

2022 House Education Committee  
Conferee Guidelines and Rules for Testifying before the Committee

*It is the policy of the House Education Committee to ensure and promote free and open discussion of matters coming before the Committee. By appearing before the Committee each conferee is presumed to have read the rules and therefore has agreed to be bound by these rules.*

Individuals wishing to appear and provide verbal testimony MUST notify the committee assistant ([Deborah.bremer@house.ks.gov](mailto:Deborah.bremer@house.ks.gov)) 24 hours in advance of the hearing. This allows us to organize and be prepared for an effective meeting. Sometimes a hearing is scheduled at the last minute, with less than 48 hours notice to the public. If this happens, we will do everything in our power to accommodate all those who wish to testify. Please contact us as soon as possible to let us know you want to testify.

We are using less hard copy/paper testimony. For the Committee legislative members the testimony will be emailed to them the day before a meeting/hearing. For the public, all testimony will be uploaded to the Kansas Legislature website under our House Education Committee page two hours prior to the meeting.

If you wish to provide paper copies, we ask Kansas government agencies, professional lobbyist groups, Kansas Legislative Research and Office of the Revisor, that paper copies be provided, 24 hours prior, for the legislative members (17) and staff (5) of the Committee. Parents, teachers and members of the public are not required to provide paper copies, however if you want bring them, please let us know in advance so that we can organize the paper testimony and be prepared for the meeting.

Steps to take:

1. Call 1-785-296-1754 or email [Deborah.bremer@house.ks.gov](mailto:Deborah.bremer@house.ks.gov) at least 24 hours before the meeting/hearing to let us know you will be testifying. We need to know your name (spelling and title), if you represent a group, your email and phone number, what you will be testifying for (bill number or topic) and what position you are taking on the bill (proponent, opponent or neutral).
2. We are allowing conferees to testify remotely, via WEBEX. This year we will be having in person meetings, and you are most welcome to be here at the Capitol. Let Deborah know what your choice is and we will help you with directions for either.
3. On the day of the hearing, try to arrive a few minutes early. We meet at 1:30 PM in room 218 North, on the second floor, near the elevator. Find a chair in the audience, check in with the committee assistant if you wish to see where you are on the agenda. Please mute your phone.
4. The Chair will invite you up to the podium when it is your turn. Come up to the podium, thank the Chair for allowing you to testify, introduce yourself and any organization you represent. State your overall position (proponent, opponent or neutral) and then clearly and

concisely lay out your argument. Generally, it is not effective to read your testimony word for word. Make eye contact, connect with the individual members, share your enthusiasm and understanding of the issue. Legislators like to ask questions, so lay out your ideas energetically and briefly as possible and then say something like, "I am happy to stand for questions."

5. The Chair will decide whether questions will be asked. Sometimes questions will be kept until several conferees have spoken on the same topic. It will vary. You may be asked a question later in the meeting, if this happens, please come back to the podium to answer. This is important because the meetings are streamed to the public and you need to speak into a microphone to be heard.
6. If you are offering an amendment to a bill, you must have that amendment and 22 copies of it to share with the members and staff. It is always best to share this information prior to the meeting.
7. Occasionally there can be many people wanting to testify. In that situation, the Chair may limit how long each person can speak, or even limit how many people are allowed to speak. We will try and let you know if this is the situation prior to the meeting. (This happens very rarely.)
8. The Chair makes all decisions about how a meeting is run. If they feel that the testimony is unrelated to the bill, disruptive, or interfering with the goal of the hearing, they can stop testimony or redirect the conferee. The duty of a Chair is to provide the information and tools for the Committee to make a fair and informed decision on the bill. Committees make a recommendation to the larger legislative body (in our case to the Kansas House of Representatives) as to whether the bill should move forward or not. The Chair of the Committee is tasked with making sure the members are ready to make that decision. All decisions of the Chair are final and binding.
9. Cellular phones and pagers with audible tones must be turned off or disabled while in the committee room. If there is a vote during the meeting, you may not take a photo of that vote. During the meeting do not approach Committee members who are sitting in their assigned seats at the table. After the meeting there is time to speak to the legislators.
10. We look forward to having you be part of the House Education Committee. Your time and commitment is much respected and we are grateful that you are willing to be part of the democratic process. It is a complex process and we will do whatever we can to help guide you through testifying. Don't hesitate to email or call if you have questions. We are in this together.