

**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 should notify the committee secretary at least 24 hours in advance of the hearing.
3. Testimony should be in written form with 30 copies made available to the committee secretary. Please try to have the testimony in by 10:30 am the day before testifying. An electronic emailed testimony should be received at the same time to the committee assistant.
4. 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.
5. If an amendment is offered, a proposed draft of the amendment 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. 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.
9. There shall be no recording, audibly, photographically, or otherwise of committee voting except by the committee secretary.