

## MINUTES

### LEGISLATIVE SERVICES AND FACILITIES

The Joint Committee on Legislative Services and Facilities met on September 18, 1969, in Room 535 at 1:30 p.m. Present were Senators Ross Doyen, Glee Smith, Joseph Harder and Joseph Warren; Representatives Donald Bell, Calvin Strowig, Richard Mankin, Richard Loux and Carl Ossman; Dr. Drury of the Research Department; Fred Carman, of the Revisor's Office; William Bachman, Secretary of the Joint Committee.

Sen. Doyen called the meeting to order and informed the committee of the election of Mr. Ralph Zarker, Secretary of the Senate, to the National Legislative Conference Management Group. The election to this group will require his attendance at several meetings and Mr. Zarker requested that he be authorized expenses to attend these meetings. Rep. Bell moved that Mr. Zarker be authorized actual expenses up to \$750.00 to attend these meetings. Mr. Mankin seconded the motion and the motion carried unanimously.

The Chairman recognized Mr. Bachman who explained that the Historian of the House and Senate now receive \$250.00 per month salary. Mr. Bachman explained that State employees were given a 5% increase in salary effective 1 July 1969 and would the committee consider the same salary increase for the Historians. Rep. Bell moved that Mr. Hall and Mr. Zarker be given the 5% increase effective 1 October 1969. The motion was seconded by Rep. Strowig and the motion carried unanimously.

The Procedures Manual for Legislative Committee Chairman was then brought up for discussion. Revisions were made as shown in the attached enclosure to these minutes. Sen. Smith moved that the manual be approved as modified. Sen. Harder seconded the motion and the motion carried unanimously.

Chairman Doyen recognized Sen. Harder who informed the committee of a Midwestern States Conference on Education to be held in Nebraska and thought it would be beneficial for certain members of the House and Senate Education Committee members to attend. Rep. Strowig made a motion that three members of the Education Committee of both Senate and House be appointed by the Chairmen of said committees, be authorized to attend a State Conference on Education in Nebraska. Rep. Loux seconded the motion and the vote was unanimous.

The Meditation Room on the fifth floor was brought up for discussion and upon a motion by Rep. Loux this room will be used by the Research Department and the Meditation Room moved to another area. Rep. Mankin seconded the motion and the vote was unanimous.

Sen. Doyen recognized Mr. Bachman who told the committee of the need for a Clerk-Typist in his office. He stated the salary would range from \$307.00 to \$336.00 per month. Rep. Strowig moved that a Clerk-Typist be hired and Rep. Mankin seconded the motion. The vote was unanimous.

The assignment of the window wells when construction work is completed, was brought up and on a motion by Rep. Strowig the window well on the third floor, adjacent to the Revisor's

Office will be utilized by that office and the window well on the fifth floor adjacent to the Meditation Room will be utilized by the Research Department. Sen. Harder seconded the motion and the vote carried unanimously.

The Chairman directed the Secretary to write letters to Mr. Bill Hale, State Architect, The Capital Area Planning Commission and the Chairman of the House Building and Grounds Committee, Mr. Carl Ossmann notifying them of this decision. Chairman Doyen told members he thought a meeting should be held in October and a time would be selected at a later date. The meeting was adjourned.

Betty Stites  
Recording Secretary

Ross Doyen  
Sen. Ross Doyen, Chr.

Approved:

9-19-69  
Date

MANUAL OF GENERAL OPERATING PROCEDURES

Preface

This Manual is prepared to serve as an operating guide to supplement certain House and Senate Rules and to outline procedures followed by standing committees. Duties and responsibilities of staff agencies are also explained. It is not practicable for the rules to include all the details that are covered in this Manual. The expectation is that the Manual will be helpful to new members and committee chairmen in explaining certain legislative procedural matters.

It is the belief of the Joint Committee on Legislative Services and Facilities that both the effectiveness and the public image of the Legislature will be enhanced by following the guides included in this Manual. A number of the items included were drafted with the press and the general public in mind. Also, our staff can serve us better if there is a more standardized way in which we call meetings, give notices, and handle many of the details of the legislative process.

Problems or questions arising from the procedures as outlined in this Manual should be referred to the Joint Committee on Legislative Services and Facilities. Your Committee is anxious to provide maximum service to each member of the Legislature. We solicit your cooperation in following this Manual and in bringing to our attention any suggestions for improvement.



COMMITTEE PROCEDURES

1. CALLING OF MEETINGS

A. During the Session - A meeting of any standing or select committee of the House may be called by its chairman or vice-chairman, or shall meet on the written request of three or more members thereof (House Rule 20). The chairman of each standing committee of the Senate may call a special meeting of his committee at such times as he may deem necessary. The chairman of subcommittees may call special meetings of the subcommittees with the approval of the committee chairman (Senate Rule 9).

B. Interim Meetings

1. The Ways and Means Committees are specifically designated as continuing committees and may hold interim meetings, (K.S.A. 1968 Supp. 46-134a as amended - 1969 Session Laws of Kansas, Chapter 150, Sec. 5).
2. House and Senate Committees on Interstate Cooperation are permitted to meet during the session and in interim periods. (K.S.A. 46-405).
3. The standing committees on Legislative Services and Facilities in each house are authorized to meet separately or as a joint committee. Meetings may be held in interim periods and during the session. (1969 Session Laws of Kansas, Chapter 251, Sec. 1).

4. There is statutory authorization for the following committees of each house to meet once in odd numbered years on the call of the chairman of such committee without prior approval:

Federal and State Affairs

Assessment and Taxation

Education

Roads and Highways (or Transportation  
and Utilities)

Judiciary

5. Any committee or subcommittee thereof of either house may meet on call of the chairman of the standing committee if the meeting called has been authorized by the President Pro Tem of the Senate or the Speaker of the House as the case may be.  
(K.S.A. 1968 Supp. 46-138 as amended - 1969 Session Laws of Kansas, Chapter 250, Sec. 2).

6. A committee or subcommittee chairman desiring to call an interim meeting should submit a request for such a meeting on the form provided by the Secretary of the Joint Committee on Legislative Services and Facilities to the President Pro Tem of the Senate or Speaker of the House.

The form provided by the Secretary, includes the name of the committee, date, time and place of meeting and subject matter to be discussed.

*Corresponding*  
*of the House & Senate*  
Committees are strongly encouraged to meet jointly to hear testimony and consider proposed legislation. It is expected, however, that no votes or final decisions on bills will be made at such meetings.

II. NOTIFICATION CONCERNING MEETINGS OF COMMITTEES. The Secretary of the Joint Committee on Legislative Services and Facilities is required to give at least five (5) days' notice of any committee meeting to any interested party making timely requests for such information. The Secretary maintains a list of interested parties desiring to be notified. The Secretary should, therefore, be advised of any scheduled meeting in sufficient time to provide the required five days' notification. (K.S.A. 1968 Supp. 46-140 as amended - 1969 Session Laws of Kansas, Chapter 251, Sec. 8).

III. COMMITTEE ROOM ASSIGNMENTS. During legislative sessions, committee room assignments are made by the President Pro Tem of the Senate, in the case of Senate committees, and by the Speaker of the House, in the case of House committees.

During interim periods, the chairmen of committees (and subcommittees) authorized to meet as specified above, desiring to schedule meeting room facilities in the State House should contact the Secretary of the Joint Committee on Legislative Services and Facilities.

His address is: Room 534  
State House  
Topeka, Kansas 66612

- IV. CONFEREES. Committees and subcommittees may schedule conferees for committee hearings on matters being studied. There is no restriction concerning the number of persons who might be heard. No payment of travel expenses or allowances may be made to any conferee, including any legislator ~~or~~ <sup>not</sup> a member of the committee or subcommittee, without the specific prior written authorization of the Joint Committee on Legislative Services and Facilities.
- V. REQUIRED ATTENDANCE AND SUBMISSION OF PAPERS, DOCUMENTS AND RECORDS. Every appropriate effort will be made to facilitate the committees receiving all information which is necessary for the proper study and enactment of laws. Committee Chairman and other legislators will need to consult and to receive advice from the legislative staff and the Attorney General and to refer to K.S.A. 46-141 and other appropriate sections of K.S.A. in those instances when persons refuse to appear or testify and to furnish requested information.
- VI. AGENDA. Committee chairmen are responsible for preparing an agenda before a scheduled meeting. The Secretary of the Joint Committee on Legislative Services and Facilities is available to assist in the preparation and distribution of such agenda prior to meetings. Appendix A of this manual shows a sample copy of an agenda.
- VII. MINUTES OF THE MEETING. Committee chairmen and subcommittee chairmen are responsible for taking or having minutes taken.



Such a record should include those matters indicated by Appendix B. A secretary will be available to prepare a record of the meeting. While a record of committee and subcommittee proceedings is required, it is not expected that verbatim minutes will be taken. If verbatim minutes are needed, the Secretary of the Joint Committee on Legislative Services and Facilities should be informed several days in advance so that adequate arrangements can be made. If a committee member or someone testifying *that the record specifically* desires ~~to~~ state his view or position on a given matter, he shall present a written statement to the committee chairman. The secretary will append such statement to the minutes. The chairman of the committee approves such minutes of a committee.

At the end of a session, the secretary of each standing committee is instructed to deliver a copy of the minutes to the Secretary of the Joint Committee on Legislative Services and Facilities for the purpose of labeling, classifying and filing, ~~with the Secretary of State's Office, as provided by K.S.A. 46-124.~~ Such minutes will be considered public information and will be available during normal office hours in the office of the Secretary. Any motion, *that carries*, ~~and the total vote thereon,~~ and the vote thereon, shall be included in the minutes *by yeas and nays.*

Standing committees or subcommittees meeting during interim periods are to follow the same procedures as committees meeting during the session with regard to the keeping of complete minutes. Copies of such minutes and other committee records should be filed with the Secretary

of the Joint Committee on Legislative Services and Facilities within thirty days after such meeting. Such minutes will be considered public information.

VIII. TRAVEL AND PAYMENT OF COMMITTEE MEMBERS. Members of any committee or subcommittee authorized to meet in the interim are entitled to compensation, travel expenses and subsistence <sup>expenses or</sup> allowances <sup>at</sup> for attendance <sup>of</sup> such meetings. Mileage for travel to a location other than the State Capitol is allowed only if the location of the meeting has been approved, in advance, by the President Pro Tem of the Senate or the Speaker of the House, as the case may be.

When the Secretary of the Joint Committee on Legislative Services and Facilities is notified of an authorized committee or subcommittee meeting in the interim, he prepares necessary vouchers for payment of compensation, travel and expenses of committee members. After the vouchers are prepared, the Secretary transmits them to the committee chairman, either prior to, or on the day of the meeting. The standing committee chairman obtains the signature on an appropriate voucher of each committee member in attendance, signs the vouchers and returns them to the Secretary. The Secretary will obtain the required signatures of the President Pro Tem of the Senate or the Speaker of the House, as the case may be, and forward the signed vouchers for payment. A subcommittee chairman obtains the signature on an appropriate

voucher of each member in attendance and returns the signed vouchers to the Secretary. The Secretary will obtain the required signatures of the standing committee chairman and the President Pro Tem of the Senate or the Speaker of the House, as the case may be, and forward the signed vouchers for payment.

#### STAFF SERVICES

##### I. JOINT COMMITTEE ON LEGISLATIVE SERVICES AND FACILITIES.

In accordance with statute, the Joint Committee on Legislative Services and Facilities exists as an arm of the Legislature to coordinate the operation of the two houses and to provide such services as are needed for extensive operation. The Committee meets on the call of the Chairman and discharges some of its responsibility through the Secretary of the Committee.

One important function of the Secretary is to handle administrative details concerning the employment of secretarial and clerical personnel for the Legislature. He recruits, tests, and makes recommendations on employment to the Joint Committee or to the Senate or House Committees meeting separately. He provides such assistance as may be requested by Senators in the exercise of their prerogatives under Senate Rule 75, which allows Senators to select their secretaries.

A secretary will be assigned to most standing committees to assist the chairman in arranging the meetings, scheduling conferees, etc.

The Secretary of the Joint Committee on Legislative

Services and Facilities is also responsible for the routine procurement of all supplies, processing vouchers, providing adequate telephone service, and such other duties as may be outlined by the Joint Committee.

- II. RESEARCH SERVICES. The Research Department is charged with providing information to members of the Legislature and to committees of the Legislature. While technically the Research Department is a part of the Legislative Council and responsible to the Council through the Rules, Procedure and Budget Committee of the Council, the Department provides services for all legislators both between and during legislative sessions.

Any member of the Legislature is entitled to the Research Department services; however, with the number of persons and committees involved and the nature of materials requested, it is not always possible for the Department to process requests at a moment's notice. As a matter of policy, every effort is made to comply with the time schedule of the individual legislator. From the point of view of the individual legislator, as well as for the scheduling of the service to committees and other legislators, it is desirable for the Department to have as much lead time as possible.

Request of legislators for information should be discussed with either the Director of the Department or with one of the designated research assistants. The more specific and refined the requests, the more prompt and satisfactory answers are likely to be. Senior research assistants are



assigned subject matter areas at the beginning of each session of the Legislature. Legislators and committees are encouraged to consult with these persons for information in their assigned subject matter areas. In case of doubt as to which research assistant should be consulted, or for subjects which cut across several areas of specialization, the legislator should make his request to the Director or the Assistant Director.

The Research Department of the Legislative Council has been instructed to give priority to staffing the following:

1. All Council Committees
2. Legislative Standing Committees on:
  - Federal and State Affairs
  - Assessment and Taxation
  - Education
  - Roads and Highways (Transportation and Utilities)
  - Judiciary

The Research Department will provide staff services for any other committees as requested by the committee chairmen to the extent staff time is available. Committee chairmen desiring such services should consult the Director of the Research Department. If satisfactory arrangements cannot be made, the matter should be reported to the Joint Committee on Legislative Services and Facilities or to the Committee on Rules, Procedure and Budget of the Legislative Council.

Every effort will be made to accomodate the requests of legislators for the assignment of specific research analysts to committees and to individual research studies. The assignment of such personnel is determined by the Director of the Research Department. Suggestions for improving research services or complaints about such service should be brought to the immediate attention of the Director of the Department; to any member of the Joint Committee on Legislative Services and Facilities; or, to any member of the Committee on Rules, Procedures and Budget of the Legislative Council.

The Research Department exists as a service to and for the legislators. At regular intervals, all legislators are informed of general reports and informational memoranda which have been prepared and may request copies of such reports as will be useful to them. The Department normally does not make its reports and memoranda available to the press, interest groups, or the public at large; individual legislators or committees determine which of the materials prepared for them should be released.

III. BILL DRAFTING SERVICES. The office of Revisor of Statutes is the bill drafting department for the Legislature during legislative sessions, and provides services <sup>interim bill drafting and</sup> for prefiling of bills by the members. This office also provides bill drafting services for the Legislative Council and for special commissions and committees created by the legislature and provides services for state officers and agencies. ~~Upon request, this office makes every effort to provide bill drafting services for standing committees of the legislature and for the subcommittees thereof.~~

IV. FISCAL NOTES. Fiscal notes are provided on all bills <sup>as introduced,</sup> increasing or decreasing state revenues, making appropriations for increasing or decreasing existing appropriations or the fiscal liability of the state. The Budget Director furnishes such fiscal notes to the committee or committees to which such bills are referred.

V. SERVICE OF STATE LIBRARY TO LEGISLATORS. The Kansas State Library provides direct reference and indexing service to

members of the state legislature. The library has maintained a bill indexing service since 1909. This Master Legislative Reference Index contains about 200,000 entries. Typically, this index is used to find the name and number of all bills introduced on a particular subject during past sessions; a member of the legislature may want to indentify a particular bill which he introduced several years ago; or the request may be for a bill on a particular subject which was introduced by one of his colleagues. Subject headings assigned for the Master Index are the same as those used as a basis for the indices of the HOUSE and SENATE JOURNALS.

In addition a member of the legislature may wish to know what the public reaction or sentiment to a particular bill was as recorded in state newspapers. An indexed file of newspaper articles and editorials relative to action of the legislature is maintained for this purpose.

The BILL LOCATOR, issued twice weekly, has been popular with members of the legislature. It is used for the purpose of identifying the location and status of bills introduced during a session; bills are listed in chronological order followed by a brief description of the content, the author and the bill's current location in the legislative process. This publication shows the movement of a bill from the time introduced until the bill is killed, or passed and signed by the Governor. During each session approximately 1,000 bills and resolutions are indexed in the BILL LOCATOR.



Another publication used by the members of the legislature which is prepared by the State Library is the SUBJECT INDEX TO BILLS. It is issued weekly and assists legislators in identifying bills by subjects. Subject headings are based on the 81 chapter headings of the Kansas Statutes Annotated and they guide the user to all bills introduced on a particular subject such as highways, agriculture, education etcetra.

Books, serials and documents are acquired and cataloged for use by legislators on subjects under consideration by the legislature. These include federal and other state government publications, international documents, legal materials and other selected titles. The library maintains teletype communications with libraries and research centers throughout Kansas and the United States from which materials may be borrowed for members of the legislature. This rapid communication system produces the needed publication within 24 hours.

Members of the legislature may borrow books or file requests for specific subject information at any time. Material is mailed to the requestor.

The library will prepare bibliographies and reading lists on particular subjects upon request; these can assist the legislator in determining which material he wishes to select for reading and studying about a particular subject or issue in preparation for an upcoming session.

## A G E N D A

Committee:

Date:

Place:

Subjects to be considered:

(List any conferees invited to appear and time scheduled for each).

House or Senate

Name of Committee or Subcommittee

Date and Place of Meeting:

*Bills considered:*

All Members were present except:

Conferees: (List names, addresses and firms)

Chairman \_\_\_\_\_ called the meeting to order.

(List, in sequence, all items considered by the committee.

Record statements of position by conferees, and attach a copy

of any written statements submitted. Record appointments of

subcommittees, referrals for special study, all motions <sup>which carry</sup> to

include name of person making the motion, name of person

seconding, ~~and whether motion carried or was defeated, etc.~~

Refer to next committee meeting, if appropriate.)

The meeting was adjourned.

\_\_\_\_\_  
Recording Secretary

Minutes approved.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
DATE

(This statement should be included on all pages of minutes)

EXCEPT AS OTHERWISE NOTED, THE INDIVIDUAL REMARKS RECORDED HEREIN  
HAVE NOT BEEN TRANSCRIBED VERBATIM AND THIS RECORD HAS NOT BEEN  
APPROVED BY THE COMMITTEE AS A WHOLE OR BY THE INDIVIDUALS MAKING  
SUCH REMARKS.

APPENDIX B