

**GUIDELINES FOR CONFEREES  
APPEARING BEFORE THE  
SENATE PUBLIC HEALTH AND WELFARE COMMITTEE**

1. Cellular phones and other electronic devices with audible tones are prohibited in the Public Health and Welfare Committee Room unless audible tones or ringers are silenced.
2. Individuals wishing to appear and provide verbal testimony before the committee or written-only testimony should notify the committee assistant at least 48 hours, excluding weekends, in advance of the hearing. (Phone 785-296-5123 or [randi.walters@senate.ks.gov](mailto:randi.walters@senate.ks.gov).) Please indicate if you are testifying as a proponent, opponent, or neutral party. Please provide your name, address, title if applicable, and contact information to be used in case there are any changes in the hearing.
3. Testimony should be in written form with an electronic copy e-mailed to the committee assistant by 48 hours before the hearing, excluding weekends. In addition, 15 paper copies of the testimony will need to be delivered to Room 441-E by 10:00 am the day of the hearing. (If the committee meeting in which you want to testify falls on a Monday, your testimony will be due by 1:30 on the Thursday before.)
4. 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. Allotted time for each conferee to speak will be determined by the Chairman and will depend on the number of conferees. It could possibly be only 1 to 3 minutes per conferee.
5. If an amendment is offered, a proposed draft of the amendment(s) should be provided to the staff before the hearing.
6. 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, section by section when necessary.
7. 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.
8. Written testimony should include the conferee's name. Please keep in mind that testimony will be published on the Legislative website for the public to view, so keep this in mind when sharing any other contact information.
9. Testimony will be posted via a Dropbox link the day before a scheduled hearing. Upon submittal, testimony will become a public record according to the Kansas Open Records Act (KORA).
10. 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.
11. There shall be no recording, audibly, photographically, or otherwise of committee voting except by the committee assistant.
12. Agendas, minutes, and testimony may be found at this link:  
[http://www.kslegislature.org/li/b2015\\_16/committees/ctte\\_s\\_phw\\_1/](http://www.kslegislature.org/li/b2015_16/committees/ctte_s_phw_1/)