

## **GUIDELINES FOR CONFEREES APPEARING BEFORE THE 2021 HOUSE HIGHER EDUCATION BUDGET COMMITTEE**

It is the policy of the House Higher Education Budget 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 Assistant **24 hours in advance of the hearing** unless a hearing is scheduled with less than 48 hours' notice. In case of the latter, **6 hours prior notice MUST** be given.
3. In the interest of conducting a paperless Committee during the 2021 Session, testimony **MUST** be submitted in PDF format and electronically sent to the Committee Assistant John Gauntt ([John.Gauntt@house.ks.gov](mailto:John.Gauntt@house.ks.gov)). The Committee Assistant will distribute the testimony to the Committee and other parties. For the Committee's book, the Committee Assistant needs one hard copy of testimony.
4. Conferees should not include any personal information in testimony that is not wanted to be open to the public (examples: address, phone number, etc.).
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.

9. Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be warned and if unrelated testimony continues, the chair will terminate the conferee's testimony.
10. 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.
11. 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.
12. The Chair reserves the right to take such action as may be necessary to prevent or correct a violation of these rules.
13. Cellular phones and pagers with audible tones must be turned off or disabled while in the committee room.
14. 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.
15. 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.
16. 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 Assistant.