

HOUSE K-12 Education COMMITTEE & CONFEREE RULES 2024

Chair Kristey Williams (Kristey.williams@house.ks.gov)

Committee Assistant: Susan.Bartley@house.ks.gov

Email Testimony 48 hours in advance: K.12.Budget@house.ks.gov

1. In any case where committee rules do not apply, House Rules shall govern. In any case where House Rules do not apply, Mason's Manual of Legislative Procedure (2020 edition) shall govern. All powers, duties and responsibilities not addressed herein are reserved to the chair.
2. Cellular phones and other electronic devices with audible tones are prohibited in the committee room unless audible tones or ringers are disabled.
3. The chair shall determine the committee agenda, including scheduling and the order of business.
4. The chair reserves the right to limit testimony that is cumulative in nature and may limit testimony, when necessary, to a specific number of minutes.
5. Committee members shall not address conferees unless and until permission is granted by the chair.
6. The chair reserves the right to limit questioning of conferees by committee members in the interest of time and in the interest of fairness to conferees and other committee members.
7. No conferee shall be interrupted during the presentation of their testimony, except with the permission of the chair.
8. Questioning of a conferee shall be limited to the subject matter on the agenda for the day, except as may otherwise be allowed by the chair.
9. Committee members shall not be approached during a committee hearing or deliberations by anyone other than fellow legislative members or legislative staff.
10. No bill or resolution shall be taken up for a committee vote unless announced by the chair.
11. A motion requires a second to be in order.
12. A substitute motion is in order, but no additional substitute motions shall be in order until the prior substitute motion is disposed of.
13. Amendments to motions are not in order except upon consent of the member making the motion and his or her second.
14. A motion to table or 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 of those present and is, unless otherwise determined by the chair, non-debatable.
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.
16. A request from any member that their vote be recorded shall be granted.
17. Granting excused absences is reserved to the chair.
18. 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.
19. The Chair may allow for testimony to be taken by live video conference through Webex. If the Chair allows for live video testimony, the privilege shall be extended to any conferee appearing before the committee.
20. The Chair may allow committee members to appear via live video conference or hold a committee meeting by live video conference.
21. Members participating in a meeting via Webex must do so without any other member, registered lobbyist, or executive branch employee in their presence or in contemporaneous communication with that member.
22. No member shall vote on any question before the committee unless such member is in the Statehouse when casting his or her vote and must comply with Rule 21.
23. Adjournment is reserved to the chair.

CONFEREE RULES K-12 Education Budget ~ 2024 Session

Committee Assistant: Susan Bartley 758-296-3971

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It is the policy of the House K-12 Committee to ensure and promote free and open discussion of matters coming before the Committee. 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.

1. The chair shall determine the committee agenda, the committee schedule, and the order of business.
2. Individuals wishing to provide oral testimony, in-person or remote via Webex, to the committee should request to provide testimony to the chair or committee assistant. **Notice shall be made in writing through email with subject line stating what bill number and whether the testimony submitted is written-only, oral in-person, or oral remote.**
3. Upon notice, testimony **should be forwarded or attached** via email within **48 hours** (business days) in advance before testimony is provided to the committee. Email may be sent to Kristey.williams@house.ks.gov
4. When emailing testimony, please **include in the subject line of the email the following: the bill number, whether the testimony is proponent, neutral, or opponent AND whether the testimony will be provided oral (in-person or remote) or written-only testimony.** If remote, please request a Webex link.
5. Testimony shall be provided in electronic format: pdf (committee is primarily paperless)
6. Written testimony, required for all types of testimony (regardless of delivery method), should include at the top header:
 - a) **Name of conferee and organization/agency representing (if applicable)**
 - b) **Contact information (email required)**
 - c) **Bill number and Bill title/topic**
 - d) **Position on bill: opponent, proponent, or neutral**
 - e) **Date of Hearing**
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 and oral testimony conferees.
9. Testimony shall relate to the subject matter of the measure under consideration.
10. 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 and should confirm with staff appropriate links prior to hearing.
11. Committee members shall not be approached during committee hearings or deliberation by anyone other than fellow legislative members or legislative staff.
12. It is good practice to confirm your testimony has been received and added to the relevant conferee list prior to hearing date.