

## 2021 – 2022 House Water Committee

### Notice to Conferees

Welcome to the House Water Committee. It is the policy of the House Water Committee to ensure and promote free and open discussion of matters coming before the Committee. Because of the importance of issues discussed, certain rules are necessary. The following apply to the hearing process. Any questions about these rules should be directed to the Committee Chair. By appearing before the Committee, each conferee is presumed to have read these rules and agrees to abide by them.

1. The Chair shall determine the committee agenda, including scheduling and order of business.
2. Individuals wishing to provide testimony for a hearing, spoken or written, must notify the Committee Assistant of their intent two (2) business days prior to the hearing. Electronic copies of all testimony must be submitted to the Committee Assistant by 10:00 a.m. on the day before the hearing to allow the material to be posted to the electronic Dropbox link for committee and audience members to review and/or print prior to the meeting. If an electronic copy cannot be provided, a hard copy must be delivered to the Committee Assistant 2 business days prior to the hearing. When notification of the hearing date will not allow conferees time to abide by these deadlines, the Committee Assistant will notify conferees of adjusted deadlines for the specific hearing. The Committee Assistant can be contacted by phone at 785-296-7310 and by email at [Tony.prohaska@house.ks.gov](mailto:Tony.prohaska@house.ks.gov)
3. When emailing the electronic file to the Committee Assistant, please include the following in the subject line of your email: 1) the bill number 2) an indication of being a proponent, opponent or neutral, 3) an indication of whether the testimony is oral or written only, and 4) the hearing date.
4. One hard copy of each testimony is required for the official book of minutes kept on file in Legislative Administrative Services at the end of each session. If your testimony depends on color to properly communicate the details you are presenting, please provide one color copy to the Committee Assistant prior to or at the time of the meeting. If color is not necessary to understand your testimony, no black and white hard copies are required except in place of an electronic copy as stated in Rule 2 above.
5. All testimony becomes a document of public record when posted to the committee in Dropbox. Any corrections made to a posted testimony will result in a second document of public record.
6. Conferees should introduce themselves, identify on whose behalf they are appearing, whether they are a proponent, opponent or neutral on the bill at hand, and, as succinctly as possible, state the reasons for their position through testimony.

7. If suggested amendment(s) are to be offered, a proposed draft of such must be provided to staff.
8. Conferees shall address their remarks during testimony to committee members and staff only.
9. Although every effort will be made to extend a reasonable amount of time to each conferee for testimony, where the number of hearings and/or conferees scheduled warrant time limitation, 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.
10. Testimony shall relate to the subject matter under consideration. Conferees testifying on unrelated subjects will be requested to return to topic. If testimony continues to be unrelated, the Chair will terminate the conferee's testimony.
11. 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 capable of verification and offered in good faith. Conferees shall promptly bring to the committee's attention any qualifications or corrections to their testimony.
12. 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.
13. Cellular phones, pagers and other electronic devices shall have all audible tones turned off or disabled while in the committee room. Those refusing to do so will be asked to leave the committee room.
14. Committee members shall not be approached during committee hearings or deliberations by anyone other than fellow legislative members or legislative staff.
15. Photography (including by cell phone), video, and audio taping is prohibited unless approved in advance by the Chair.
16. The Chair reserves the right to take such action as may be necessary when a violation of these rules is suspected.