

2024 HOUSE FEDERAL AND STATE AFFAIRS COMMITTEE RULES FOR CONFEREES

It is the policy of the House Federal and State Affairs 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 committee members, the following rules apply to the hearing process itself. Any questions about these rules should be directed to the committee chairman.

By appearing before the Committee each conferee is presumed to have read the rules and therefore has agreed to be bound by these rules.

We thank you for your understanding of and compliance with these rules.

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 **no later than 24 hours in advance of the hearing.**
3. Each person's testimony **MUST** be emailed in the electronic **pdf format** to the Committee Assistant **NO LATER THAN 9:00 a.m. THE DAY PRIOR TO THE HEARING.** The email address is H.Fed.State.Affairs@house.ks.gov.
4. **A cover sheet will be required for the testimony. A sample cover sheet is attached.**
5. Conferees should **NOT** read their testimony. Rather, testimony should be presented in a summary fashion. Conferees shall introduce themselves, identify on whose behalf they are appearing, identify whether they are a proponent, opponent or neutral on the bill and as briefly as possible, state the reasons for their position.
6. If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to staff.
7. Conferees shall address their remarks during testimony to committee members and staff only.
8. 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.
8. 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.
9. 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 corrections in their testimony.

10. The chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room or via Webex during hearings and deliberations.
11. The chair reserves the right to take such action as may be necessary to prevent or correct a violation of these rules.
12. Cellular phones and pagers with audible tones must be turned off or disabled while in the committee room.
13. 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.
14. Committee members shall not be approached during committee hearings or deliberation by anyone other than fellow legislative members or legislative staff. This applies to meetings in person or by live video conference.
15. The use of cameras, photographic lights, and recording devices are subject to reasonable rules and limitations determined by the chairperson that are designed to insure the orderly conduct of the proceedings at any meeting.

HOUSE FEDERAL AND STATE AFFAIRS COMMITTEE

BILL NUMBER: _____

Support _____

Oppose _____

Neutral _____

Testimony Will Be: In Person Oral _____ Webex Oral _____ Written Only _____

For Meeting on _____
(Date)

Testimony By: _____
(Name of person testifying)

On Behalf Of: _____
(Association, Corporation, Individual)

Email Address: _____

Telephone: _____