

INFORMATION FOR CONFEREES – 2020
KANSAS HOUSE OF REPRESENTATIVES
ELECTIONS COMMITTEE

1. Conferees should allow no more than 10 minutes for their testimony and response to questions from committee members, unless otherwise notified by the Chair. Exceptions will be allowed for the original sponsor of a bill, staff briefings and state agency briefings.
2. 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. Conferees' time will be determined by the number of conferees and order of business. Conferees will be recognized in the order as established by the Committee Chair. No conferees will be allowed to "yield" their time to another conferee.
3. Anyone wishing to testify before the committee shall contact the committee assistant to be put on a list of conferees by 1:30 pm the previous business day.
4. All conferees are requested to submit an electronic (PDF) copy of testimony to cathy.foxworthy@house.ks.gov. All conferees shall have written/printed testimony and shall provide thirty (30) copies to the committee assistant by 1:30 pm the business day before the hearing. If you have multiple handouts, please collate this material prior to the committee meeting.
5. Conferees must sign in.
6. Conferees will speak directly to the committee, not the audience.
7. Conferees will restrict testimony to the topic currently under discussion.
8. Conferees should **summarize** their written testimony when addressing the committee.
9. No food or drinks will be allowed in the committee room by conferees, guests, or spectators.
10. Any non-committee attendee who sends signal to committee members shall be removed from the committee meeting for the rest of the legislative year.
11. Photography (including cell phones), video, and audio taping is prohibited unless approved in advance by the Chair. In particular, **no recording of committee votes shall be allowed** except the official tally by the committee secretary.
12. All request for committee bills shall only be made by committee members or state agencies. Others should request a committee member to bring the bill before the committee. Bills to be introduced shall have an rs#. Exceptions may be granted by the Chair but must be brought to the Chair's attention prior to the start of the committee meeting.

13. 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. All calls shall be placed or taken outside the committee room.
14. There will be no reserved seating in committee room, unless the Chair declares otherwise. Priority for seating shall be given to conferees, non-committee legislators, staff and agency members. Only visiting legislators and staff may sit in unused seats at the committee table.
15. Only committee members and legislative staff are allowed to stand or pass behind committee members while the meeting is in session. Press must stay in front of the committee table.
16. **Conferees wanting a bill introduction are requested to find a committee member to sponsor the bill. Committee bills will be assigned to the person making the motion to submit it as a committee bill if there is no sponsor.**