

**GUIDELINES FOR CONFEREES APPEARING BEFORE THE
SENATE ETHICS AND ELECTIONS COMMITTEE**

As of Jan 20, 2016

1. Cell phone and pagers with audible tones must be silenced while in the committee room.
2. Conferees should be dressed in professional attire. For ladies, low cut necklines and mini-skirts are inappropriate.
3. Individuals wishing to appear and provide testimony before the committee should provide their information to the committee secretary at least **24 hours in advance of the hearing.**
4. *Testimony should be in written form with 30 copies delivered to the committee assistant. Testimony deadline is 9:30 a.m. the day before testifying. An electronic emailed testimony should be received at the same time by the committee assistant: darla.conner@senate.ks.gov*
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. The Chair reserves the right to limit testimony that is repetitive or duplicative in nature.
7. If suggestions for amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the Ethics and Elections 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 under consideration. Conferees testifying on unrelated subjects will be redirected to the subject, and if unrelated testimony persists, the Chairman will terminate the conferee's testimony.
10. The Chairman has the right to take action as necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
11. There will be no recording, audibly, photographically or otherwise, of committee voting except by the committee secretary.