

INFORMATION FOR CONFEREES

Kansas House of Representatives

Committee on House and Human Services 2016

1. When time is separately reserved on the agenda for proponents and opponents of an issue and the time expires for either side, the testimony shall cease. Conferee's time limit will be determined by the number of conferees and order of business. The chairman may make exceptions for the original sponsor of a bill, Legislative Staff and State Agency Personnel. Conferees will be recognized in the order as established by the committee chairman. No conferee will be allowed to "yield" their time to another conferee.
2. All conferees shall have written testimony and shall provide 50 copies to the committee assistant by 5 pm the day before appearance and electronic copy in PDF format the day before appearance.
3. At the option of the chair, all who are scheduled to testify on a bill may be required to submit written testimony 24 hours in advance of the hearing of distribution to the committee members.
4. Anyone wishing to testify before the Committee **shall** contact the Committee Assistant, Renae Hansen at 785-296-7631, a minimum of 24 hours before the meeting.
5. All cell phones, pagers, and other electronic devices, in the committee room shall be in "silent" mode and use of cell phones in the committee room will not be permitted. The owner of any cell phone that rings during a committee meeting shall provide apples, oranges, or bananas for all committee members and staff.
6. No food or drinks will be allowed in the committee room by guests, spectators, or conferees.
7. Any non-committee attendee who sends signals to committee members shall be removed from the committee meeting for the rest of the legislative year.
8. Photography (including cell phones), video recording, audio recording or transmitting of proceedings is prohibited unless approved in advance by the Chair.
9. Conferees **SHALL NOT** read their testimony if more than one page in length. Rather, testimony should be presented in a summary fashion. Conferees shall introduce themselves, identify on whose behalf they are appearing, identify whether they are a proponent, opponent, or neutral on the bill and as briefly as possible, state the reasons for their position.
10. If suggested amendment(s) are to be offered a proposed draft of the amendment(s) must be provided with the written testimony.
11. Conferees shall address their remarks during testimony to committee members and staff only.
12. The Chair reserves the right to limit testimony that is repetitive in nature or testimony that is, in the judgement of the Chair, not relevant to the matter under consideration.
13. Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be admonished and if unrelated testimony continues, the Chair will terminate that conferee's testimony.
14. While taking of testimony is not preceded with the formality of an oath, by appearing before the committee every conferee hereby certifies that his or her testimony is truthful, based upon facts that are capable of verification and offered in good faith. Conferees shall promptly bring to the committee's attention any qualifications or corrections in their testimony.
15. The Chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
16. The Chair reserves the right to take such action as may be necessary when a violation of these rules is suspected.
17. Committee members shall not be approached during committee hearings or deliberations by anyone other than fellow legislative members or legislative staff.