

**GUIDELINES FOR CONFEREES APPEARING BEFORE THE
SENATE FINANCIAL INSTITUTIONS AND INSURANCE COMMITTEE**

1. Cell phone 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 contact the committee secretary TO REGISTER (Phone: 785-296-7367), or e-mail: Suzanne.Nelson@senate.ks.gov) at least **24 hours in advance of the hearing. PLEASE PROVIDE THE CONFEREES' EMAIL ADDRESSES IF THEY REQUEST TO TESTIFY VIRTUALLY.**
3. 20 HARD COPIES of the testimony should be delivered to the committee secretary in Room 235-East of the Capitol, no later than 12:00 pm the day before testifying. **The PDF file copy of the testimony should be sent to the committee email address: S.Financial.Insurance@senate.ks.gov .** It is then uploaded approximately one hour prior to the committee meeting to the Kansas Legislature FI & I Committee web page (<http://kslegislature.org>) and can be printed by anyone desiring paper copies.
4. **If the committee meeting in which you want to testify falls on a Tuesday and the preceding Monday is a holiday, your testimony will be due by noon on the Friday before your Tuesday appearance before the committee. Likewise, testimony for a Monday hearing is also due on the preceding Friday.**
5. Conferees should not read their testimony. Rather, testimony should be presented in summary fashion. Conferees should turn on the microphone (if not already on), 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. If suggestions for amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the staff, either included in the testimony, or as an attachment.
7. 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.
8. 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 Chair may terminate the conferee's testimony.
9. The Chair reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
10. Visitors, conferees, and media are asked to discuss intentions to electronically record any of the committee proceedings in advance of the meeting with the committee chairperson assistant or committee assistant.