

**INFORMATION FOR CONFEREES
KANSAS HOUSE OF REPRESENTATIVES
CHILD WELFARE AND FOSTER CARE 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. 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 Chair. No conferee will be allowed to "yield" their time to another conferee.
3. Anyone wishing to testify before the committee shall contact the committee assistant, a minimum of 24 business hours before the meeting.
4. All conferees are requested to submit an electronic (**PDF**) copy of testimony to the assistant at Child.Welfare@house.ks.gov 24 hours in advance. Conferees may be asked to provide 25 hard copies of their testimony as well.
5. 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.
6. No food or drinks will be allowed in the committee room by guests, spectators, or conferees.
7. Any non-committee attendee who sends signals to committee members shall be removed from the committee meeting for the rest of the legislative year.
8. Signage, photography (including cell phones), video, and audio taping is prohibited, unless approved, in advance, by the Chair.
9. All requests for committee bills shall only be made by committee members or state agencies and must be brought to the Chair's attention prior to the state of the committee meeting.
10. The area of the table is reserved for committee members. Only legislative staff is permitted to sit or stand behind committee members.