

# INSTRUCTIONS FOR CONFEREES

2013

Kansas House of Representatives

## General Government Budget Committee

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### **Welcome to the House Committee on General Government Budget!!**

Your input in the committee process is vital to good public policy. These instructions are provided to visitors and conferees in an attempt to promote open and orderly discussion on items that come before this committee. These rules are designed to help us all be respectful of the process, committee members, staff, other conferees, and visitors.

For many of you this is your first time in a legislative committee meeting. If you have any questions about these rules please contact **Chairman Pete DeGraaf**, 785-296-7693.

The committee typically meets at 1:30 pm (Monday - Friday) in Room 218-N.

All requests for committee bills must be made by a committee member.

The Chairman determines the committee agenda, the order and length of presentations, and has the authority to change them at will. When the number of hearings and/or conferees scheduled warrant time limitations, the Chairman reserves the right to focus or limit testimony.

Conferees are encouraged to **check the legislative website for posted changes** to the proposed agenda, topics for consideration, along with a list of known proponents and opponents:

[http://kslegislature.org/li/b2013\\_14/committees/ctte\\_h\\_gen\\_govt\\_bdgt\\_1/](http://kslegislature.org/li/b2013_14/committees/ctte_h_gen_govt_bdgt_1/)

Individuals wishing to provide verbal testimony **MUST** notify the Committee Secretary **24 hours in advance of the hearing**. Please let the Committee Secretary know if you are traveling from out of town, or have other time constraints. **Both electronic and 25 hard copies of your testimony** should be submitted to the committee secretary **no later than 10:00 am** of the morning of the hearing, whether you are speaking or just submitting written testimony. Please email your written testimony to our committee Secretary at: Gary.Deeter@house.ks.gov

By appearing before the Committee, each conferee is presumed to have read the rules and therefore has agreed to be bound by them. Because decisions are often only as good as the information they are based on, those appearing before the committee certify by their presence that their testimony is truthful, based upon facts that are verifiable, and offered in good faith. Conferees shall promptly bring to the committee's attention and attempt to clarify any misunderstandings, errors, or needed corrections in their testimony.

Use of visual aids are encouraged but should be coordinated with the committee secretary at least 24 hours in advance of the testimony.

When invited forward by the Chairman it is appropriate to thank the Chairman and the Committee for permission to address them. Come to the podium, make sure the microphone button is on (look for a blue light) and attempt to relax. Address your remarks towards the Chairman unless instructed by the Chairman to direct your comments towards other committee members or staff.

**Conferees should NOT read their testimony.** Please state your name, identify on whose behalf you are appearing, whether you are a proponent, opponent, or neutral on the bill, and briefly state the reasons for your position.

Suggested changes (called amendments) are encouraged. Please provide both electronic and 25 hard copies for staff, committee members, and other conferees.

While the Chairman allows and appreciates passionate debate, displays of anger, use of harsh or profane words and disrespect will not be tolerated.

Visitors, lobbyist, and conferees are not allowed to approach committee members or staff during committee hearings or deliberation.

**No food or drinks are allowed** in the committee room by guests, spectators, lobbyists or conferees.

All cellular phones, pagers, and other electronic devices **with audible tones must be turned off**, disabled, or in "silent" mode while in the committee room.

Photography (including cell phones), video, and/or audio **recording is prohibited** unless approved in advance by the Chairman.

Thank you for your respectful participation in this committee.