

## **GUIDELINES FOR CONFEREES APPEARING BEFORE THE SENATE LOCAL GOVERNMENT COMMITTEE**

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 testimony before the committee should provide their information to the committee assistant, Jackie Gutierrez, at least **24 hours in advance of the hearing** by either calling 785-296-7377 or emailing [s.local.govt@senate.ks.gov](mailto:s.local.govt@senate.ks.gov)
3. *Testimony should be in written form with 15 copies delivered to the committee assistant in Room 234-E of the State House. Testimony deadline is 1:00 pm the day before testifying. An electronic copy of the testimony in pdf format should be emailed at the same time to the committee assistant: [s.local.govt@senate.ks.gov](mailto:s.local.govt@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 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.
6. If suggestions for amendments are to be offered, a proposed draft of the amendments must be provided to the Committee Staff.
7. 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.
8. 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.
9. 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.
10. There shall be no recording (audibly, photographically or otherwise) of committee voting except by the committee assistant.