

**GUIDELINES FOR CONFEREES  
APPEARING BEFORE THE  
TRANSPARENCY AND ETHICS COMMITTEE**

1. Cell phones and other electronic devices 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 notify the committee assistant at least 24 hours in advance of the hearing, 785 296-7389 or [Transparency@senate.ks.gov](mailto:Transparency@senate.ks.gov). Please indicate if you are testifying as a proponent, opponent, or neutral party as well as if you plan to speak or provide “written only” testimony. Please provide your name and contact information to be used in case there are any changes in the hearing. If you would like to testify via WebEx, please provide the email address that you would like the meeting link sent to.
3. Testimony should be submitted before 12:00 p.m. on the workday before testifying. An electronic copy of the testimony in PDF form should be emailed to the committee assistant at: [Transparency@senate.ks.gov](mailto:Transparency@senate.ks.gov).
4. Testimony should include the conferee’s name. Please note that testimony will be published on the Kansas Legislative website for the public to view, so keep this in mind when sharing any other contact information.
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 an amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the committee staff.
7. When the conferee is, or represents, the sponsor of the measure under consideration, 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 Chairman may terminate the conferee’s testimony.
9. The Chairman 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.