

## INFORMATION FOR CONFEREES

### 2013 KANSAS HOUSE of REPRESENTATIVES COMMITTEE ON ENERGY & ENVIRONMENT

1. Anyone wishing to testify before the Committee **shall** contact the Committee Assistant, Linda Herrick at 785-296-7699, a minimum of 24 hours before the meeting.
2. All conferees shall have written testimony and shall provide 50 copies to the Committee Assistant 24 hours in advance of appearance, **and an electronic copy the day before.**
3. In addition, 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.)
4. All conferees whose testimony extends more than one page or five minutes may 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. 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. Conferees will be recognized in the order as established by the committee chairman.
6. No conferee will be allowed to "yield" their time to another conferee.
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, oranges, or bananas for all committee members and staff. (26)
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, text messages, or other communication to committee members may be prohibited from the committee for the rest of the legislative year, at the discretion of the Chair.
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. Usage of computers in the committee room, except legislators and staff, is not allowed, unless approved in advance by the Chair. Text messaging should be kept to an absolute minimum.
13. Conferees **SHALL NOT** read their testimony if more than one page in length. Rather, lengthier testimony should be presented in 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 repetitive in nature or testimony that is, in the judgment 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.