

## **GUIDELINES FOR CONFEREES APPEARING BEFORE THE SENATE REDISTRICTING COMMITTEE**

1. Cell phones and pagers with audible tones must be turned off or disabled while in the committee room.
2. Individuals wishing to provide testimony before the committee should provide their information to the committee assistant, Jennifer Forrester, at least **24 hours in advance of the hearing** by either calling 785-296-7361 or emailing [jennifer.forrester@senate.ks.gov](mailto:jennifer.forrester@senate.ks.gov).
3. **Testimony deadline is 10:30 am the day before testifying. Testimony should be emailed in pdf format to the committee assistant: [jennifer.forrester@senate.ks.gov](mailto:jennifer.forrester@senate.ks.gov)**, and must clearly state conferee name and position (opponent, proponent, neutral) in the subject line.
4. Please note that testimony provided by conferees will be placed on the Kansas Legislative website. *Failure to comply with conferee guidelines will exclude written-testimony from being uploaded. Do not include any personal information (address, phone number, etc.) in your testimony that you do not want open to the public.*
5. Conferees may testify in-person or virtually. If testifying virtually, the committee assistant will send an email with the link to join the meeting normally the day before the committee meeting.
6. 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 as a neutral party and should, as briefly as possible, state the reason(s) for their position.
7. If suggestions for amendments are to be offered, a proposed draft of the amendments must be provided to the 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 of the measure under consideration and must stipulate the nature of the testimony as that of a proponent, opponent, or neutral party.** Conferees testifying on unrelated subjects will be admonished and, if unrelated testimony persists, the Chairperson may terminate the conferee's testimony.
10. The Chairperson reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.