

Information for Conferees

It is the policy of the House Transportation Committee to ensure and promote free and open discussion of matters coming before the Committee. The following rules apply to the hearing process itself. Any questions about these rules should be directed to the Committee Chairman's Office.

There are some changes to the way we are doing things this year. The main difference is that we will be using Webex to provide for virtual meetings. If you haven't used it, it is very similar to Zoom. We will send out calendar invitations to those who will participate directly in the meeting including Committee members, staff and conferees. Anyone else who wants to attend virtually will access the meeting through the Legislative website.

We encourage those attending the meetings in person to wear a mask during the time you are in the committee room unless you are actually speaking or testifying. Members and staff will be socially distanced or attending virtually.

Those who wish to testify before the Committee, either in person or virtually need to provide this information to the Committee Assistant 24 hours in advance of the meeting. We will also need ten hard copies provided 24 hours in advance of the meeting. All others will be able to see the testimony on the Legislative website once the meeting begins.

Following are the guidelines for conferees:

- 1) The Chair shall determine the Committee agenda, including scheduling and the order of business.
- 2) Individuals wishing to appear and provide verbal testimony before the Committee MUST notify the Committee Assistant (296-7639) 24 hours in advance of the hearing.
- 3) Testimony must be in written form with ten copies made available to the Committee Assistant no later than 5:00 pm the day before the meeting. Additionally, a PDF copy should be sent to the Committee Assistant (betty.boaz@house.ks.gov) by 5:00 p.m. the day before the meeting.
- 4) Conferees shall introduce themselves, identify on whose behalf they are appearing, identify whether they are a proponent, opponent or neutral on the bill. Testimony should be presented in a summary fashion stating the reasons for their position. Conferees shall address their remarks during testimony to Committee members and staff only.
- 5) If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to staff.
- 6) Where the number of hearings and/or conferees scheduled warrant time limitation, the Chair may limit testimony to a specific number of minutes. The Chair reserves the right to limit testimony that is cumulative in nature or testimony that is in the judgment of the Chair, not relevant to the matter under consideration.

- 7) 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 the conferee's testimony.
- 8) While the 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 correction in their testimony.
- 9) 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.
- 10) The Chair reserves the right to take such action as may be necessary to prevent or correct a violation of these rules.
- 11) Cell phones and pagers must be on silent mode while in the committee room.
- 12) Conferees may be allowed to appear via live video conference through Webex. Conferees appearing in this manner shall follow all written rules and verbal directives of the Chair.
- 13) Committee members shall not be approached during committee hearings or deliberations by anyone other than other legislative members or legislative staff. This applies to meetings in person or by live video conference.
- 14) There shall be no recording in the committee room or of a live video conference – audibly, photographically or otherwise, of committee voting except by the Committee Secretary.