

HOUSE FEDERAL AND STATE AFFAIRS COMMITTEE RULES

1. In any case where committee rules do not apply, House Rules shall govern. All powers, duties and responsibilities not addressed herein are reserved to the chair.
2. Cellular phones and other electronic devices with audible tones are prohibited in the Committee Room, unless audible tones or ringers are disabled.
3. The chair shall determine the committee agenda, including scheduling and the order of business.
4. The chair reserves the right to limit testimony that is cumulative in nature and may limit testimony, when necessary, to a specific number of minutes.
5. Committee members shall not address conferees unless and until permission is granted by the chair.
6. The chair reserves the right to limit questioning of conferees by committee members in the interest of time and in the interest of fairness to conferees and other committee members.
7. No conferee shall be interrupted during the presentation of their testimony, except with the permission of the chair.
8. Questioning of a conferee shall be limited to the subject matter on the agenda for the day, except as may otherwise be allowed by the chair.
9. Committee members shall not be approached during a committee hearing or deliberations by anyone other than fellow legislative members or legislative staff.
10. No bill or resolution shall be taken up for a committee vote unless announced by the chair.
11. A motion requires a second to be in order.
12. A substitute motion is in order, but no additional substitute motions shall be in order until the prior substitute motion is disposed of.
13. Amendments to motions are not in order except upon consent of the member making the motion and his or her second.
14. A motion to table or take from the table shall be in order only when such item is on the agenda or is taken up by the chair. The motion requires a simple majority of those present and is, unless otherwise determined by the chair, non-debatable.
15. There shall be no recording in the committee room or of a live video conference of the committee-- audibly, photographically or otherwise - of committee voting except by the committee secretary.
16. A request from any member that their vote be recorded shall be granted.
17. Granting excused absences is reserved to the chair.
18. The chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room or via Webex during hearings and deliberations.
19. The Chair may allow for testimony to be taken by live video conference through Webex. If the Chair allows for live video testimony, the privilege shall be extended to any conferee appearing before the committee.
20. The Chair may allow committee members to appear via live video conference or hold a committee meeting by live video conference.
21. Members participating in a meeting via Webex must do so without any other member, registered lobbyist or executive branch employee in their presence or in contemporaneous communication with that member.
22. No member shall vote on any question before the committee unless such member is in the Statehouse when casting his or her vote and must comply with Rule 20.
23. Adjournment is reserved to the chair.

HOUSE FEDERAL AND STATE AFFAIRS COMMITTEE RULES FOR CONFEREES

It is the policy of the House Federal and State Affairs 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. The chair shall determine the committee agenda, including scheduling and the order of business.
2. Individuals wishing to appear and provide verbal testimony before the committee **MUST** notify the committee secretary **no later than 24 hours in advance of the hearing.**
3. The individual's testimony **MUST** be submitted in written form and a pdf of that testimony emailed to the Committee Assistant **NO LATER THAN 9:00 a.m. THE DAY PRIOR TO THE HEARING.** The email address of the Committee Assistant is connie.bahner@house.ks.gov.
4. A cover sheet will be required for the testimony. A sample cover sheet is attached.
5. Conferees should **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 reasons for their position.
6. If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to staff.
7. Conferees shall address their remarks during testimony to committee members and staff only.
8. 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.
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 chair 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 chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
11. The chair reserves the right to take such action as may be necessary to prevent or correct a violation of these rules.
12. Cellular phones and pagers with audible tones must be turned off or disabled while in the committee room.
13. 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.
14. 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.
15. There shall be no recording in the committee room or of a live video conference -- audibly, photographically or otherwise -- of committee voting except by the committee secretary.

HOUSE FEDERAL AND STATE AFFAIRS COMMITTEE

BILL NUMBER: _____

Support _____

Oppose _____

Neutral _____

Testimony Will Be:

Oral _____

Written Only _____

For Meeting on _____

Testimony By: _____

On Behalf Of: _____

Email Address: _____

Telephone: _____