

**GUIDELINES FOR CONFEREES APPEARING BEFORE THE
SENATE COMMERCE COMMITTEE**

1. Cell 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 785-296-4336 or at debbie.bartuccio@senate.ks.gov at least 24 hours in advance of the hearing.
3. Testimony must be provided electronically to the committee assistant at debbie.bartuccio@senate.ks.gov along with 30 hard copies of the testimony by 8:30 a.m. the day prior to the meeting.
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 neutral party and should, as briefly as possible, state the reason(s) for their position.
5. If suggestions for the amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the 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. 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.
8. 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.
9. There shall be no recording, audibly, or photographically of the meeting without permission of the Chair.
10. Conferees attending from out-of-town, upon request of the Chair, may provide testimony first.
11. Every attempt shall be made to schedule working bills within 24 hours of being heard, with exceptions to the policy on determination of the Chair.

Senate Commerce Committee
Date: 1-17-13
Attachment: 2