

**SENATE COMMITTEE on ASSESSMENT and TAXATION**  
**2022 NOTICE TO CONFEREES**

It is the policy of the Committee on Assessment and Taxation 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 Senators, the following rules apply to the hearing process itself. Any questions about these rules should be directed to the Committee Chair. 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. Senators shall not be approached during Committee hearings or deliberation by anyone other than fellow legislative members or legislative staff.
2. Cellular phones and pagers with audible tones must be turned off or disabled while in the committee room
3. No food or drinks shall be allowed in the Committee room by guests, spectators or conferees.
4. Individuals wishing to present verbal testimony before the Committee **MUST** provide **one** pdf and twenty (20) copies of written testimony to the Committee assistant [John.Gauntt@senate.ks.gov] **24 hours in advance of the hearing**, unless a hearing is scheduled with less than 48 hours notice. At the top of each testimony there must be a bill number, conferee's position (support, neutral, opposition), whether it is oral or written-only testimony, and the conferee's name.
5. Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be asked to limit their testimony to the subject matter under consideration, and if unrelated testimony continues, the Chair will terminate that conferee's testimony.
6. Conferees shall address their remarks during testimony to committee members and staff only.
7. Conferees **SHALL 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.
8. If suggested amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to staff.
9. 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.

10. Every conferee hereby certifies that his/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. 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 established by the committee chair. No conferee will be allowed to "yield" their time to another conferee.
12. There shall be no recording, audibly, photographically or otherwise, of the Committee meeting during any portion of the meeting unless approved in advance by the Committee Chair.
13. The chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the Committee room during the meeting and take such action as may be necessary when a violation of these rules is suspected.
14. Consideration may be given to conferees from out of town.
15. Reserving (except for the Committee Staff) or saving seats is not allowed in the Committee room.