

## Appropriations Committee Witness Guidelines 2025 Session

All budget and bill hearings will be held in-person with a virtual oral testimony option (via Zoom) and streamed live on YouTube. **In-person testimony is strongly encouraged.**

### Budget Hearings:

**In-person only unless an ADA-related request is made.**

### Sign-Up Process:

- Oral testimony sign-up and written testimony submission **MUST be in PDF format** and **MUST be done via MyMGA** on the [Maryland General Assembly website home page](#) (see the icon on the upper right corner). MyMGA works best on Chrome or Microsoft Edge; for Apple devices, use Safari.
- Bill sponsors are automatically signed up for oral testimony but must follow the same procedures on MyMGA and upload their written testimony (when uploading, select "written" rather than "both").
- The MGA website home page also has video tutorials for **MyMGA** and testimony sign-up.




Late testimony can be emailed to [AA\\_APP@mlis.state.md.us](mailto:AA_APP@mlis.state.md.us).

### Virtual Testimony:

- If testifying virtually, you must provide a valid email address to receive the Zoom link and a primary phone number in case of technical difficulties.
- **Once the sign-up period has closed, switching from in-person to virtual or vice versa is not allowed.**

### Sign-Up Timeline:

- Oral and written testimony sign-up opens for 10 hours (**8:00 AM – 6:00 PM**) two business days before a scheduled hearing:
- **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 has full discretion over the hearing's length. The schedule will be posted the week before, or earlier if possible. Bill hearing dates are typically difficult to change once announced, except in rare cases authorized by the Chair. Requests for specific dates can be made to the Chair's Chief of Staff.

*Witnesses should avoid reading prepared testimony or repeating prior testimony to expedite the hearing and ensure all witnesses have a chance to speak. The Chair may limit the time for testimony and the number of questions from members.*

**In-Person Witnesses:**

- The live hearing will be displayed on screens in the main lobby outside the Appropriations Committee room with closed captions and bill status.

**Virtual Witnesses for Bill Hearings:**

- Zoom links will be sent no later than one business day before the hearing. Ensure your display name on Zoom matches the name used when signing up. Upon entering the Zoom meeting, you will be placed in a waiting room. The host will admit you once your testimony is called.
- During the wait, please watch the live stream of the hearing via YouTube ([MGA website homepage](#)). Close the YouTube window when entering the Zoom meeting to prevent feedback or echo sounds. After your testimony, you will be removed from the Zoom meeting.
- If you have another bill to testify for later on the same day, click the link again to rejoin.
- The MGA website home page also has video tutorials for **MyMGA** and testimony sign-up.

**Bill Files:**

- Electronic copies of bill files are available upon request after the hearing by emailing [AA\\_APP@mlis.state.md.us](mailto:AA_APP@mlis.state.md.us).
- Bill files will also be available on the MGA website when the bill reaches the House floor for the second reading. For bills that do not pass out of committee, the bill file will be available on the website after the session concludes.
- For individuals with disabilities who wish to testify, click [here](#) for more information. For general ADA compliance inquiries or to request accommodations, 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](mailto:libr@mlis.state.md.us).

For more information, contact the Committee at **410-841-3407**.