

# COMMITTEE RULES - 2013

## KANSAS HOUSE OF REPRESENTATIVES

### GENERAL GOVERNMENT BUDGET COMMITTEE

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

#### INTRODUCTION

1. Unless stated to the contrary herein, the rules of the House shall apply.
2. All rules, powers, duties and responsibilities addressed may be suspended or modified at any time by the Chair. Those not addressed herein are reserved to the Chair.
3. More and more committee information is now available electronically. This is not a paperless committee, but we will use email and attempt to post committee records electronically for public and committee member review and notification.
4. The Committee will typically meet at 1:30 p.m. in room 218-N. Members and conferees are encouraged to check the legislative website <http://li.kliss.loc/li> for posted changes to our schedule, agendas, testimonies, bill assignments, and committee minutes. The Chair has the authority to call for a special meeting by making needed announcements from the well of the House Floor or during already scheduled meetings.
5. Please provide prior notification to the committee assistant, Mr. Gary Deeter, 785-296-7693, email [gary.deeter@house.ks.gov](mailto:gary.deeter@house.ks.gov) of any anticipated tardiness, absence, or early departure from the committee. The Chairman is inclined to report these in committee minutes and has sole discretion on whether such behavior will be excused.

#### AGENDA

6. The Chair shall set the committee agenda, including schedule and the order of business.
7. No bill or resolution shall be taken up for committee vote unless announced by the Chair.
8. The chair may bring to discussion and possible vote any bills previously heard at any time. Any listed item on the agenda may be removed at any time by the Chair.

#### DURING COMMITTEE MEETINGS

9. Members should be punctual. If the Chair is not present, the Vice Chair is expected to assume command, begin meetings promptly as posted, and relinquish control at the time of the Chairman's arrival.
10. All seating will be as assigned by the Chair.
11. Respect for the process, fellow colleagues, staff, conferees, and the public is expected. Displays of anger and use of harsh or profane words are not appropriate and are grounds for the Chairman to ask for an apology, temporary dismissal from the committee, or other disciplinary action. The Chair reserves the right to take such action as may be necessary to prevent disruptive behavior during committee meetings.
12. Smart phones, computers, and other electronic devices are encouraged; however, audible tones and ringers will be disabled or put in "silent" mode. Members are reminded of rule 11 and asked to use electronic tools with prudence and care. Audible use of cell phones in the committee room will not be permitted.
13. Committee members shall not be approached during the committee meeting by anyone other than a fellow legislative member, their family, or staff. Remember rule 11 and, if necessary, take the conversation out of the committee room.
14. As stewards of the People's House, we have been asked to consume no food in the Committee rooms. Therefore we will not eat food or chew gum without advanced approval by the Chairman. Beverages are permitted, but please ensure any spill is cleaned up

immediately.

15. No audio, pictorial, or video recordings of the committee are permitted, except by committee staff for the purpose of maintaining minutes, capturing committee discussion or legislative action, and shall not be released without express written permission of the chairman.
16. Committee minutes will post to the legislative website <http://li.kliss.loc/li> as soon as possible. Five work days after posting, minutes will be considered accurate; unless changes are proposed or made. If an update or change is made to previously posted minutes, committee members will be notified via email or by the Chairman during a committee meeting where changes were made. Any changes requested after minutes are considered accurate will require committee action and approval by the majority of members present.

## **BUDGET REPORTS**

17. Your signature on a budget report simply means that you affirm that what is presented in the report reflects the action taken by the committee. Reports missing your signature mean nothing. A written explanation of vote or minority report is always in order.

## **MOTIONS**

18. All requests for submission of committee bills shall only be made by motion of a committee member when the Chair calls for "Bill Introductions."
19. A motion requires a second to be in order.
20. No bill or resolution shall be taken up for committee vote unless announced by the Chair.
21. Amendments must be germane to what is being proposed or changed. Since committees serve the purpose of examining issues for which there may be multiple solutions or approaches, germaneness will be interpreted as broadly as possible. Only the Chair shall determine if an amendment is germane.
22. Amendments to motions are in order.
23. A substitute motion may be offered, but only acted on as approved by the Chair.
24. A motion to table a bill or resolution shall be in order at any time a bill is taken up by the Chair. While a short explanation from the maker of the motion is appropriate, this will be a non-debatable motion that requires a simple majority vote of members present to pass. A successful motion to table a bill will delay action on the bill a minimum of one day. The Chair may refuse to accept a 2<sup>nd</sup> attempt to table a bill or resolution.
25. A motion to reconsider a previous successful motion shall only be made by a member voting on the prevailing side of the original motion. A majority vote of members present shall be required to reconsider a previously successful motion.
26. A motion to report a bill out of committee without recommendation shall not be in order.
27. A motion to report a bill out of committee shall not be in order until all amendments, which have been prepared by the Revisor of Statutes Office and reported to the chairman in advance of the meeting, have been considered.
28. While there will be no recorded votes on committee action, any committee member may request his/her individual vote be recorded on a bill.
29. Adjournment is reserved to the acting Chair and is non-debatable.

## **TESTIMONY**

30. No conferee shall be interrupted, except by the chair, during his/her presentation.
31. The Chair reserves the right to limit testimony and questioning by committee members in the interest of time and fairness to other conferees.
32. Committee members shall not address other members or conferees until and unless recognized by the chair. Unless allowed by the Chair, questioning of a conferee shall be limited to the subject matter on the agenda for the day. The Chair may interrupt or limit a committee member's questioning.