

COMMITTEE RULES
2011
KANSAS HOUSE OF REPRESENTATIVES
COMMITTEE ON AGING AND LONG TERM CARE

The purpose of these rules is to facilitate the understanding of members of the Committee and the public in reviewing the flow of legislation through this committee. Unless stated to the contrary herein, the rules of the House or Mason's Manual of Legislative Procedure will apply.

PROTOCOL OF MEETING & COMMITTEE INFORMATION

1. Items listed on the agenda shall be brought before the committee in order of appearance. However, the chair may bring to discussion, and possible vote any bills previously heard, at any time.
2. Original motions shall be in order when a bill is pending for consideration. A substitute motion will not be allowed. Amendments to motions are not in order unless approved by the Chair.
3. An amendment to a bill must be "germane" to the area of law that is being proposed or changed. Since committees serve the purpose of examining issues for which there may be multiple solutions or approaches, "germaneness" will be interpreted as broadly as possible. Only the Chair shall determine if an amendment is "germane."
4. The question of adjournment shall be reserved to the Chair and no motion to adjourn shall be entertained.
5. A motion to "table a bill" shall be in order at any time a question (including an original motion) is pending. The motion to "table a bill" is non-debatable and requires a majority vote of members present to pass. A successful motion to "table a bill" shall lay the bill over a minimum of one day. The Chair may refuse to accept a motion to table a bill or move a bill out of committee, with just cause, as determined by the Chair.
6. A motion to "take from the table" shall be in order only when such item is on the agenda or is taken up by the Chair. The motion requires a simple majority and is debatable.
7. A motion to report a bill "without recommendation" shall not be in order.
8. A motion to reconsider a previous successful motion shall only be made by a member voting on the prevailing side of the original motion. A simple majority vote of members present shall be required to reconsider a previous successful motion.

HOUSE AGING & LTC

DATE: 01/18/11

ATTACHMENT #7

9. A motion to report a bill out of committee shall not be in order until all amendments, which have been prepared by the Revisor of Statutes office reported to the chairman in advance of the meeting, have been considered.

10. No conferee shall be interrupted, except by the chair, during presentation of their testimony.

11. Questioning of a conferee shall be limited to the subject matter on the agenda for the day unless approved by the Chair. If the questioning of a conferee by a committee member goes beyond "reasonableness," the chair may discontinue the committee member's questioning of that conferee.

12. There shall be no recorded committee votes on committee action. Any committee member may request their individual vote be recorded on a bill.

13. The Chair shall set the Committee Agenda.

14. All requests for committee bills shall only be made by committee members or state agencies.

15. All seating will be assigned by the Chair.

16. Requests for excused absences will be honored. Prior notification of absences shall be communicated to the committee assistant. Any absence by a member not requesting an excused absence, shall be an unexcused absence and recorded as such by the committee assistant unless the Chair makes an exception.

17. 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.

18. Photography, including cell phones, video, and audio taping is prohibited unless approved in advance by the Chair.

19. All powers, duties and responsibilities not addressed above are reserved to the Chair.

INFORMATION FOR CONFEREES
2011
KANSAS HOUSE of REPRESENTATIVES
AGING AND LONG-TERM CARE COMMITTEE

1. 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.
2. All conferees are requested to submit a one page summary of testimony. (More lengthy written testimony may be submitted in addition to the one page summary.)
3. All conferees shall have written testimony and shall provide 25 copies to the committee secretary at the time of appearance. If a one page summary and written testimony are both presented, then 25 copies of each **shall** be required.
4. All conferees whose testimony extends more than one page or five minutes **shall** expect their time to be shortened by the chair, if necessary, to expedite the meeting. Exceptions will be allowed for the original sponsor of a bill, staff briefings, and state agency briefings.
5. At the option of the chair, all who are scheduled to testify on a bill may be required to submit written testimony 24 hours in advance of the hearing for distribution to committee members.
6. Anyone wishing to testify before the Committee **shall** contact the Committee Assistant, Linda Martin at 1-785-296-7616, a minimum of 24 hours before the meeting.
7. All cell phones, pagers, and other electronic devices, in the committee room **shall** be in "silent" mode and use of cell phones in the committee room will not be permitted. The owner of any cell phone that rings during a committee meeting shall provide apples or oranges for all committee members and staff. (20)
8. No food or drinks will be allowed in the committee room by guests, spectators or conferees.
9. Any non-committee attendee who sends signals to committee members shall be removed from the committee meeting for the rest of the legislative year.
10. Photography (including cell phones), video recording, audio recording or transmitting of proceedings, and is prohibited unless approved in advance by the Chair.
11. All requests for committee bills shall only be made by committee members or state agencies.

12. Any usage of computers in the committee room by anyone, except legislators and staff, shall be approved by the chair before each meeting.
13. Conferees **SHALL 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.
14. If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided with the written testimony.
15. Conferees shall address their remarks during testimony to committee members and staff only.
16. The Chair reserves the right to limit testimony that is cumulative in nature or testimony that is, in the judgement of the Chair, not relevant to the matter under consideration.
17. 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 that conferee's testimony.
18. 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.
19. 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.
20. The Chair reserves the right to take such action as may be necessary when a violation of these rules is suspected.
21. Committee members shall not be approached during committee hearings or deliberation by anyone other than fellow legislative members or legislative staff.