

# 2021-22 INFORMATION FOR CONFEREES

## *Kansas House of Representatives*

### *Financial Institutions & Rural Development Committee*

It is the policy of the House Financial Institutions and Rural Development 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.

By appearing before the Committee each conferee is presumed to have read the rules and therefore has agreed to be bound by these rules.

We thank you for your understanding of and compliance with these rules.

1. Anyone wishing to testify before the committee shall contact the Committee Assistant, Rich Mergen [Rich.Mergen@house.ks.gov](mailto:Rich.Mergen@house.ks.gov), a minimum of two-(2) business day before the meeting, Individuals wishing to appear and provide verbal testimony before the committee **MUST** notify the committee secretary **24 hours in advance of the hearing**, unless a hearing is scheduled with less than 48 hours' notice. In case of the latter, **6 hours' prior notice MUST** be given.

2. **All conferees should email a PDF copy of their testimony to the Committee Assistant Rich Mergen at [Rich.Mergen@house.ks.gov](mailto:Rich.Mergen@house.ks.gov) 24 hours prior to the hearing.** If there are multiple handouts, please organize the handouts and include them after the written testimony in the PDF you email to the Committee Assistant.

3. While the presenting 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.

4. Conferees, in the interest of personal safety, may be allowed to present their testimony via live video conference through Webex and should allow no more than 10 minutes for their testimony and response to questions from committee members, unless otherwise notified by the Chair. Exceptions may be allowed for the original sponsor of a bill, staff briefings, and state agency briefings.

5. Note that testimony provided by conferees is placed on the Kansas Legislative website. Do not include any personal information (address, phone number, etc.) in your testimony that you do not want available to the public.
6. Conferees should not read their testimony. Rather, testimony should be presented in summary fashion. Committee meetings are live video/audio streamed thus, **Conferees should introduce themselves and identify on whose behalf they appear.** When applicable, they should ***identify whether they appear as a proponent, opponent or neutral party and should, as briefly as possible, state the reason(s) for their position.***
7. Conferees shall address their remarks during testimony to committee members and staff only. Committee members shall not be approached during committee hearings or deliberation by anyone other than fellow legislative members or legislative staff. This applies to meetings in person or by live video conference.
8. If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to staff.
9. If a conferee's position has already been presented by a previous conferee, the subsequent conferee should indicate agreement rather than repeating the testimony, and then move to closing statements.
10. Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be notified and, if unrelated testimony persists, the Chairman may terminate the conferee's testimony.
11. All cell phones and pagers in the committee room shall be in "silent" mode. Talking on cell phones in the committee room is not permitted.
12. There shall be no recording in the committee room or of a live video conference, audibly, by video, photographically, or otherwise of committee voting except by the committee secretary.
13. Food or drinks are not allowed in the committee room by guests, spectators, or conferees.
14. The Chairman reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.