

## **Guidelines for Conferees Appearing Before the Senate Transportation Committee**

**2026**

1. Cell phones and pagers with audible tones must be turned off or disabled while in the Committee Room
2. Individuals wishing to appear and provide verbal testimony before the Committee must notify the committee assistant, Donola Fairbanks at 785-296-7355 or [S.Transportation@senate.ks.gov](mailto:S.Transportation@senate.ks.gov) in advance of the hearing.
3. Testimony must be provided in pdf format to [S.Transportation@senate.ks.gov](mailto:S.Transportation@senate.ks.gov) with 16 hard copies of testimony by Noon the day prior to the meeting.
4. Conferees are not to read testimony. Present information in summary fashion, giving pertinent points. Conferees introduce themselves, identify on whose behalf they come, and whether they speak as a proponent, opponent, or neutral party. A state of the reasons for the position is to be given as briefly as possible.
5. If suggestions for the amendment (so are to be offered, a proposed draft of the amendment(s) must be provided to staff.
6. When the conferee is, or represents the sponsor of the measure under construction, the conferee will be prepared to brief the Committee on the specific provisions of the legislation, section by section when necessary.
7. Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on related subjects will be admonished and if unrelated testimony persists, the Chair may terminate the conferee's testimony.
8. The Chair reserves the right to take such action as necessary to prevent disruptive behavior in the committee room during hearing and deliberations.
9. There shall be no recording, audibly, or photographically of the meeting without permission of the Chair.
10. Conferees attending from out of town, upon request of the Chair, may provide testimony first.

January 14, 2026