

INFORMATION FOR CONFEREES  
2011  
KANSAS HOUSE of REPRESENTATIVES  
APPROPRIATIONS COMMITTEE

1. Conferees should allow **no more than 10 minutes** for their testimony and response to questions from committee members, unless otherwise notified by the Chair. Exceptions will be allowed for the original sponsor of a bill, staff briefings, and state agency briefings.
2. 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.
3. All conferees are requested to submit a one page summary of testimony. (More lengthy written testimony may be submitted in addition to the one page summary.)
4. All conferees shall have written testimony and shall provide 75 copies to the committee secretary at the time of appearance. If a one page summary and written testimony are both presented, then 75 copies of each shall be required.
5. 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 for distribution to committee members.
6. Anyone wishing to testify before the committee shall contact the committee assistant, a minimum of 24 business hours before the meeting.
7. All cell phones and pagers in the committee room shall be in "silent" mode and use of cell phones in the committee room will not be permitted.
8. No food or drinks will be allowed in the committee room by guests, spectators or conferees.
9. Any non-committee attendee who sends signals to committee members shall be removed from the committee meeting for the rest of the legislative year.
10. Photography (including cell phones), video, and audio taping is prohibited unless approved in advance by the Chair.
11. All requests for committee bills shall only be made by committee members or state agencies.

Appropriations Committee

Date January 24, 2011

Attachment 1