

SENATE WAYS AND MEANS
2015 Session
Committee Rules

1. Committee meeting will begin promptly at 10:30 a.m. in Room 548-S.
2. The Committee meets Monday through Friday, unless otherwise noted by the Chairperson. Meetings are scheduled for a minimum of one and one-half hours.
3. The Chairperson shall determine the committee agenda, including scheduling, order of business, and order of conferee testimony.
4. No food shall be consumed in the committee room unless approved in advance by the Chairperson. Beverages are permitted in the Senate and staff areas, but anyone who spills a beverage is responsible for cleaning the spill immediately.
5. The Senate Ways and Means office will provide Subcommittee chairpersons with a schedule and room reservations for subcommittee hearings. Upon receipt and approval of the Subcommittee agenda, Subcommittee chair office assistants will submit all agenda items to the Senate Ways and Means office assistant who will submit subcommittee agendas to the Senate calendar. Subcommittee agendas must be submitted to the Senate Ways and Means office assistant no later than 5:00 pm on Tuesday of the week prior to the meeting. Subcommittee chair office assistants will also be responsible for posting a hard copy notice of the Subcommittee meeting on the bulletin board outside the Subcommittee meeting room as soon as the agenda has been approved. Any changes to the schedule are the responsibility of the Subcommittee chair and must be submitted to the Senate Ways and Means office assistant no later than 12:00 pm of the day prior to the meeting. The Senate Ways and Means office assistant will coordinate changes with the members of the subcommittee and make the necessary changes on the Senate calendar and shall also submit any changes to the Senate Ways and Means Chairperson's Chief of Staff.
6. Subcommittee reports are due as scheduled in order for fiscal and Revisor staff to complete drafting of the committee report in a timely manner for committee and floor debate.
7. Cellular telephones and pagers are to be set to the silent or vibrate mode upon entering the committee room. Talking on cellular phones is not permitted in the committee room while the committee is in session.
8. Photography (including cell phones), video, and audio recording are prohibited unless approved in advance by the Chairperson.
9. All votes shall be viva voce except for the votes on budget bills on final action or on member request for division. Such final action votes on budget bills shall be by roll call.
10. Any Senator may have his or her vote recorded in the minutes by requesting such vote be recorded. The Chairperson shall grant all such requests.
11. Committee members must bring bill drafts for introductions that have Revisor's numbers (RS #s) and notify the Chairperson of intent to introduce a bill. Exceptions must be brought to the Chairperson's attention prior to the start of the committee meeting and will be made at the discretion of the Chairperson.
12. A motion to table a matter is not debatable. If the motion is passed, discussion on the issue is terminated.
13. No conferee shall be interrupted during such conferee's presentation, except by or with the permission of the Chairperson.
14. No Senator shall interrupt another Senator or conferee, except by the permission of the Chairperson.
15. Questioning of a conferee shall be limited to the subject matter on the agenda for the day unless otherwise approved by the Chairperson.
16. Committee members shall not be approached by anyone during committee hearings or discussion, except by other legislators or members of legislative staff. The committee table and staff areas are strictly reserved for committee members and staff.
17. Requests for excused absences will be honored. Prior notification of absences shall be communicated to the committee assistant. Any absence by a member who has not requested an excused absence, shall be an unexcused absence and recorded as such by the committee assistant, unless an exception is granted by the Chairperson.
18. All powers, duties, and responsibilities not otherwise set forth herein are reserved to and at the discretion of the Chairperson.

Senate Ways and Means Committee

Date: 01-15-2015

Attachment #: 1A

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Conferee Rules

1. Conferees wishing to testify **MUST** contact the committee secretary (Dee Heideman, 785-296-3775) **at least 24 hours in advance of the meeting** at which they desire to speak. Use of visual aids shall be coordinated with the committee secretary at the time of initial contact but **no later than 24 hours prior to the meeting** at which the conferee will be speaking.
2. Conferees must submit 50 copies of written testimony and one electronic (email) copy to the committee secretary in the Ways & Means Office (Room 545-S) **no later than 4:00 pm the day prior to the committee meeting**. Conferees may be contacted and asked to bring additional copies. Electronic (email) testimony shall be submitted to: Dee.Heideman@senate.ks.gov
3. Conferees shall not approach a committee member or enter the area reserved for staff while a hearing is in progress or during committee discussion.
4. Conferees shall introduce themselves, identify on whose behalf they are appearing, identify their position as a proponent, opponent, or neutral on the bill, and briefly state the reasons for their position.
5. Conferees shall address their remarks during the testimony to committee members and staff only.
6. The Chairperson reserves the right to limit testimony.
7. The Chairperson reserves the right to take such action as necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
8. Agency representatives, lobbyists, and other interested parties will provide the Revisor's Office and legislators materials related to a bill draft prior to requesting introduction.
9. Reserving or saving seats is not allowed in Committee Room 548-S. However, for Conference Committee meetings, seating is reserved for: 4 Senators, 4 Representatives, 2 Division of the Budget staff, and 3 members of the press.