

Suggested Committee Security Procedure and Protocol

Roles

1. Sergeant Staff
 - a. Sergeant Staff will be present at all committee hearings
 - b. Ticket hearings
 - c. Provide overflow options when filled
 - d. Address, or if necessary, refer ADA accommodation requests
 - e. Limit access behind committee testifiers and representative table
2. Chairs
 - a. Chairs will verbally outline the committee protocol/expectations prior to the start of each committee hearing, including:
 - i. No signs
 - ii. No standing or walking around the room
 - iii. No clapping, speaking out of turn, or yelling
 - iv. The consequences of acting outside of protocol
 - v. Identifying security staff (if desired)
 - vi. Testimony procedures and time limits

Disruptions within hearings

- a. Chairs are in control of the committee room. Disruptions will not be tolerated. If disruptions continue, Chairs will take action and recess the committee hearing until disruptions are handled by Sergeant Staff or troopers.
- b. Disruptions that constitute an apparent threat or security of any member, staff, or public require immediate trooper intervention.

Example narrative for use by Committee Chairs

“Welcome to the Minnesota [Senate/House of Representatives]. We appreciate your interest and participation in the legislative process. To ensure everyone can view, hear, and understand today’s proceedings, we ask for your cooperation in maintaining decorum and civility throughout this hearing. For the safety, security, and comfort of all attendees, please note the following guidelines:

I, the Committee Chair, maintain control of these proceedings and establish the following expectations:

- *Signs and placards are not permitted in the hearing room*
- *Verbal outbursts, shouting, or disruptive behavior will not be tolerated*
- *Applause or other audible demonstrations are not allowed*
- *For safety reasons, standing or sitting in walkways and aisles, or standing/or obstructing at your chair, is prohibited. If you require any accommodation, please speak with our Sergeant Staff.*
- *Troopers and Security Personnel are present to ensure everyone’s safety.*
- *Those providing testimony will be given specific time limits which must be strictly observed.*
- *If you receive an entrance ticket, please retain it as it may be required for re-entry if you leave the hearing room.*

Failure to comply with these guidelines may result in the removal from the hearing room. Our goal is to conduct these proceedings efficiently while ensuring everyone the opportunity to observe and participate appropriately.