

GUIDELINES FOR CONFEREES APPEARING BEFORE THE HOUSE EDUCATION COMMITTEE 2023

1. Call (785-296-3113) the Committee Assistant or email (Deborah.Bremer@house.ks.gov) as soon as you decide to testify. Please do this 24 hours prior to the hearing day and time.
2. Conferees need to provide written testimony to Deborah.Bremer@house.ks.gov at least **24 hours in advance of the hearing**. If testifying via WebEx, a link will be provided, but we need advance notification. At the time of the meeting (or a few minutes prior), use the link and you will be “let in” to the meeting. Note that you will be visible throughout the meeting. Please mute your location until you are asked to speak. If you have questions, you may use the “chat” function to converse with the Committee staff.
3. We are not generally asking for paper copies. *An electronic copy of the written testimony in pdf format should be emailed to the Committee assistant: Deborah.bremer@house.ks.gov* There may be some issues or testimony that will need to be in hard copy/paper form, but if so we will discuss that with you. We are trying to transform to a paperless process.
4. Note that 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.
5. **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.
6. If suggestions for amendment(s) are to be offered, a proposed draft of the amendment(s) must be provided to the Committee Staff.
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 Chairperson may terminate the conferee’s testimony. The Chairperson reserves the right to take such action as may be necessary to prevent disruptive behavior in the committee room during hearings and deliberations.
8. There shall be no recording (audibly, photographically or otherwise) of committee voting except by the committee assistant.
9. The House Education Committee meets in room 218 North, at 1:30. The Chairman Adam Thomas has an office across the hall in 286 North.

Thank you so much for your interest and commitment to the process of legislation. Please call if you have any questions.