

## 2022 Senate Utilities Committee Rules

1/11/22 mlt

The purpose of these rules is to facilitate the understanding for members of the Committee and the public in reviewing the flow of legislation through this committee.

Unless stated to the contrary herein, the Robert's Rules of Order will apply. It is the policy of the Senate 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 Senators, the following rules apply to the hearing process itself.

Any questions about these rules should be directed to the Committee Chair.

The Chairperson shall set the Committee Agenda, including the scheduling and order of business. Items listed on the agenda shall be brought before the committee as announced by the Chairperson. However, the Chairperson may bring the discussion, and possible vote on any bills previously heard at any time.

Any item listed on the agenda may be removed, at any time by the Chairperson.

Senators shall not be approached during Committee hearings or deliberation by anyone other than fellow legislative members or legislative staff.

Cellular phones and pagers with audible tones must be turned off or disabled while in the Committee room.

No food or drinks will be allowed in the Committee room by guests, spectators or conferees.

Individuals wishing to present verbal testimony before the Committee **MUST** provide a digital PDF copy of the testimony to the committee assistant at least **48 business hours in advance of the hearing**. If a hearing is scheduled for a Monday, testimony should be submitted by 1:30 p.m. on the preceding Thursday. If a Tuesday hearing is scheduled, the testimony is due on the preceding Friday. This gives the Committee Assistant time to print and collate the testimony.

The individual introducing a bill will be listed in the minutes. All requests for committee bills shall only be made by the committee members or state agencies.

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.

Conferees shall address their remarks during testimony to Senators and staff only.

No conferee shall be interrupted, except by the Chairperson, during presentation of their testimony.

Conferees **SHALL NOT** read their testimony. Rather, testimony should be presented in a 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 reason for their position.

Conferees should limit use of acronyms. Excessive use of acronyms is confusing to members of the public listening in on live streaming. To the extent that it is possible...use the full name of the reference **before** using the acronym...for example, explain that you will be using "RPS" to refer to "Renewable Portfolio Standards" before using the acronym in the rest of the testimony.

Where the number of hearings and/or conferees scheduled warrant time limitation, the Chair may limit testimony to a specific number of minutes. 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.

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/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.

Questioning of a conferee shall be limited to the subject matter on the agenda for the day unless approved by the Chairperson. If the questioning of a conferee by a committee member goes beyond "reasonableness", the Chairperson may discontinue the committee member's questioning of that conferee.

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. A conferee's time limit will be determined by the number of conferees and order of business. The Chair may make exceptions for the original sponsor of a bill, legislative staff, and state agency personnel. Conferees will be recognized in the order as established by the committee chair. No conferee will be allowed to "yield" their time to another conferee. A conferee may give their entire time to another conferee, in lieu of testifying, if the Chair and/or Committee Assistant is notified prior to the start of the committee meeting.

There shall be no recording, audibly, photographically, or otherwise, of the Committee meeting during any portion of the meeting unless approved in advance by the Committee Chair.

Any non-committee attendee who sends signals to Senators shall be removed from the Committee meetings for the remainder of the legislation year.

The Chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the Committee room during the meeting and take such action as may be necessary when a violation of these rules is suspected.

The Chairman will make every effort to respect the time of the committee and conferees. Ample time for discussion of each bill will be allotted. Conferees will not be overbooked to allow the committee time to carefully consider testimony from proponents and opponents.

Consideration of conferees from out of town may be given preferential consideration.

Reserving (except for the Committee staff) or saving seats is not allowed in the Committee room.

---

### **PROCEDURAL RULES**

1. Committee seating is assigned by the Chairperson.
2. Original motions shall be in order when a bill is pending for consideration. A motion requires a second to be in order. A substitute motion will not be allowed. Amendments to motions are not in order unless approved by the Chairperson.
3. If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the staff.
4. An amendment to a bill must be “germane” to the area of law that is being proposed or changed. Since committees serve the purpose of examining the issues for which there may be multiple solutions or approaches, “germaneness” will be interpreted as broadly as possible. Only the Chairperson shall determine if an amendment is “germane”.
5. The question of adjournment shall be reserved to the Chairperson and no motion to adjourn shall be entertained.
6. A motion to “table a bill” shall be in order at any time a bill is taken up by the Chairperson for discussion. The motion to “table a bill” is non-debatable and requires a majority vote of members present to pass. A successful motion to “table a bill” shall lay the bill over for a minimum of one day. The Chairperson may refuse to accept a motion to table a bill or move a bill out of committee.
7. A motion to “take from the table” shall be in order only when such item is on the agenda or is taken up by the Chairperson. The motion requires a simple majority and is nondebatable unless debate is approved by the Chairperson.

8. A motion to report a bill “without recommendation” shall not be in order.
9. A motion to reconsider a previous successful motion shall only be made by a member voting on the prevailing side of the original motion.
10. A motion to report a bill out of committee shall not be in order until amendments, which have been prepared by the Reviser of Statutes Office, have been reported to the Chairperson in advance of the meeting, have been considered.
11. A simple majority vote of members present shall be required to reconsider a previous successful motion.
12. A motion to report a bill out of committee shall not be in order until amendments, which have been prepared by the Revisor of Statutes Office, have been reported to the Chairperson in advance of the meeting, have been considered.
13. There shall be no recorded committee votes on committee action. Any committee member may request their individual vote be recorded on a bill or procedure.
14. Granting of excused absences is reserved by the Chairperson.
15. Prior notification of absences shall be communicated to the committee assistant via phone to **Sheila Wodtke (785-296-7362)** or email: **Sheila.Wodtke@senate.ks.gov**
16. Any absence is recorded as such by the committee assistant unless the Chairperson makes an exception.

17. All committee members are encouraged to be in the committee room during the committee meetings. Members may only vote and participate in working a bill if present in the committee room. Members may participate via WebEx for hearings, but must be in the statehouse, to be recorded as “present”. Members who are participating in a hearing via WebEx, but are not in the statehouse, will be marked “excused”, if approved in advance by the Chairman.

**18.** Due to daily time constraints and the need to be on the Senate floor by 2:30 p.m. on most days, the committee meeting will start promptly at the assigned time each day and all efforts will be made to adjourn by 2:25 p.m. at the latest. **Please be on time so we can take advantage of the full committee time. If you know you will be late, it would be helpful to notify the Committee Assistant or the Chair so we know if we will be able to conduct business. Thank you!!**

19. All powers, duties and responsibilities not addressed above are reserved by the Chairperson.