

INFORMATION FOR CONFEREES
2016
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. Anyone wishing to testify before the committee shall contact the committee assistant, a minimum of 24 business hours before the meeting.
4. All conferees are requested to submit an electronic (PDF) copy of testimony to kathy.holscher@house.ks.gov All conferees shall have written testimony and shall provide 75 copies to the committee assistant 24 hours in advance of the hearing. If you have multiple handouts, please collate this material prior to the committee meeting.
5. 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.
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, and audio taping is prohibited unless approved in advance by the Chair.
9. All requests for committee bills shall only be made by committee members or state agencies. Bills to be introduced shall have an rs #. Exceptions may be granted by the Chair, but must be brought to the Chairman's attention prior to the start of the committee meeting.
10. There will be no reserved seating in the committee room 112, with the exception of during conference committee for the following: Representatives, Senators, the Division of Budget, and press. The Chair's office will label those seats.