

**Appropriations Committee
Witness Guidelines
2024 Session**

All bill hearings will be held in-person with a virtual oral testimony option (via Zoom) and streamed live on YouTube. If you would like to provide oral testimony, in-person is strongly encouraged.

Budget Hearings – there is NO virtual option.

Sign-Up:

Oral testimony sign-up and written testimony (must be a PDF document) submission must be done using MyMGA on the [Maryland General Assembly website home page](#) (see icon on the upper right corner of home page). MyMGA works optimal on Chrome or Microsoft Edge browsers; for Apple devices on Safari.




Late testimony can be emailed to AA_APP@mlis.state.md.us

If you choose to testify virtually, you MUST enter a valid email address to receive the zoom link to access the hearing.

There is NO switching from in-person to virtual or vice versa once the sign-up period has closed.

Oral and written testimony sign-up is open for 9 hours, 2 business days before a scheduled hearing and **opens at 8:00 am and closes at 6:00 pm.**

The following chart details the submission timeline for bill hearings and budget hearings:

Hearing is on 	Monday	Tuesday	Wednesday	Thursday	Friday
You must sign-up to testify and/or submit written testimony on 	The previous Thursday from 8:00am-6:00pm	The previous Friday from 8:00am-6:00pm	The previous Monday from 8:00am-6:00pm	The previous Tuesday from 8:00am-6:00pm	The previous Wednesday from 8:00am-6:00pm
If a virtual witness, Zoom link emailed to you 	N/A	Monday	N/A	Wednesday N/A for Budget Hearings	N/A

There will be **NO presentations, videos, or PowerPoints.**

Bill Hearings:

Every on-time bill will receive a hearing. The committee chair will continue to have full discretion over the length of the hearing. The hearing schedule will be posted the week before the hearing is scheduled, or earlier if possible. It is difficult to change bill hearing dates after they have been

announced in the hearing schedule. Such changes inconvenience the interested public and will be authorized by the Chair only in unusual circumstances. Advance requests to have a bill heard on a certain date can be made through the Chair's Chief of Staff.

Witnesses are urged NOT to read prepared testimony or to repeat prior testimony. To expedite the hearing and allow all witnesses an opportunity to be heard, the Chair has the prerogative to limit questions from the members or the time for witnesses to testify.

In-person Witnesses:

The screens in the main lobby outside of the Appropriations Committee room will display the live hearing with closed captions and along with bill status.

Virtual Witnesses for Bill Hearings:

The Zoom link will be sent no later than one business day prior to scheduled hearing date. Prior to joining the hearing, please ensure your display name matches the first and last name used to sign up. To enter the hearing, click the provided link to place you in the "waiting room." The host will see the correct name and will admit you once called upon by the Chair.

You will be unable to hear or see the Zoom hearing when you are in the waiting room. You must watch the hearing via the YouTube live stream found on the [MGA website homepage](#) to follow along with the hearing. The YouTube streaming window must be closed when you are entering the Zoom hearing to prevent disruptive feedback/echo sound.

After your bill is heard, you will be removed from the Zoom hearing. If you have another bill being heard on the same date but at a later time, please click the link in your email again to rejoin.

The MGA website home page also has video tutorials for **MyMGA** and testimony sign-up.

For people with disabilities that would like to testify, please click [here](#) for more information. Individuals seeking general information about the legislature's compliance with the ADA or requesting an assistive aid, service, or accommodation should contact the ADA Coordinator at 410-946-5400, 301-970-5400, or 1-800-492-7122 (Toll Free) or send an email to libr@mlis.state.md.us.

Bill Files:

Electronic copies of the bill files will be available by request to any member of the public after the bill hearing by emailing the AA_APP@mlis.state.md.us. Bill files will be available through the MGA website when the bill is on the House floor for second reader. For bills that do not pass out of standing committee, the bill file will be available on the website after the legislative session.

Please call the Committee at 410-841-3407 with any questions.