

## HOUSE HEALTH AND HUMAN SERVICES

### NOTICE TO CONFEREES

It is the policy of the House Health and Human Services Committee to ensure and promote free and open discussion of matters coming before the Committee. Because of the importance of the 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 chairperson.

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 the understanding of and compliance with these rules.

1. The chair shall determine the committee agenda, including scheduling and the order of business.
2. Individuals wishing to provide testimony before the committee **MUST** notify the committee assistant no later than the morning before the day of the hearing and an electronic copy of the testimony and 5 hard copies **MUST** be submitted to the committee assistant **no later than 10:00 a.m. the working day prior to the hearing.**

- Send testimony to Committee Assistant, Dave Long, at  
[david.long@house.ks.gov](mailto:david.long@house.ks.gov).

3. Testimony **MUST** be sent to the committee assistant in electronic form noting if the testimony is oral or written-only. If oral, please stipulate if the testimony will be in-person or virtual. 5 hard copies must be provided to the committee assistant.
4. 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.
5. If suggested amendment(s) are to be offered, a proposed draft (in electronic form) of the amendment(s) must be provided in advance to staff prior to the hearing. See #2 and #3 above for deadlines and hard copy requirements.
6. Conferees shall address their remarks during testimony to committee members and staff only.

7. Where the number of hearings and/or conferees scheduled warrant time limitation, the Chairperson reserves the right to limit testimony that is cumulative in nature or testimony that is, in the judgment of the Chairperson, not relevant to the matter under consideration.
8. 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 Chairperson will terminate the conferee's testimony.
9. 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.
10. The Chairperson reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings or deliberations.
11. The Chairperson reserves the right to take such action as may be necessary when a violation of the rules is suspected.
12. All electronic devices with audible tones must be turned off or disabled while in the committee room.
13. 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.
14. Conferees may be allowed to appear via live video conference through WebEx. Conferees appearing in this manner shall follow all written rules and verbal directives of the Chair.
15. **There shall be no recording, audibly, photographically or otherwise, of committee voting except by the committee assistant.**