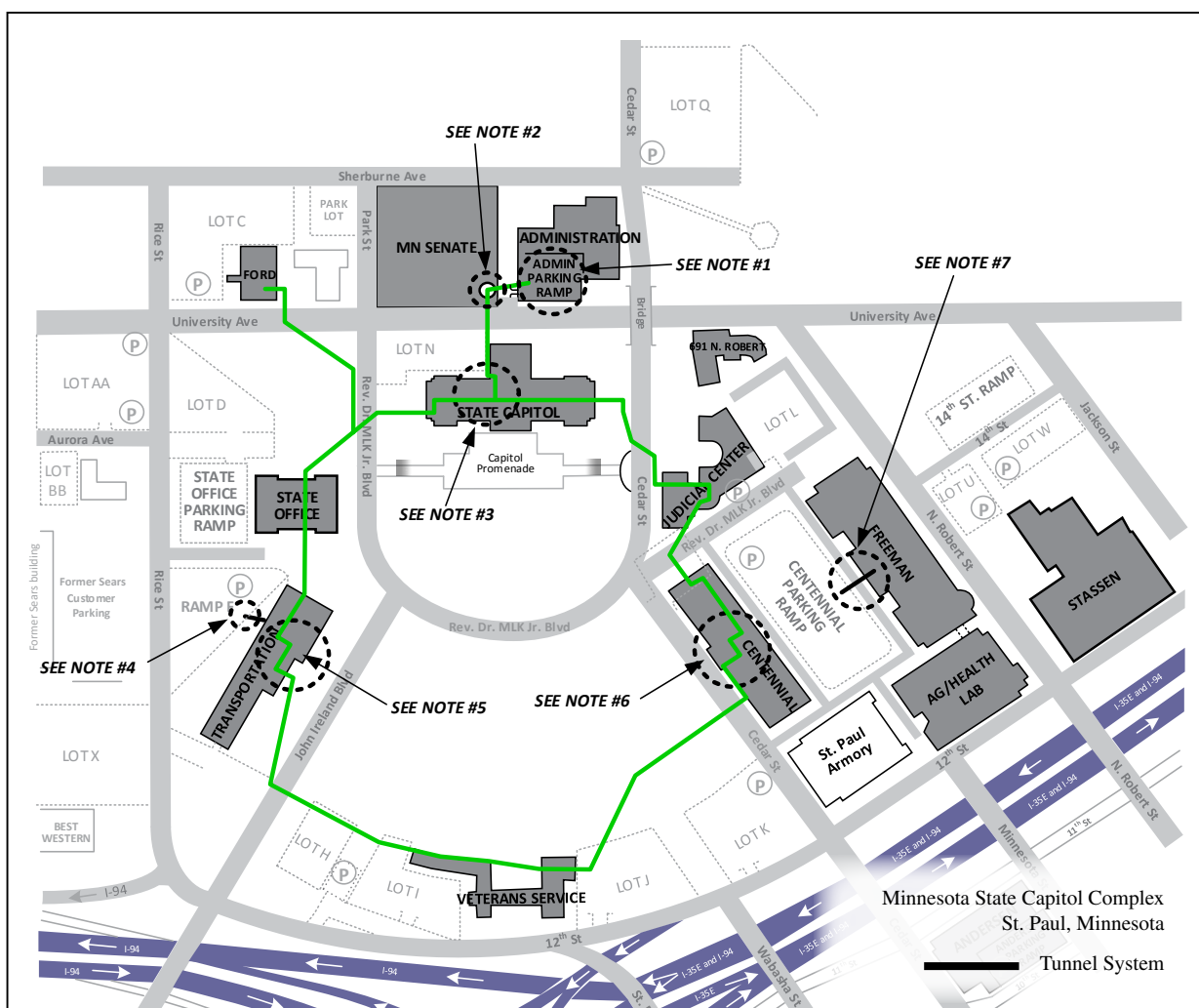
Article II of the Permanent Rules of the House identifies individuals who may be admitted to the House Floor and Retiring Room. In accordance with this rule, a limited number of Floor passes may be issued by the Speaker for members' guests. To request a pass, contact the Speaker's office.

From one hour before the time the House is scheduled to convene until one hour after the House adjourns for the day, the Retiring Room is reserved for the exclusive use of members and House employees. According to the Permanent Rules of the House, no senator may enter the room during the time it is reserved the exclusive use of members and employees.

## Supplies

Office supplies may be obtained through Facility Services, a division of the Office of the Sergeant-at-Arms, 35 State Office Building, 651-296-2305.

## Getting Around



Map courtesy Minnesota Department of Administration, Plant Management Division (12/17)

## Movement through Capitol Complex Tunnel System

### NOTE #1 Administration Parking Ramp

From Capitol, tunnel enters Level B of Administration Parking Ramp. Keycard access to Administration Building Ground Floor from Ramp's east stairway on Ramp Level E

### NOTE #2 MN Senate Building Tunnel entrance to Ground Floor

Parking for persons with disabilities visiting the Capitol or MN Senate Building is in the MN Senate Garage. The MN Senate Garage connects to the Capitol Building by tunnel. Access to the tunnel is on Ground Floor of the MN Senate Building. Take elevator from Ground to tunnel level and follow signage for route to Capitol – enter Capitol on basement level.

### NOTE #3 Capitol Building

Entering the Capitol Building from the Administration Ramp is by keycard access only. Authorized users enter the tunnel on Level B and will enter the Capitol, basement level.

### NOTE #4 Transportation Building

Access to ground floor of Transportation Building from ground level of Ramp F.

### NOTE #5 Transportation Building

From State Office Building, enter on Ground Floor of Transportation Building and follow hallway past Cafeteria to Elevator Lobby area. Across from elevators is a stairway door. To right of door is a sign reading "Tunnel to Veterans Service Bldg. next level down." Take stairway to "Level B" of Transportation Building. Exit stairway to left in elevator lobby. Go to carpeted area, then turn left in front of small vending machine area. Service Building Tunnel to Veterans directly ahead. Elevators in Transportation Building are accessible only with a keycard.

### NOTE #6 Centennial Office Building

From Veterans Service Building, enter Centennial Building on Level B. Turn left at first hallway, then proceed to elevator lobby. Immediately behind elevator lobby north side is a stairway. Take either elevator or stairway to Ground floor. Immediately east of north side elevators is a hallway door. Labeling above the door reads "Tunnel to Judicial Center."

### NOTE #7 Freeman Office Building

Access to Freeman Office Building through east side, Green Level, Centennial Ramp



# Online Resources

## Website

The Legislature's website is a joint effort by the House of Representatives, Senate, Legislative Reference Library, Office of the Revisor of Statutes and legislative commissions. The goal of the website is to increase citizen participation in the legislative process by providing information in an easy-to-use format.

Since 1994, anyone with access to the Internet has been able to find an increasing range of online legislative information. By connecting to the Legislature's website ([www.leg.mn](http://www.leg.mn)), Internet users can find daily schedules for the House and Senate, track the status of individual bills, read the text of bills and statutes, and much more.

Services and resources available on the website include:

- information on bills, including status, floor votes, full text, summaries and latest official engrossments;
- regularly updated House and Senate schedules;
- committee agendas and minutes;
- contact information for House and Senate members and staff;
- rosters and schedules for standing committees, floor sessions and conference committees;
- a district finder that allows users to find their state and federal legislators by entering the user's street address and ZIP code;
- online access to the Journal of the House and Journal of the Senate, the official records of House and Senate floor action;
- access to the online version of Minnesota Statutes, Laws and Rules;
- online versions of numerous House publications; and
- audio and video of select House and Senate committee meetings and all floor sessions.



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*“The goal of the website is to increase citizen participation in the legislative process by providing information in an easy-to-use format”*

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## Bill Tracking

The Legislature’s website allows users to keep up-to-date on the status of bills with MyBills, a personalized bill tracking service. MyBills is a free subscription-based service providing daily email and RSS notification of the current status of all House and Senate files. Bills are searchable by bill number, sponsor or subject.

## Streaming Audio and Video

The House provides live streaming video coverage of all floor sessions and select committee meetings. Live audio is available from all House hearing rooms. Additionally, audio and video archives are available on the House website, as is streaming video of archived floor sessions, select committee meetings, press conferences and special events. Downloadable MP3 files of archived committee audio are provided.

## Podcasting

Podcasts are syndicated audio or video files that can be downloaded onto your computer and can be copied to a portable device such as an MP3 player or iPod.

Podcasts differ from Internet radio stations and streaming media in that they can be downloaded in full episodes and viewed or listened to at any time. You may also subscribe to podcasts, so that new episodes are downloaded automatically when they become available.

The House offers audio podcasts of House committee meetings. They can be accessed via the House website with an RSS reader (see “RSS feeds” below).

## RSS Feeds

RSS is a technology that allows you to subscribe to websites. It requires a program called an RSS reader (also referred to as an aggregator), which accesses RSS feeds that allow you to receive automatic updates when new content is posted on a website.

The House provides RSS feeds for committee audio, MyBills customized bill tracking, Session Daily, individual House members’ pages, and more.

Links to a number of downloadable RSS readers are available by visiting [www.house.mn](http://www.house.mn) and clicking on “RSS Feeds.”

## Member Web Pages

Each House member has an official web page featuring a downloadable photo, contact information, biographical information, a news item section with RSS feeds, a schedule of town hall meetings, a member video interview (if available), a district map, district demographics and lists of bills sponsored and co-sponsored.

## Email Notification Lists

The House has numerous electronic notifications lists for which users can subscribe to keep up with what is happening at the Minnesota House of Representatives. They include:

- House Schedule - Daily and weekly schedule updates.
- House Public Information Services - Receive alerts on the availability of Session Daily stories, television webcast and mobile streaming programming schedules, press releases and other general information.
- House Research and Fiscal Analysis - Updates from the House Research and House Fiscal Analysis departments.
- DFL Caucus - Updates from the House DFL Caucus.
- GOP Media - Updates from the House GOP Communications Department.
- Order of Business - Receive notification when the daily Order of Business is updated (includes bill introductions), the daily House Journal has been published as well as when conference committee reports are posted.



# Publications

## Member-oriented Publications

### Minnesota Statutes

Permanent and general laws, which apply to all citizens, are published in bound volumes called Minnesota Statutes and online. Included are laws that apply to: the Legislature; the executive branch, including state departments; the judiciary and courts; tax policy; public safety and police authority; towns, cities and counties; commerce and trade; private property and private rights; civil injuries and remedies; and crimes against people and property and their penalties. Statutes are organized according to subject matter and given numerical coding.

A new set of statutes is printed every two years. Pocket supplements containing changes to the new statutes are printed following the first year of the biennium. The statutes posted on the Internet are updated annually. The online version is available six to eight weeks prior to the book version.

At the beginning of the session, upon request, a member is supplied with an up-to-date set of Minnesota Statutes.

### Session Laws of Minnesota

Session Laws are published as a numerical listing of the text of all bills that became law during a legislative session, including appropriations bills, local and temporary bills, proposed constitutional amendments and joint resolutions. Session Laws is also referred to as Laws of Minnesota and Session Laws of the State of Minnesota. They are available online and in bound volumes.

### Daily Journal

The daily journals, compiled by the chief clerk of the House and the secretary of the Senate, are the official legal records of legislative proceedings.

The state constitution requires that the journal contain a record of all roll-call votes. The journal also records attendance, bill introductions, committee reports and reports of conference committees. The journals contain the text of official communications between the two houses, messages from the governor and protests filed by members. The text of all amendments and motions proposed to the body are included with the actions taken upon them, but no official record is kept of the comments made in debate and discussion. However, sessions are audio taped and filed with the Legislative Reference Library.

Minnesota is a journal-entry state. This means that the journal is the final authority used by the courts concerning actions of the Legislature and in determining legislative intent. Therefore, it is of utmost importance that the journal be complete and accurate.

The journal is printed at the end of each day's session, and copies are available online about two to three hours after daily adjournment. Printed copies of daily journals are available from the Chief Clerk's Office in the Capitol.

### Permanent Journals

Each year the daily journals are proofread, corrected, indexed and certified for publication by the chief clerk and the secretary of the Senate.

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***“Minnesota is a journal-entry state. This means that the journal is the final authority used by the courts concerning actions of the Legislature and in determining legislative intent”***

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Members, upon request, receive a bound copy of the permanent Journal of the House. Bound copies of the permanent Journal of the Senate are also available to members.

### **Bills**

Printed copies of all bills pending in the House are available from the Chief Clerk's Office, 211 State Capitol. Bills are also available on the House website.

Members are provided printed copies of bills to study at the time they are taken up by the committee.

Each member is provided a laptop computer so that the House website can be accessed on the House floor to view the text of all bills and amendments that are up for debate.

### **Nonpartisan Bill Summaries and Information**

House Research provides nonpartisan bill summaries on legislation being considered by the Legislature. Generally, summaries are only prepared for bills that have been scheduled for public hearings. (Users are cautioned to review the language of the bill itself rather than relying entirely on information provided by the summary.) House Research also provides nonpartisan research publications on topical policy issues. They are at [www.house.mn/hrd](http://www.house.mn/hrd).

House Fiscal Analysis staff produces publications providing background information on state finance issues. They are available at [www.house.mn/fiscal/fahome.htm](http://www.house.mn/fiscal/fahome.htm).

### **Official Agenda**

The House official agenda for each legislative day is prepared by the chief clerk, under the direction of the speaker. The General Register, Fiscal Calendar and Calendar for the Day, announced in advance, are placed on members' chamber desks and are made available on the House website prior to each daily session.

### **Constituent-oriented Publications**

House Public Information Services provides non-partisan informational and educational publications and services to help the public stay connected with the Legislature. Members may request quantities of publications for distribution to Capitol visitors or for special events and meetings. A complete listing of all brochures and materials produced by House Public Information Services is available by calling 651-296-2146 or 800-657-3550. Many of the publications are downloadable at [www.house.mn/hinfo/publications.htm](http://www.house.mn/hinfo/publications.htm).

Limited quantities of publications are available to the public upon request. The office is located at 175 State Office Building, 100 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155-1298.

Documents published by the office can be made available in alternative formats to individuals with disabilities.

Listed here is a sampling of available constituent-oriented publications and online services.

### **Session Coverage**

- Session Daily — an online news service updated when news from the House warrants. Subscribers to this service receive an email alert when news items have been posted.
- New Laws — a web-only resource prepared at the end of each session which summarizes all bills that became law during the session.
- Seating Arrangement — a fold-out map with photos to identify the members and their seats in the House and Senate chambers. Key staff members at the front desks of each chamber are also included.
- Committee schedules — Delivered to email subscribers daily during session and as needed during interim, the committee schedule provides the latest information about when and where committees are meeting.

- House Public Information Services maintains Twitter, Facebook and YouTube accounts. Notifications include House floor and committee action, video coverage schedules, and other information from nonpartisan House departments.

### Directories

- Election Directory — an unofficial listing (published immediately after Election Day) of the newly elected legislative bodies. It includes member-elect contact information and photos, district numbers, party designation, some biographical information, a demographic look at the newly elected House and Senate, and name pronunciation guides.
- Members Directory — known as the “green book,” it is published early in the first year of the biennium. It includes biographical information and committee assignments for all 201 legislators. It also includes contact information for committees and key offices in each of the two legislative bodies.
- Official Directory of the Minnesota Legislature — known as the “red book,” this directory includes the same information as the Members Directory with any updates. It also contains permanent

House and Senate staff information, the House and Senate rules, and statutory and constitutional provisions relating to the Legislature. It is available during the second year of the biennium.

### Educational Materials

- Minnesota State Government Series — a packet of nine fact sheets on the state and its government. They are: 1) State Profile; 2) State Symbols; 3) State Counties; 4) State Lawmakers; 5) State Legislative Information; 6) State Law Process; 7) U.S. Congress; 8) State Constitution; and 9) The Three Branches.
- Capitol Steps: From Idea to Law — A 16-page booklet explaining, in a simple, straightforward manner, how a bill moves from an idea to law. Capitol Steps is intended as a resource for junior high school students.
- Minnesota House of Representatives Puzzle Book - Designed for youth ages 9-13, the Minnesota House of Representatives Puzzle Book makes learning facts about the legislative process challenging but fun.
- Minnesota State Symbols Coloring Book- Designed for preschool and elementary-aged youth, this publication provides information about the state’s 18 symbols.

The screenshot shows the official website of the Minnesota Legislature. At the top, there is a navigation bar with links for House, Senate, Joint, Schedules, Committees, Bills, Law, Multimedia, and Publications. Below this is a large banner image of the Minnesota State Capitol building. Overlaid on the banner is the text "Office of the Revisor of Statutes". Below the banner, there is a search bar with the text "Retrieve by number" and a dropdown menu set to "Bills". To the right of the dropdown is a "GO" button. Below the search bar, the page title is "House Bill Information - Basic Search". To the right of the title are links for "Help", "Advanced Search", and "Senate Search". Below the title, there is a "Session" label and a dropdown menu currently set to "91st Legislature, 2019-2020".

The Legislative bill search page.



# Legislative Offices

The House employs professionals to work behind the scenes to help lawmakers write and offer legislation, and informing the public about proposals, laws and other facets of state government. Offices in the House are divided into two main categories: partisan and nonpartisan. Nonpartisan offices are not aligned with any political party and are charged with presenting information and services without regard to political affiliation. Partisan offices are affiliated with a political party and are designed to serve the specific members of those parties in the House. There are also key nonpartisan joint offices that serve both the House and the Senate.

## Nonpartisan Offices

### Chief Clerk's Office

651-296-2314; Fax: 651-296-1326  
 211 State Capitol  
[www.house.mn/cco/cco.htm](http://www.house.mn/cco/cco.htm)  
 Patrick D. Murphy — Chief Clerk  
[Pat.Murphy@house.mn](mailto:Pat.Murphy@house.mn)

The Chief Clerk's Office is a service and information resource center for House members, staff and the public. The office provides assistance, advice and information on procedural and parliamentary matters, records the history of that process in a clear, unbiased manner, and is responsible for the archiving, printing and distribution of legal records and official House documents. The House website offers up-to-date public access to legislative documents.

### House Desk

The area immediately below the speaker's rostrum in the House Chamber is commonly known as the House Desk. It is the primary role of the House Desk staff to ensure that House business is carried out smoothly and in accordance with the state constitution, the Permanent Rules of the House and all other laws and rules that relate to legislative operations and enactment of laws. House Desk staff organizes the orders of business, administers and records amendments, prepares motions, records roll calls, documents official actions on original bill covers, answers parliamentary questions, offers advice regarding legislative procedure and compiles and edits the Journal of the House.

### Third Floor Office

The third floor office staff assists House Desk staff with the production and publication of all agendas and orders of business such as calendars, bill introduction documents, committee reports, noncontroversial motions, resolutions and other documents for floor use. In addition, the daily and permanent Journal of the House is compiled, printed and published to the House website. Third floor staff also oversee the posting and updating of all bills and engrossments published on the House website. Messages to the Senate and governor are also prepared by this office.

### Front Office

This office is responsible for the distribution of legislative documents to members, staff and the public. These documents include: bills, House Journals, floor calendars, and chapters presented

to the governor. Front Office staff interacts with the public in answering inquiries regarding the House website, proposed legislation and House legislative procedures. Staff also maintains documents from previous legislative sessions.

### **Index Department**

The Index Department is established by the Permanent Rules of the House. Staff is responsible for writing short and long descriptions of all bills under consideration by the House. The bills are listed under appropriate topic areas. The Index Department records all official House actions on legislation from the Journal of the House. The data is available on the Legislature's website ([www.leg.mn](http://www.leg.mn)) to help the public, staff and lawmakers track legislation. In addition, the Index Department compiles and maintains computer-generated indexes by topic, sponsor, companion bill and statutory reference. A conference committee report also is produced.

For bill status inquiries, select reports or information on training and use of the House Index Information system, contact the department at 651-296-6646.

### **Information Technology**

This office provides the planning and project management of House technology projects, the House computer network, member and staff computers and changes to the House local area network. The office also provides evaluation of new technology options and performs the centralized backup of files on the House network.

Additionally, the office is responsible for the management of information technology and the development, design and maintenance of the House website.

### **Office of the Sergeant-at-Arms**

651-296-4860

B17 State Office Building

Robert Meyerson — Chief Sergeant-at-Arms

[Bob.Meyerson@house.mn](mailto:Bob.Meyerson@house.mn)

The Office of the Sergeant-at-Arms provides a wide variety of services to the House of Representatives members, staff and the public. The department is led by the chief sergeant-at-arms and oversees educational programs, page services, facilities,

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*“The House employs professionals to work behind the scenes to help lawmakers write and offer legislation, and informing the public about proposals, laws and other facets of state government”*

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telecommunications, purchasing, duplicating, mail, and other logistical and administrative support services. The focus of the department is on providing a safe, secure and effective environment for the legislative process.

### **Security**

The sergeant's office serves as a liaison with Capitol Security in providing security for House office areas. A major role for the chief sergeant is to provide a safe environment for members and staff at all times, particularly during session in the House Chamber or during committee meetings.

The chief sergeant is responsible for decorum and protocol, and may be directed by the speaker to locate and escort members to the chamber during a roll-call vote. Members may be escorted from the chamber, or members of the public from the gallery, if they become disruptive.

### **Pages**

Pages serve as support staff for all House and conference committee hearings, and aid other departments in accomplishing their duties. During session, pages assist members in the House Chamber by obtaining copies of bills or other legislative materials and delivering messages from the public or other members. They also assist in preparing for a daily session by placing agendas and orders on each member's desk as well as passing out amendments and other documents during debates.

**Parking**

The sergeant's office assigns parking spaces for members and staff. Parking information for the public is available from the sergeant's office for those attending meetings or visiting legislators.

**Mail Room**

The House Mail Room, 36 State Office Building, 651-296-9462, receives and distributes mail for members and staff. The postmaster coordinates with the chief sergeant-at-arms and House Budget and Accounting to maintain the budget and postage for each member.

**High School Page Program**

A nonpartisan student activity brings juniors from Minnesota high schools to spend a week at the Capitol to serve as pages. The program encourages involvement in the legislative process and in state government. Activities include meeting with individual members and key officials of the three branches of government, attending committee hearings and educational seminars, and serving as pages in the House Chamber alongside the full-time pages.

**College Internship Program**

Interns are placed with members or key staff in order to receive academic credit from their college or university. Common internship activities may include conducting research, monitoring the status of bills, or following committees.

**Duplicating**

House Duplicating, 35 State Office Building 651-296-8611, prints copies of the Permanent Journal of the House, bills, amendments, committee reports, schedules and other legislative materials requested by House members and staff. Duplicating staff operate state-of-the-art printing and copying technology to produce high-quality products and to ensure that the duplicating needs of the House are met in a timely manner.

**Facility Services**

House Facility Services, 35 State Office Building, 651-296-2305, distributes and inventories House property and equipment and provides the necessary office supplies for House members and staff.

**Research Department**

651-296-6753; Fax: 651-296-9887  
147A State Office Building  
[www.house.mn/hrd/hrd.htm](http://www.house.mn/hrd/hrd.htm)  
Patrick McCormack — Director  
[Patrick.McCormack@house.mn](mailto:Patrick.McCormack@house.mn)

The House Research Department is the nonpartisan research and legal services office of the Minnesota House of Representatives. The department's services are available to all members of the House. The department is politically neutral and impartial on issues.

The work of House Research focuses on legislative decision-making, helping House members and committees develop and evaluate government policies and laws by providing credible, accurate, and useful information. House Research staff help House members carry out their legislative decisions by providing expert and experienced help in developing legislation and helping members evaluate and understand the effects of legislation. Attorneys in House Research also serve as legal counsel to the House as a government agency, advising the House on legal matters arising out of the conduct of House business.

As part of staffing House committees, analysts in House Research summarize bills as they make their way through the legislative process. After bills are enacted, staff write act summaries. Additionally, House Research publishes a variety of publications and web-based materials on topics of interest to legislators.

**Fiscal Analysis**

651-296-7176  
139 State Office Building  
[www.house.mn/fiscal/fahome.asp](http://www.house.mn/fiscal/fahome.asp)  
Bill Marx — Chief Fiscal Analyst  
[Bill.Marx@house.mn](mailto:Bill.Marx@house.mn)

House Fiscal Analysis is a nonpartisan office that serves the House of Representatives. It provides legislative support for the finance and taxes committees, as well as relevant information to the Legislature on fiscal and budgetary issues. Fiscal

analysts staff all committees and provide professional, confidential and impartial help to committee members as they make decision on state finances.

The office also produces budget background information, analyzes spending and revenue proposals, tracks legislative decisions, researches fiscal issues and drafts legislation to implement budget decisions. Fiscal analysts respond to requests from members who need information on government finances. The office publishes issue briefs and background information, which are available on the House website.

## Public Information Services

651-296-2146; 800-657-3550;

Fax: 651-297-8135

175 State Office Building

[www.house.mn/hinfo/hinfo.asp](http://www.house.mn/hinfo/hinfo.asp)

Barry LaGrave — Director

[Barry.LaGrave@house.mn](mailto:Barry.LaGrave@house.mn)

House Public Information Services serves as the general information contact point for the House of Representatives. It provides credible and timely nonpartisan publications, products and services that inform the general public about the legislative actions, educate the public about the legislative process and encourage public participation in the Minnesota Legislature. The department utilizes the House website and a number of social media platforms, including Twitter, Facebook and YouTube to electronically distribute its products and services.

## Information and Outreach

The department handles general requests for information, such as helping constituents find and contact their representatives, filling audio, visual and publication requests and answering questions about legislative activity and the process.

## News and Information

House Public Information Services provides in-depth coverage of the legislative process and publishes explanations of new legislation.

Session Daily is an online news service updated every day during session and when news from the House warrants. Writers and editors cover House activity, and post multimedia-rich news stories online.

The office publishes a variety of legislative directories and informational material on state government and the legislative process. Educational publications developed by this office are often used in classrooms. Most department-produced printed materials are available on the Internet at [www.house.mn/hinfo/publications.htm](http://www.house.mn/hinfo/publications.htm).

The online New Laws web page provides summaries of all bills passed by lawmakers and signed or vetoed by the governor during each legislative session.

## Video

Staff provides access to the legislative process through unedited, gavel-to-gavel video coverage of House Floor sessions, select committee hearings, issue-oriented press conferences, member interviews and other special events.

Live webcasting, mobile streaming and video archives of all House video programming is available through the House website and on our YouTube account.

Daily television programming is broadcast during the legislative session, in conjunction with the Senate, Monday-Friday from 8 a.m. to 6 p.m. on the Minnesota Channel, which is carried by the six public television stations around the state.

## Photography

The photographers provide official House photographs, candid shots and photographs of members with constituents who come to the State Capitol. Photographers visually document House Floor sessions and committee hearings, accept assignments from both political caucuses and provide images for House directories, publications and video production.

## Budget and Accounting

Barb Juelich — Controller

651-296-4281

G45 State Office Building

[Barb.Juelich@house.mn](mailto:Barb.Juelich@house.mn)

The House Budget and Accounting Office is responsible for all financial functions of the House, including member and staff payroll, member and staff expense reimbursements, vendor payments, contracts, accounting, budgeting and purchase approval. Policies

regarding these services can be found in the Budget & Accounting tab on the House intranet site.

## Human Resources

651-297-8200; Fax: 651-296-1186  
185 State Office Building  
Kelly Knight — Director  
Kelly.Knight@house.mn

House Human Resources provides members, staff and their dependents information on their health and dental insurance plans; retirement; deferred compensation; pre-tax medical; dependent care and transit reimbursement accounts; employee, spouse and child life insurance; and short- and long-term disability insurance.

Employment opportunities are posted outside the office as well as on the House website. In addition, information is available on the employee assistance program, employee training and development, and other House benefits and policies.

Requests for public information and employment verifications are also processed here.

## Partisan Offices.

### DFL, Republican Caucus Staff

Both political parties have partisan caucus staff to assist with scheduling, research, media relations, constituent requests, information systems and word processing.

### Leadership Staff

A select few staff members are considered leadership staff. They assist in caucus and House management, planning, staff coordination and overall staff support services, and act as political advisers. Some may also assist in scheduling House floor sessions and overseeing the flow of bills on the House floor.

### Legislative Assistants

Most members share the services of a legislative assistant with one or two other members. Duties include scheduling, handling constituent inquiries and coordinating the daily activities of the members.

## Research

The caucus research departments assist members and staff in developing and interpreting public policy by providing information which serves both the political and policy analysis needs of the members and staff. Research assists in the inception, development, drafting, presentation and summarizing of bills, amendments and other legislation.

## Media

The media departments help members communicate with their local press. Writing services include: press releases, news columns, letters to the editor, legislative reports, newsletters, questionnaires, speeches and photo cutlines. The departments also provide radio and graphics services.

## Constituent Services

Constituent services departments serve as the chief clearinghouse for all requests that require casework for a constituent and/or background information for a member.

## Information Technology

The information technology departments maintain computer systems throughout the respective caucuses. The information technology staff provide software and hardware support, field computer questions and trains members and staff in the use of their computers.

## Committee and Caucus Staff

### Committee Administrator

Administrators are assigned to each committee. They are responsible for a wide range of duties, including researching issues, scheduling testifiers, preparing preliminary drafts of bills, amendments and professional correspondence, preparing and administering the committee budget, representing the chair at events and assisting the chairman or chairwoman in the end-of-session negotiations. Additionally, the committee administrator serves as a liaison between the chair and the members of the Legislature, executive branch, other legislative staff and the public.

**Legislative Offices****Committee Legislative Assistant**

Committee legislative assistants are assigned to a committee chair to perform administrative support duties for the chair, keep records of the current status of every bill in the possession of the committee, assist

members in drafting amendments and keep records of all committee actions. The legislative assistants gather materials necessary for the preparation of the official reports of the committee for approval by the chair and submission to the full House.



# Joint Legislative Offices and Commissions

## Office of the Revisor of Statutes

651-296-2868; Fax: 651-296-0569

700 State Office Building

[www.revisor.mn.gov](http://www.revisor.mn.gov)

Ryan Inman — Revisor

[ryan.inman@revisor.mn.gov](mailto:ryan.inman@revisor.mn.gov)

The Office of the Revisor of Statutes provides services to members of both houses of the Legislature, the governor and other constitutional officers, and state agencies and departments. The services of the office are nonpartisan and confidential. The office consists of attorneys, editors, computer specialists and support personnel. Members and staff may request services by writing, calling or visiting the office.

### Bill Drafting

The revisor's office works from instructions from a representative, senator, a person authorized by a legislator, the governor or constitutional officers. These instructions may be very simple; some only state a problem and request a statutory solution. They also may be very detailed. Sometimes they include a draft of a proposed bill prepared by a researcher or an attorney for a department, local unit of government or lobbying group.

### Amendment Drafting

Upon request, office attorneys draft amendments for committee meetings or floor sessions. Office attorneys and support staff are available during House floor sessions to provide advice and drafting assistance, including the drafting, keyboarding, proofing and

copying of amendments. They are stationed adjacent to the chamber.

### Computer Services

An advanced computer text management system is used to assist in drafting, engrossing and publishing bills and amendments. The revisor's computer staff creates and maintains programs for other legislative work. These programs are used for the House and Senate journals, House and Senate indexes, House and Senate calendars and agendas, and information provided for the Internet.

### Other Services

Other duties of the revisor's office include: drafting committee reports for consideration by the House; integrating amendments into bills as they are adopted (engrossing); drafting conference committee reports for consideration by the House and Senate; preparing comparisons for the House and Senate desks and conference committees; preparing and transmitting formal copies to the governor for signature (enrolling); publishing laws passed after each annual session of the Legislature (Session Laws); approving and drafting administrative rules for state agencies; publishing a collection of permanent and general laws in their most current language (Minnesota Statutes); and publishing the collection of administrative rules (Minnesota Rules). Attorneys from the revisor's office serve as legal counsel for the Joint House-Senate Subcommittee on Claims. The revisor's office prepares and submits legislative bills that clarify or correct errors in statutes and administrative rules.

## Legislative Reference Library

651-296-8338; Fax: 651-296-9731  
 645 State Office Building  
[www.leg.mn/lrl](http://www.leg.mn/lrl)  
 Elizabeth Lincoln — Director

The Legislative Reference Library librarians handle research inquiries in person, by mail, phone, email or instant messaging. Legislators can contact library staff and receive materials while working from their offices, homes or from the House Chamber.

The library provides customized issue-tracking services for members and staff.

The library is on the sixth floor of the State Office Building and is open to the general public. A reading room provides both public computers and wireless access for visitors with laptops.

The public policy collection of print and electronic materials includes:

- books, reports and magazines;
- newspapers — print and electronic. The library purchases access to the full text of the Star Tribune, Pioneer Press and other regional newspapers that can be accessed online;
- mandated reports. Each year the Legislature requires many one-time studies and ongoing reports, both to study issues and provide accountability for state-funded programs. The library tracks and acquires the reports and ensures availability in electronic format to members and the general public;
- state agency documents. The library is a depository for state agency reports and archives electronic copies for long-term retention and ease of use;
- legislative history materials. The collection, required by the rules of the House and Senate, includes House and Senate committee minutes and recordings of committee meetings and floor sessions;
- news clipping files — print and electronic. Coverage includes current legislators, former legislators, prominent Minnesotans, and issues from the 1970s to the present;
- historical statistics on the Legislature and state government, and information on former legislators and legislative sessions;
- consultants' reports. The library is mandated to receive a copy of all reports done as the result of a state contract.

## Office of the Legislative Auditor

651-296-4708; Fax: 651-296-4712  
 140 Centennial Building  
[www.auditor.leg.state.mn.us](http://www.auditor.leg.state.mn.us)  
 James Nobles — Legislative Auditor

The Office of the Legislative Auditor is a nonpartisan audit and evaluation office within the legislative branch of Minnesota state government under the direction of the legislative auditor, who is appointed by the Legislative Audit Commission. The office's principal goal is to provide the Legislature, agencies and the public with audit and evaluation reports that are accurate, objective and timely. The office focuses primarily on state agencies and programs, but also audits three metropolitan agencies and selectively reviews programs that are administered locally.

## Legislative Budget Office

651-297-1423  
 23 State Office Building  
[www.lbo.leg.mn](http://www.lbo.leg.mn)  
 TBD — Director

The nonpartisan office is responsible for working with state agencies to provide the House and Senate with information on the fiscal impact of proposed legislation. The office mission is to support informed decision-making through objective analysis.

## Legislative Coordinating Commission

651-296-9002; Fax: 651-297-3697  
 72 State Office Building  
[www.commissions.leg.state.mn.us](http://www.commissions.leg.state.mn.us)  
 Michelle Weber — Director

The commission serves as the umbrella organization for all of the commissions, joint offices and other boards that are under its purview. The LCC sets the complement for joint agencies and commissions and the compensation of employees under its jurisdiction. All joint budgets are reviewed by the commission. The commission coordinates certain activities of the

## Joint Legislative Offices

House and Senate, including the setting of insurance benefits and sick and annual leaves. The LCC provides staff, services and oversight in many areas, including:

- Compensation Council
- Geospatial Information
- Great Lakes Commission
- Joint House-Senate Subcommittee on Claims
- Legislative Advisory Commission
- Legislative Audit Commission
- Legislative Budget Office Oversight Commission
- Legislative Commission on Metropolitan Government
- Legislative Commission on Minnesota Sports Facilities
- Legislative-Citizen Commission on Minnesota Resources
- Legislative Commission on Pensions and Retirement
- Legislative Permanent School Fund Commission
- Legislative Commission on Planning and Fiscal Policy
- Legislative Energy Commission
- Legislative Salary Council
- Legislative Water Commission
- Lessard-Sams Outdoor Heritage Council
- Mississippi River Parkway Commission
- MNSure Legislative Oversight Committee
- Regent Candidate Advisory Council
- Subcommittee on Employee Relations
- Subcommittee on Ethnic Councils
- Trustee Candidate Advisory Council



# Glossary

## **act**

A bill that has passed both houses of the Legislature and has been enrolled, certified, assigned a chapter number, and either has become law without the governor's signature, signed into law by the governor, or vetoed by the governor and the veto has been overridden by the Legislature.

## **adjournment**

Closing of a committee hearing or daily legislative session for the day.

## **adjournment "sine die"**

Or "without a day" — final adjournment of either the House or the Senate at the end of a two-year biennium. Also used at the end of a special session.

## **adopt**

Approve or accept; usually applies to a report or clause thereof, by adding, omitting, or altering language. "The report of the committee is now adopted." See prevail.

## **advisory task force**

A limited-agenda body in any of the branches of government, advisory to a policy setting agency, created with no more than a two-year life span.

## **amend**

The action a legislator takes to change or propose a change to a bill, motion, report or even another amendment by adding, omitting or altering language.

## **appeal**

A resort to a higher court from a lower court.

## **appropriation**

An authorization by law to spend money from the state treasury.

## **authority**

An executive branch agency (other than a department) whose purpose is to sell bonds for the financing, ownership and development of public facilities. Example: Minnesota Housing Finance Agency (Authority).

## **bicameral**

A legislature containing two houses.

## **biennium**

Two-year period. The legislative session is biennial; the state budget is biennial (money for a two-year budget cycle). Minnesota's biennium begins July 1 of an odd-numbered year and ends June 30, two years later.

## **bill**

Proposal for a new law, change in current law, repeal of a current law or a constitutional amendment. It consists of a title, enacting clause and body (text), which is examined and approved in its form by the Office of the Revisor of Statutes.

**bill history**

A summary of the actions taken on a bill by each legislative house and/or one or more of the committees. The bill history appears on the paper cover of “original” bills, and on the first page of printed bills.

**bill, House advisory**

A proposal for initiation, termination, alteration or study of a law or program which may be drawn up informally in layperson’s language by a legislator and need not be submitted to the revisor.

**bill, local**

A bill that would affect a unit or units of local government.

**bill status**

1. Current standing or location of a bill within the legislative process. 2. The informal name for the index systems prepared by the House and Senate index departments.

**“blue book”**

The legislative manual published biennially by the Office of the Secretary of State. It contains information on the legislative, executive and judicial branches of Minnesota government; election statistics; and government history.

**board**

An executive-branch agency with prescribed official duties and policy-setting authorities. Boards have at least one of these powers: 1) to perform administrative acts, including spending money; 2) to issue or revoke licenses or certifications; 3) to make rules; or 4) to adjudicate contested cases or hear appeals. Example: Campaign Finance and Public Disclosure Board.

**body**

1. One of the two houses of the Legislature. 2. Of a bill or resolution — the main text, “language” or wording.

**budget resolution**

A binding resolution adopted by the House setting a single dollar amount as a limitation on state taxes and appropriations for the fiscal biennium.

**“by request”**

Notation after the chief sponsor of a bill indicating that the bill is introduced at the request of a constituent and does not necessarily reflect the opinion of the legislator who introduced it.

**Calendar for the Day**

List of bills to be taken up by the full House on a given day. The bills are drawn from the General Register, which means they have been given a second reading. The rules committee compiles the Calendar for the Day.

**call of the chair**

Summoning of members of a committee or body by its presiding officer.

**call of the house**

A condition placed upon the House at the request of 10 members, or upon the Senate by any member, compelling absent and unexcused members to come to the chamber and to cast their vote. No member may leave without permission of the presiding officer. The call may be “lifted” by majority vote of the whole body.

**caucus**

1. A group of representatives or senators who affiliate with the same political party or faction, such as the “DFL Caucus,” the “Republican Caucus,” the “Majority” or the “Minority” caucus. 2. Meeting of such a group.

**chamber**

The official meeting place for the House or Senate in the State Capitol.

**chapter**

1. In Minnesota Statutes, a division of major subject areas of the law. 2. In Session Laws, each chapter is a bill that has been enacted (become law). Chapter numbers of laws are assigned by the revisor of statutes and then presented to the governor for approval.

**chief author (sponsor)**

The main author or sponsor of a bill.

**chief clerk**

The administrative officer with the House and parliamentary advisor, elected by House members. In the Senate, the advisor is the “Secretary.”

**chief sergeant-at-arms**

Appointed officer of the body responsible for keeping security and order in the chamber, offices and corridors; for supervision of the pages; and for some services to members, some administrative tasks and for carrying out the directives of the presiding officer.

**co-author, co-sponsor**

1. One of the joint sponsors of a bill. 2. To sponsor a bill in conjunction with other legislators.

**commission**

A legislative body composed of members of both houses.

**committee**

1. A group of members appointed from a legislative body to study, consider and make recommendations on bills, resolutions and other related matters that affect an aspect or aspects of the state. 2. An executive or judicial branch agency called to advise another body. It is limited in its authority.

**committee report**

Recommendation from a standing committee to a full body to pass a bill with or without amendments, refer to another committee or report out without any further recommendation.

**companion bills**

Identical bills introduced both in the House and the Senate.

**comparison**

Study of House and Senate companion bills, reporting any differences in the two bills. See substitution.

**concurrence**

The process of accepting the amendments put on a bill that passed the other body in another form. A bill up for concurrence is called a code and given a number by the House Desk. Each member gets a copy of the

code, which is a copy of all the amendments put on the bill by the other body. Once the amendments have been concurred upon, the bill can be given a third reading as amended by the other body, and repassed.

**concurrent resolution**

A document reflecting the sentiment or intent of both houses of the Legislature that governs the business of the Legislature or expresses recognition.

**conferee**

Conference committee member.

**conference committee**

Committee made up of three or five members from each house appointed to reconcile the differences between the House and Senate versions of a bill that have been passed by the respective body.

**confirm**

Approve an executive appointment; Senate only, except appointments to the Campaign Finance and Public Disclosure Board, which are considered by both houses.

**consent calendar**

Local or non-controversial bills that are given their second reading; bypass the General Register and are eligible for debate and possible amendment; third reading and final passage in one day.

**constitutional amendment**

A bill that proposes to the voters a change in the state constitution. Notification of proposed amendments to the U.S. Constitution follows the course of House or Senate files.

**council**

An executive, legislative or judicial committee at least one-half of whose membership is required to be made up of officers or representatives of specified businesses, geographic regions, ethnic groups, occupations, industries, political organizations, etc.

**custom and usage**

1. Guidelines used to determine a parliamentary question when the state constitution, laws and permanent and joint rules do not apply. 2. The tradition and precedence of the body.

**division**

A request that members stand or raise hands to be counted when the outcome of a voice vote is unclear or in dispute.

**division of a committee**

A permanent sub-unit of a committee appointed to consider bills or portions thereof that relate to specific subject areas of the committee's responsibility.

**division of a question**

To allow the separation of a motion or amendment which contains several separate and distinct parts, so that each part can be considered separately.

**drafting**

Drawing up a bill in legal language and standard form.

**effective date**

The date when the law takes effect. Unless otherwise provided in the act, all laws containing appropriations take effect on July 1; all other laws on Aug. 1 following the governor's approval.

**enabling legislation**

Act that provides the means, power or authority to do something; permissive legislation; usually applies to local units of government.

**enacting clause**

Constitutionally required portion of a bill formally expressing the intent that it become law: "BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:"

**engrossment**

After a bill is amended and approved, it is engrossed. This engrossment process incorporates the amendment or amendments inside the bill.

**enrolled bill**

The final engrossment of a bill passed by the Legislature, ready for the governor's action.

**enrollment**

Enrolling a bill puts the bill in act form. Once the bill has been passed by both bodies, it is first engrossed if there are any amendments, and then enrolled. It is

printed on stationery with the words "AN ACT" at the top, and following the bill is a signature page that is first signed by the chief clerk, secretary of the Senate, speaker of the House and president of the Senate. The bill is ready to be presented to the governor for final approval.

**file**

Official name of a bill. House file (HF \_\_\_\_\_) or Senate file (SF \_\_\_\_\_).

**final passage**

A vote taken on a bill after its third reading, requiring a majority of all elected members of a legislative body for approval. Each member's vote is recorded in the journal, as required by the state constitution.

**first reading**

Reporting of a bill to the body, as required by the state constitution and the rules of the body, at the time of its introduction and referral to committee.

**fiscal note**

A list of the costs, or financial implications of a bill, prepared by the executive branch of government; may be attached with the committee report.

**fiscal calendar**

A list of spending or revenue bills to be taken up by the full House on a given day. The bills are drawn from the General Register, which means they have had a second reading. Bills can be placed on the Fiscal Calendar by the chair of the ways and means committee or the chair of the taxes committee.

**fiscal year**

A 12-month accounting period. (For the state budget, July 1 to June 30. Two fiscal years make a biennial budget cycle.)

**floor**

The chamber and its environs are restricted to members of a body, its officers and employees and authorized guests.

**front desk**

That portion of the chamber where the House chief clerk or secretary of the Senate and their assistants work during the session (below the rostrum of the presiding officer).

**gallery**

Balconies in the chamber where visitors may observe the proceedings of a legislative body.

**General Register**

A list of bills that have had their second readings and await action by the full House.

**General Orders**

A list of bills that have had second reading and may be debated and/or amended by the Senate acting as the Committee of the Whole.

**germane**

Relevant or pertinent to. (This term is most often used when talking about the appropriateness of amendments for a particular bill.)

**germaneness**

Relevance or appropriateness of a proposed amendment or motion under consideration.

**grandfather clause or “grandfather in”**

In a bill that creates new or additional qualifications, the clause or section which exempts from compliance those individuals or entities already in the affected class when the law takes effect.

**hearing**

A formal meeting of a committee, division or subcommittee where evidence may be presented or testimony heard. Usually used interchangeably with “committee hearing.”

**hopper**

Basket at the front desk in the House chamber or in the leadership corner of the State Office Building where members put their bills for introduction.

**House File or HF**

Designation appearing before the number of a bill, which indicates that the measure originated in the House of Representatives.

**indefinite postponement**

Used in connection with substitutions. Once a House file has been referred for comparison with its Senate

file companion, it is reported and the differences are noted. By motion the Senate file is substituted for the House file and the House file is then indefinitely postponed.

**index**

1. A list of bills in a particular category. 2. The departments within the Chief Clerk's Office and the Secretary of the Senate charged with recording the status of all bills in the House or the Senate. Listing of bills also are kept according to their number, sponsor, topic and statutory sections affected.

**interim**

The interval between adjournment sine die and the convening of a new Legislature.

**interim recess**

The interval between the temporary adjournment at the end of the first year of a biennial session and reconvening for the second annual session.

**introduction**

The formal presentation of a bill to a body of the Legislature at the time of the first reading and referral to committee.

**joint convention**

Combined meeting of the two bodies of the Legislature to transact certain business, to hear addresses by the governor or other distinguished guests. The speaker of the House presides as president of the joint convention; the House chief clerk is the secretary.

**Joint Rules**

Rules adopted by both houses to govern the joint conventions and the other official interactions between the House and the Senate.

**Journal**

The official record of the daily proceedings of each house kept by the House chief clerk and the secretary of the Senate, respectively.

**laid over**

Postponement or delay in consideration of a matter before the body or one of its committees, either temporarily or until a set time in the future.

**lay on the table**

Set aside a matter before the body or committee, so that it may be taken up at a later time by majority vote. Same as “table.”

**Legislative Coordinating Commission**

A committee made up of members who comprise the leadership of both houses; established by statute to supervise matters concerning the relationship, joint operation and interaction of the House and Senate.

**legislative day**

A day when either house of the Legislature is in session; a 24-hour period commencing at 7 a.m.

**legislative immunity**

Privilege of a legislator to be free from civil arrest and civil prosecution during a legislative session.

**lobbyist**

A person acting individually or for an interest group who tries to influence the introduction of, the decisions on, or voting on specific legislation.

**main author, sponsor**

Same as “chief author” or “chief sponsor.”

**majority**

1. Final Passage - 50 percent plus one of all members elected to a legislative body: 68 votes in the House; 34 votes in the Senate. 2. Simple - in committee, subcommittee and division, 50 percent plus one of those members present while voting.

**Mason’s Manual of Legislative Procedure**

The standard manual of legislative procedure used by the Minnesota House and Senate.

**memorialize**

To petition (request by resolution) that a specific action be taken. (Resolutions by the Minnesota Legislature memorializing the Congress are treated as bills.)

**minority report**

A report containing the opinion of a minority of the members who disagree with the recommendations in the committee report on a bill or resolution. The minority report is considered before the committee report and if adopted, stands as the report of the committee on that matter.

**motion**

A proposal for a specific action formally made in a committee, subcommittee or legislative body. A parliamentary device used to put a question before a body.

**motions and resolutions**

That part of the order of business when members may make motions on legislative matters that do not come before the body under the other items of the order of business.

**omnibus**

A term used to describe tax, education, appropriations and other bills that contain many different proposals.

**order of business**

That portion of the permanent rules of the body that prescribes the order in which items of business will be considered.

**per diem**

Literally, “by the day.” The daily expense allowance granted legislators during a session, interim recess and interim when conducting official legislative business.

**point of order**

A device used to make a formal request that the presiding officer rule on a parliamentary question relating to a matter before the body.

**president**

The presiding officer of the Senate, elected by the senators; the presiding officer of the joint convention, which is the speaker of the House.

## Glossary

**prevail**

Pertains to motions; a motion which obtains the necessary votes for adoption is said to “prevail.”

**previous question**

A motion to close debate and to bring the pending question to an immediate vote.

**progress**

To delay action on a bill, the sponsor can request progress. This action temporarily sets aside the bill. The request also can be more specific as “progress retaining its place,” or “progress to a day certain,” in which case the bill could not be considered until the date stated in the request.

**pro tempore (presiding officer)**

A member of the Senate or House, respectively, designated by the presiding officer to act as the presiding officer in his/her absence.

**protest and dissent**

A constitutional provision allowing any two or more members to take exception to an action of either body and to have their exception printed in the Journal of the House or Senate.

**quorum**

The number of members in attendance required to conduct business (50 percent plus one).

**reading**

A formal procedure required by the state constitution and rules. These readings indicate to legislators and the public that an action or series of actions have been taken on a bill or resolution, and the matter has reached the next stage in the legislative process. Bills receive their first reading at the time of introduction, their second reading after adoption of committee reports and their third reading before placed upon final passage. Bills



**The State Office Building.**

can receive more than first, second or third readings. Before a bill can be repassed as amended by the other body, or repassed as amended by conference, the bill must receive another third reading.

### **reapportionment/redistricting**

Redrawing legislative and congressional district lines every 10 years following the federal census to reflect changes and shifts in state population. This allows members to represent an equal number of constituents.

### **recess**

1. Intermission in a daily session or committee meeting. 2. Time between two portions of a biennial session.

### **reconsideration**

A floor procedure whereby a question previously decided in the affirmative or the negative is brought before the body a second time for consideration. This motion can only be made by a member who voted on the prevailing side. If the motion to reconsider does not prevail, it cannot be made again.

### **refer**

To assign a bill or resolution to committee, subcommittee or division for consideration.

### **referendum**

A procedure whereby a measure adopted by the Legislature may be submitted to the electorate of a local unit of government for ratification.

### **repassage**

A final vote on a bill previously passed in another form. The House and Senate repass a bill after concurring on the amendments of the other body and after adopting a report of a conference committee.

### **report**

Constitutional language that signifies the same action as the more commonly used traditional term “reading.”

### **report, committee**

Recommendations of a standing committee that a bill or resolution be passed or be passed with certain amendments, with or without reference to another committee, compiled by the committee’s legislative assistant and certified by the chair; may include a fiscal note or revisor’s analysis.

### **report, comparison**

Formal announcement by the House chief clerk or secretary of the Senate that companion House and Senate bills are identical or identical with certain exceptions.

### **re-refer**

Reassign a bill or resolution to committee.

### **resolution, constitutional**

Resolutions proposing an amendment to the state constitution or ratifying an amendment to the U.S. Constitution. They are treated as bills.

### **resolution, House or Senate**

Resolution expressing the opinion, sentiments or intent of one house alone.

### **resolution, joint**

An action taken by the Legislature meeting in joint convention.

### **resolution, memorial**

A resolution introduced as a House or Senate file that urges another governmental body to take or refrain from a certain action.

### **revenue-raising**

Constitutional term for the setting of taxes. Revenue-raising measures must originate in the House. “Raising” means collecting, not “increasing” and applies only to taxes and not to expenditures.

### **revisor of statutes**

The office established by statute to draft all bills (except House Advisories) and resolutions introduced by members of the Legislature, to engross and enroll bills and resolutions, and to publish the Minnesota Statutes, Session Laws of the State of Minnesota and Administrative Rules (rules adopted by executive branch agencies with statutory rule making authority).

### **roll call**

Recorded vote taken by either body by means of the electrical voting system or by calling by voice for the votes of individual members.

**rules**

1. Regulating principles, methods of procedure. These include the Minnesota Constitution, Minnesota Statutes, Permanent Rules of the House, Joint Rules of the House and Senate, Mason's Manual of Legislative Procedure, and custom and usage. 2. An operating principle or order promulgated by a branch or unit of state government under authority granted by the Legislature. These administrative rules have the force and effect of law.

**rules committee**

A standing committee in the House and the Senate made up of the leadership and other members of both caucuses, which prepares and recommends rules for the body and changes therein, designates and assigns employees of the body and their compensation, designates bills for consideration as Calendar for the Day bills or Special Orders, makes recommendations on resolutions and bills, and recommends policy to govern the administration of the body.

**second reading**

Reporting of a bill to the body following the adoption of the committee report. "Second Reading" places the bill on the General Register, or if recommended, to the Consent Calendar, as required in the constitution and rules of the body.

**secretary of the senate**

The chief administrative officer and parliamentary advisor elected by the senators.

**select committee**

Committee established to study and report on a specific issue. Sometimes known as a "Special Committee."

**Senate File or SF**

Designation appearing before the number of a bill that indicates that the measure originated in the Senate.

**sergeant-at-arms**

See chief sergeant-at-arms.

**session**

The biennial period during which the Legislature meets.

**session, daily**

A meeting of the House or Senate in its chamber, used interchangeably with "Legislative Day."

**session, regular**

The annual meeting of the Legislature between the first Tuesday after the first Monday in January, and the first Monday after the third Saturday in May.

**session, special or extra**

When the Legislature uses up its constitutionally permitted 120 legislative days in a biennium, or after the date prescribed by law for annual adjournment and if matters in the state present a sufficient urgency, the governor may call a special (or extra) session of the Legislature. The governor can call a special session for a purpose, but cannot limit the matters to be considered nor the length of sitting.

**Session Laws**

Published numerical listing of the text of all bills that become law during a legislative session including appropriations, local and temporary laws, proposed constitutional amendments and joint resolutions; and a comprehensive index. Session Laws also is known as Laws of Minnesota and Session Laws of the State of Minnesota.

**sine die**

The end of the even-numbered year in the biennium, terminating the two-year session.

**speaker of the House**

Presiding officer of the House elected by House members.

**standing committee**

Permanent committee appointed with continuing responsibility to study and make recommendations on bills and resolutions within a general field of legislative responsibility.

**statutes**

A compilation of the general and permanent laws of the state, printed every two years by the revisor of statutes; organized according to subject matter.

**substitution**

The procedure whereby a bill which has received final approval in one body takes the place of its companion bill in the opposite body, by motion. If the bill is on the floor of the receiving body, the bills must be referred for comparison before substitution. See comparison.

**table**

To set aside consideration of a question temporarily or indefinitely.

**third reading**

Final reporting of a bill to the body before its final passage or before repassage if the bill has been amended by the other body, conference or after reconsideration. No amendments except amendments to the title may be offered after the third reading unless unanimous consent of the body is granted.

**title**

A concise summary of the contents of a bill and the portions of law it affects.

**unofficial engrossment**

An unofficial version of a bill pending before a committee or the whole body that has been rewritten to include in its text proposed amendments which have not been formally adopted. Senate files may be unofficially engrossed by the House to incorporate amendments adopted by the House, but on which the Senate has not yet concurred.

**veto**

The power or action of the governor to reject a bill. Except of a pocket veto, the bill is returned to the house of origin with a veto message.

**veto, line-item**

The power or action of the governor, rejecting one or more items of appropriations in a bill, while approving the rest.

**veto, pocket**

Rejection of a bill by the governor after the Legislature has adjourned sine die, preventing its reconsideration by the Legislature.

**veto message**

A letter from the governor to the presiding officer of the house of origin of a bill in which the governor states the reasons for rejecting the bill or line-item vetoing it.

**veto override**

Re-enactment by the Legislature of a bill vetoed by the governor. A two-thirds majority of each house is required to override a veto.

**vote**

1. Formal expression of a decision of the body or one of its committees, divisions or subcommittees by roll call or voice on a motion, bill, resolution or other policies. 2. The expression of a decision by an individual member. 3. The means by which this decision is expressed.

**yield**

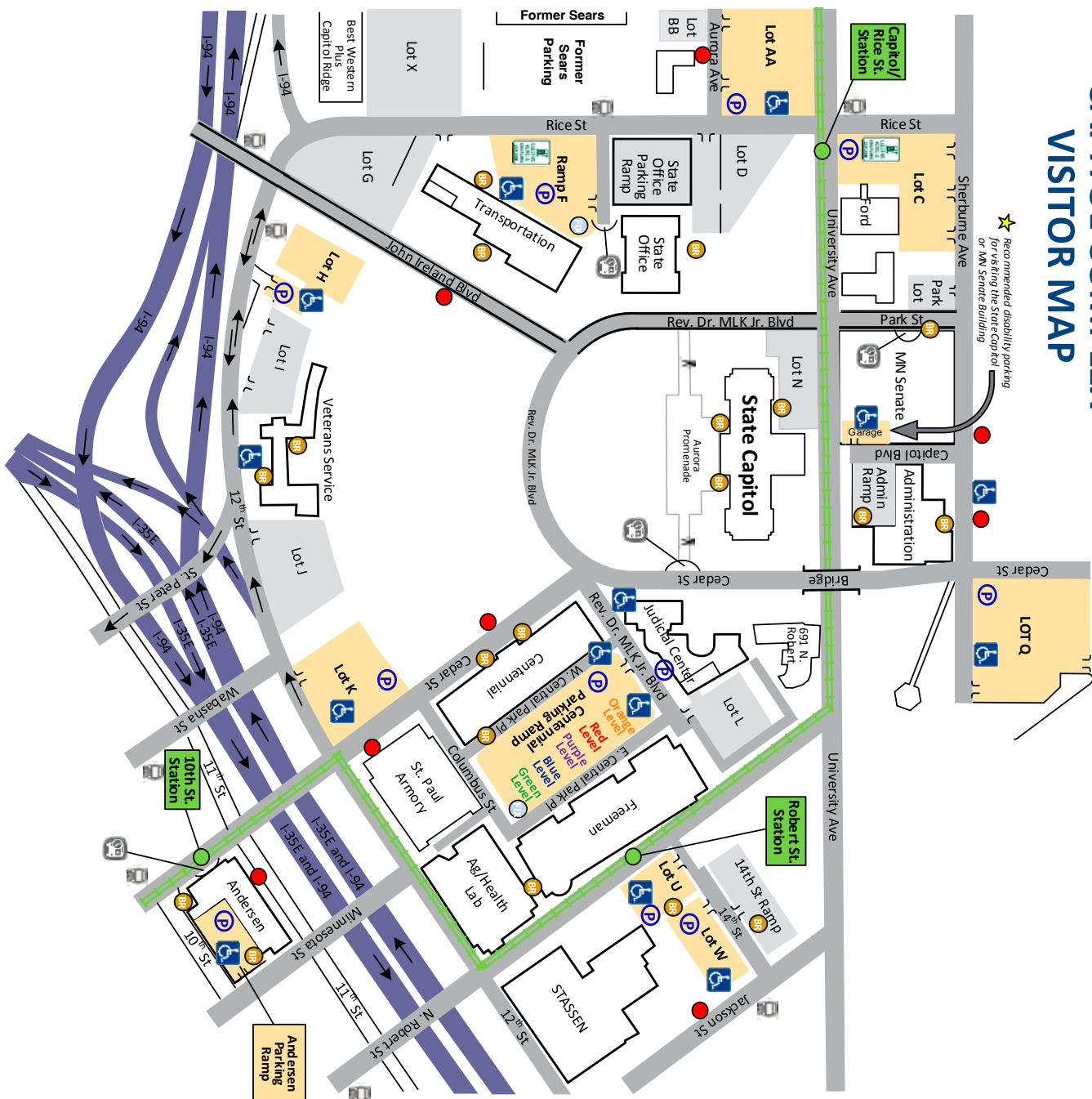
To surrender the floor temporarily to another member for the purpose of hearing a question or to hear an explanation.

# CAPITOL COMPLEX VISITOR MAP

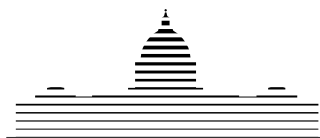


## Visitor Parking Locations

- Andersen Parking Ramp** - enter from 10<sup>th</sup> Stand Cedar St
- Centennial Parking Ramp, Orange Level** - southeast corner of Rev. Dr. MLK Jr. Blvd. and W. Central Park Pl., enter from Rev. Dr. MLK Jr. Blvd.
- Lot AA** - southwest corner of University Ave and Rice St, enter from Aurora Ave
- Lot C** - northwest corner of Sherburne off of Rice St, enter from Sherburne Ave
- Lot H** - northeast corner of 12<sup>th</sup> St. and John Ireland Blvd, enter from 12<sup>th</sup> St.
- Lot K** - northwest corner of Cedar St and 12<sup>th</sup> St, enter from 12<sup>th</sup> St.
- Lot Q** - northeast corner of Cedar St and Sherburne Ave, enter from Sherburne Ave.
- Lot U** - southeast corner of N. Robert St and 14<sup>th</sup> St, enter from 14<sup>th</sup> St.
- Lot W** - southwest corner of 14<sup>th</sup> St and Jackson St, enter from 14<sup>th</sup> St.
- Minnesota Senate Garage** - enter from Capitol Blvd, off of Sherburne Ave - Public Disability Parking only
- Ramp F** - enter off Rice St
- Rev. Dr. MLK Jr. Blvd** - parking on either side of the street







MINNESOTA HOUSE OF REPRESENTATIVES  
PUBLIC INFORMATION SERVICES

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