

## **GUIDELINES FOR CONFEREES APPEARING BEFORE THE SENATE WAYS AND MEANS 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 provide their information to the committee assistant, Nancy Fontaine, at least **24 hours in advance of the hearing** by either calling 785-296-3775 or emailing [Ways.Means@senate.ks.gov](mailto:Ways.Means@senate.ks.gov).
3. *Testimony deadline is 10:30 am the day before testifying. Testimony should be emailed in pdf format to the committee assistant at: [Ways.Means@senate.ks.gov](mailto:Ways.Means@senate.ks.gov).*
4. Note that 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, the committee assistant will send an email with the link to join the meeting normally 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 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.
10. The Chairperson reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.