

2024 Senate Federal and State Affairs Committee Rules

The purpose of these rules is to facilitate the understanding for members of the Committee and the public in reviewing the flow of legislation through this committee.

It is the policy of the Senate Committee to ensure and promote free and open discussion of matters coming before the Committee.

Because of the importance of issues that are to be discussed, certain rules are necessary. Just as there are rules relating to the conduct of Committee business when matters are debated among Senators, the following rules apply to the hearing process itself.

Any questions about these rules should be directed to the Committee Chair.

GENERAL RULES

In any case where committee rules do not apply, the Senate rules shall govern. In any case where the Senate rules do not apply, Robert's Rules of Order shall govern. All powers, duties, and responsibilities not addressed herein are reserved to the chairperson.

The Chairperson shall set the Committee Agenda, including the scheduling and order of business. Items listed on the agenda shall be brought before the committee as announced by the Chairperson. However, the Chairperson may bring the discussion, and possible vote on any bills previously heard at any time. Any item listed on the agenda may be removed, at any time by the Chairperson.

Senators shall not be approached during Committee hearings or deliberation by anyone other than fellow legislative members or legislative staff.

Cellular phones and pagers with audible tones must be turned off or disabled while in the Committee room.

No food or drinks will be allowed in the Committee room by guests, spectators or conferees.

There shall be no recording, audibly, photographically, or otherwise, of the Committee meeting during any portion of the meeting unless approved in advance by the Committee Chair.

Any non-committee attendee who sends signals to Senators shall be removed from the Committee meetings for the remainder of the legislation year.

The Chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the Committee room during the meeting and take such action as may be necessary when a violation of these rules is suspected.

The Chairman will make every effort to respect the time of the committee and conferees. Ample time for discussion of each bill will be allotted. Conferees will not be overbooked to allow the committee time to carefully consider testimony from proponents and opponents.

Consideration of conferees from out of town may be given preferential consideration.

Reserving (except for the Committee staff) or saving seats is not allowed in the Committee room.

PROCEDURAL RULES

1. The individual introducing a bill will be listed in the minutes.
2. Committee seating is assigned by the Chairperson.
3. Original motions shall be in order when a bill is pending for consideration. A motion requires a second to be in order. Amendments to motions are not in order unless offered by the member making the motion and consented to by the second.
4. A draft of any proposed amendment(s) must be provided to committee staff.
5. An amendment to a bill must be “germane” to the area of law that is being proposed or changed. Since committees serve the purpose of examining the issues for which there may be multiple solutions or approaches, “germaneness” will be interpreted as broadly as possible. Only the Chairperson shall determine if an amendment is “germane”.
6. Whether or not to consider a “conceptual” amendment shall be reserved to the Chairperson.
7. A substitute motion is in order, but no additional substitute motions shall be in order until the prior substitute motion is disposed of.
8. The question of adjournment shall be reserved to the Chairperson and no motion to adjourn shall be entertained.

9. The motion to “table a bill” is non-debatable and requires a majority vote of members present to pass. A successful motion to “table a bill” shall lay the bill over for a minimum of one day.
10. A motion to “take from the table” shall be in order only when such item is on the agenda or is taken up by the Chairperson. The motion requires a simple majority and is nondebatable.
11. A motion to reconsider a previous successful motion shall only be made by a member voting on the prevailing side of the original motion. A simple majority vote of members present shall be required to reconsider a previous successful motion.
12. A motion to report a bill out of committee shall not be in order until all proposed amendments that members have offered have been considered.
13. There shall be no recorded committee votes on committee action. Any committee member may request their individual vote be recorded on a bill or procedure.
14. Granting of excused absences is reserved by the Chairperson.
15. Prior notification of absences shall be communicated to the committee assistant via phone to **Sheila Wodtke (785-296-4335)** or email: **Sheila.Wodtke@senate.ks.gov**
16. Any absence is recorded as such by the committee assistant unless the Chairperson makes an exception.
17. All committee members are encouraged to be in the committee room during the committee meetings. Members may only vote and participate in working a bill if present in the committee room. Members may participate via WebEx for hearings, but must be in the statehouse, to be recorded as “present”. Members who are participating in a hearing via WebEx, but are not in the statehouse, will be marked “excused”, if approved in advance by the Chairman.
18. Please be on time so we can take advantage of the full committee time. If you know you will be significantly late, it would be helpful to notify the Committee Assistant or the Chair so we know if we will be able to conduct business. Thank you!!

19. All powers, duties and responsibilities not addressed above are reserved by the Chairperson.