

GUIDELINES FOR CONFEREES APPEARING BEFORE THE SENATE EDUCATION 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 before the Committee will contact the Committee Assistant by phone (785-296-7368), email s.Education@senate.ks.gov or in person at least two (2) days prior to the Committee meeting stating whether the Conferee will appear as a proponent, opponent or neutral party and if they will appear in person or remotely.
3. All testimony must be to the Committee Assistant before noon on the day prior to the Hearing.
4. Conferees are required to email an electronic copy of their testimony in pdf format to the Committee Assistant Cyndie Rexer at s.Education@senate.ks.gov by **noon the day prior to the hearing**. Please format your testimony as shown here:

Indicate Proponent/Opponent/Neutral Testimony of SB### (bill number)
For the Senate Education Committee
Date of Hearing
Your First and Last Name
Your Title and Organization you are representing

Chair Baumgardner and Members of the Committee, thank you for the opportunity to provide proponent testimony in support of Senate Bill ### on behalf of . . .

Body of testimony

5. Testimony provided by Conferees will be placed on the Kansas Legislative website. Do not include any personal information (address, phone number, etc.) in your testimony that you do not want open to the public.
6. Testimony cannot be submitted for another individual or multiple individuals.
7. Conferees should introduce themselves to the Committee and identify on whose behalf they appear. They should not read their testimony. Rather, testimony should be presented in summary fashion.
8. If suggestions for an amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the Committee Staff.
9. 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 Chairperson may terminate the Conferee's testimony.
10. The Chairperson reserves the right to take action as necessary to prevent disruptive behavior in the Committee room during hearings and deliberations.
11. There shall be no recording (audibly, photographically, or otherwise) of Committee voting except by the Committee Assistant.