

## **SENATE FEDERAL AND STATE AFFAIRS CONFEREE RULES**

**Committee Assistant: Sheila Wodtke 785-296-4335**

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**Meeting Day: Daily Time: 10:30 am Location: 144-S**

It is the policy of the Federal and State Affairs Committee to ensure and promote free and open discussion of matters coming before the Committee. Because of the importance of issues that are to be discussed, certain rules are necessary. Just as there are rules relating to the conduct of Committee business when matters are debated among Senators, the following rules apply to the hearing process itself. By appearing before the Committee, each conferee is presumed to have read this document.

Individuals wishing to present testimony before the Committee **must** provide a digital copy of the testimony by email, in **PDF format**, to the committee assistant at least **24 business hours in advance of the hearing**. If a hearing is scheduled for a Monday, testimony should be submitted by 10:30 a.m. on the preceding Friday. (See page 2 for suggested testimony format.) In the email, indicate whether the testimony will be given in person, remotely via WebEx, or written-only.

### **Rules for conferees presenting their testimony orally:**

Testimony shall relate to the subject matter of the measure under consideration. Conferees testifying on unrelated subjects will be admonished and if unrelated testimony continues, the Chair will terminate that conferee's testimony.

Conferees shall address their remarks during testimony to Senators and staff only.

No conferee shall be interrupted, except by the Chairperson, during presentation of their testimony.

It is strongly suggested that conferees refrain from reading their testimony. Rather, testimony should be presented in a summary fashion.

Conferees shall

- introduce themselves
- identify on whose behalf they are appearing
- identify whether they are a proponent, opponent or neutral on the bill
- and state the reason for their position.

Conferees should limit use of acronyms. Excessive use of acronyms is confusing to members of the public listening in on live streaming. To the extent that it is possible, use the full name of the reference **before** using the acronym...for example, explain that you will be using "RPS" to refer to "Renewable Portfolio Standards" before using the acronym in the rest of the testimony.

Where the number of hearings and/or conferees scheduled warrant time limitation, the Chair may limit testimony to a specific number of minutes. The Chair reserves the right to limit

testimony that is cumulative in nature or testimony that is, in the judgment of the Chair, not relevant to the matter under consideration.

While the taking of testimony is not preceded with the formality of an oath, by appearing before the Committee, every conferee hereby certifies that his/her testimony is truthful, based upon facts that are capable of verification and offered in good faith. Conferees shall promptly bring to the Committee's attention any qualifications or corrections in their testimony.

Questioning of a conferee shall be limited to the subject matter on the agenda for the day unless approved by the Chairperson. If the questioning of a conferee by a committee member goes beyond "reasonableness", the Chairperson may discontinue the committee member's questioning of that conferee.

When time is separately reserved on the agenda for proponents and opponents of an issue and the time expires for either side, the testimony shall cease. A conferee's time limit will be determined by the number of conferees and order of business. The Chair may make exceptions for the original sponsor of a bill, legislative staff, and state agency personnel. Conferees will be recognized in the order as established by the committee chair. No conferee will be allowed to "yield" their time to another conferee. A conferee may give their entire time to another conferee, in lieu of testifying, if the Chair and/or Committee Assistant is notified prior to the start of the committee meeting.

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**Suggested format for testimony  
(no cover sheet required)**

**Date:**

**Bill number:**

**Indicate Disposition: Proponent, Opponent or Neutral**

**Name of conferee**

**Self, or Organization/Company and title**

**Chairman Thompson and Members of the Committee,**

**Text of testimony and closing.**

Note: Testimony is public record, and will be published on the Kansas Legislature website, as well as archived in a hard copy committee book. Do not include any personal information in your testimony such as address, phone number, etc., that you do not want made public.