

GUIDELINES FOR CONFEREES APPEARING BEFORE THE SENATE ASSESSMENT AND TAXATION COMMITTEE

1. Cellular phones and pagers with audible tones must be turned off or disabled while in the Committee room.
2. Individuals wishing to appear and provide verbal testimony before the Committee should notify the Committee Assistant at least **24 hours** in advance of the hearing.
3. Testimony should be in written form with 30 copies made available to the Committee Assistant as well as a PDF copy submitted via email to the Committee Assistant. Please have the written testimony to the Committee Assistant by 3:00 p.m. the day before testifying, or make arrangements with the Committee Assistant.
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 interested neutral party and should, as briefly as possible, state the reason(s) for their position.
5. If suggestions for amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to staff.
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. Conferees should address their remarks during testimony to Committee members and staff only.
8. When the number of hearings and/or conferees scheduled warrant time limitations, the Chairman may limit testimony to a specific number of minutes. The Chairman reserves the right to limit testimony that is cumulative in nature or testimony that is, in the judgment of the Chairman, not relevant to the matter under consideration.
9. 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.
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.