

**GUIDELINES FOR CONFEREES APPEARING BEFORE THE
HOUSE ENERGY, UTILITIES & TELECOMMUNICATION COMMITTEE**

1. Cell phones must be turned off or disabled while in the committee room.

2. Individuals wishing to provide testimony before the committee should notify information to the committee assistant, Mindy Sieve, **24 hours in advance of the hearing** by either calling 785-296-7663 or emailing H.Utilities@house.ks.gov.

3. *Testimony deadline is 9:00am the day before committee meeting for testimony must be emailed in PDF format to H.Utilities@house.ks.gov and provide 25 copies for committee members. Please clearly state conferee name, position (proponent, opponent, neutral) in the subject line of your email.*

4. Please note testimony provided by conferees will be placed on the **Kansas Legislative website**. Do not include any personal information (address, phone number, etc.) in your testimony that you do not want open to the public.

5. Conferees may testify in-person or virtually. If testifying virtually, please email the committee assistant for a WebEx link to join the meeting. The link normally will be emailed to you the day before the committee meeting.

6. Conferees should not read their testimony. Rather, testimony should be presented in summary fashion. Conferees should introduce themselves, identify on whose behalf they appear, identify whether they appear as a proponent, opponent or as a neutral party and should, as briefly as possible, state the reason(s) for their position.

7. If suggestions for amendments are to be offered, a proposed draft of the amendments must be provided to the Committee Staff.

8. If the conferee is representing the bill, the conferee should be prepared to brief the committee on the specific provisions of the legislation when necessary.

9. Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be admonished and, if unrelated testimony persists, the Chairperson may terminate the conferee's testimony and take action as necessary to prevent disruptive behavior in the committee room during hearings and deliberations.

10. The Chairperson reserves the right to limit testimony, when necessary, to a specific number of minutes.