

## **GUIDELINES FOR CONFEREES APPEARING BEFORE THE 2024 HOUSE HIGHER EDUCATION BUDGET COMMITTEE**

It is the policy of the House Higher Education Budget 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. Conferees are expected to review these rules and abide by them when offering testimony or presenting information before the committee. The committee appreciates 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 and organizations wishing to appear and provide verbal testimony before the committee must make a request with Tessa Beam, the Committee Assistant, at least 48 hours in advance of the scheduled hearing. Requests must be sent to [Cheryl.Baker@house.ks.gov](mailto:Cheryl.Baker@house.ks.gov)
- 3.) Testimony must be submitted in PDF format and electronically sent to Tessa Beam who is the Committee Assistant ([Cheryl.Baker@house.ks.gov](mailto:Cheryl.Baker@house.ks.gov)). The Committee Assistant will testify to the committee and other parties.
- 4.) Conferees should not include any personal information in testimony that is not wanted to be open to the public (examples: address, phone number, etc.).
- 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.) Conferees shall limit their budget presentations to thirty minutes. The remainder of committee time will be reserved for committee member questions. Conferees that are not presenting on the budget shall contact the Committee Assistant for more details on how much time will be allotted for their testimony.
- 7.) Conferees shall address their remarks during testimony to committee members and staff only.
- 8.) Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be warned 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 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.) Conferees and audience members shall not approach committee members during committee hearings or deliberations.
- 15.) 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 Assistant.