

**COMMITTEE RULES  
2021  
JOINT COMMITTEE ON  
ADMINISTRATIVE RULES AND REGULATIONS**

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

**PROTOCOL OF MEETING and COMMITTEE INFORMATION**

1. The Committee meeting will start promptly at the posted time.
2. 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. The question of adjournment shall be reserved to the Chair and no motion to adjourn shall be entertained.
3. Cellular phones and other electronic devices with audible tones are prohibited in the Committee Room, unless audible tones or ringers are disabled. The Chair reserves the right to have all electronic devices turned off during the committee meeting. Photography (including cell phones), video, and audio taping is prohibited unless approved in advance by the Chair.
4. The Chair shall determine the Committee Agenda, including scheduling and order of business. Any listed item on the agenda may be removed at any time by the Chair.
5. Conferees should introduce themselves, identify on whose behalf they are appearing, whether they are a proponent, opponent or neutral on the proposed rules and regulations, and, as succinctly as possible, state the reasons for their position through testimony.
6. 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. The Chair reserves the right to limit questioning of conferees by committee members in the interest of time and the interest of fairness to conferees and other committee members.
7. No conferee shall be interrupted, except by the Chair, during presentation of their testimony.
8. The Chair reserves the right to limit discussion on the purposed rules and regulations in the interest of time. Discussion, comments, and recommendations will be attributed to the member making said comment(s) and recommendation(s) in the Committee Minutes.

9. A request from any member that his or her vote be recorded shall be granted.
10. All seating will be assigned by the Chair.
11. Granting of excused absences is reserved to the Chair. Prior notification of absences shall be communicated to KLRD (Jill Shelley, 785-296-8085); or the Committee Assistant during session - John Willey (296-7351). Any absence by a member not requesting an excused absence shall be an unexcused absence and recorded as such by the Committee Assistant unless the Chair makes an exception.
12. 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.
13. For any dispute or uncertainty, the Chair's ruling will be final.