

Senate Education, Health and Environmental Affairs Committee (EHE)
Senator Paul G. Pinsky, Chair
Senator Cheryl C. Kagan, Vice Chair
2 West Miller Senate Building

Witness Guidelines

Public Bill Hearings

- During the legislative session, the Committee typically schedules bill hearings on Tuesdays, Wednesdays and Thursdays convening at 1:00 p.m. Hearings are subject to and will change, so monitor the hearing schedule for any modifications.
- Important information regarding Committee hearings is announced by the Chair from the floor of the Senate during Standing Committee Announcements towards the end of each floor session.

Oral Testimony

- The Committee accepts both oral and written testimony. **Witnesses planning to provide oral testimony OR submit written testimony must sign-up in person** using the electronic witness sign-up computers located in the lobby outside of the Committee Room. Anyone can sign up to be a witness to provide oral testimony on a bill.
- Witness sign-up for oral testimony must be **done in person** and is available from **9:00 a.m. to 12:00 noon on the day the bill is scheduled to be heard in the Committee.**
- Witnesses have two minutes and a half minutes (2:30) to testify on a bill. Please do not read verbatim your testimony; rather summarize the key points. This will allow time for questions from the Committee members should they have any. Members have a copy of your provided testimony and can read your detailed points.
- Due to time constraints, PowerPoint or audio-visual presentations are generally reserved for bill sponsors. The Chair approves all visual presentations and must be limited to 2 (two) minutes. Requests and questions concerning use of PowerPoint or audio-visual presentations should be directed to the Assistant to the Chair.
- The numerical order of the bills does not determine the order in which bills will be heard. The Committee Chair determines the order in which bills will be heard at the beginning of each Committee hearing.

Written Testimony

- The legislature has moved to paperless testimony and new this year, will be the transition to electronic witness testimony.
- Submission for written testimony will be accepted from **9:00 a.m. to 12:00 noon on the day the bill is scheduled to be heard in the Committee.**
- The electronic sign-up/written submission process is outlined below.
 - Written testimony must be uploaded as a PDF file with a flash drive. It is encouraged to save documents using the following title:

Organization_Name_Position_Bill #

All individuals submitting written testimony must bring three (3) hard copies.

- Step 1) Witnesses providing written testimony **MUST** sign-up on the electronic witness sign-up computers which are located in the lobby outside of the Committee Room. All requested information should be filled out before moving on to step 2. **An email address is required to upload testimony.**
 - Step 2) Check in with Committee Staff who will then scan the flash drive to check for viruses. **Only Committee Staff are permitted to scan the flash drive.** If the flash drive is not approved, staff will scan any hard copy that you have provided so that you may upload the testimony to the system.
 - Step 3) If the flash drive is approved for use, move on to one of the two computers (upload PC) located in the Committee suite to upload your testimony. With the use of the email address you provided on the witness sign-up, the bill number(s) you entered will auto populate on the upload PC. Follow the prompts on the screen.
 - Please note: The above instructions will be provided in the reception area of the committee room.
- **Required on the first page** of all written testimony is the bill number and name, the name of the individual or organization submitting the testimony along with their position on the bill - Support, Support with Amendments, Opposed, or Information Only.
 - Emailed or faxed testimony will not be accepted.
 - The Committee is no longer able to accept written testimony in advance.
 - Late testimony will be not be shared with the Committee until the next committee work day.

Committee Briefings

- The information above pertains to bill hearings only. For oral and written testimony procedures for Committee Briefings, please reach out directly to the Committee at 410-841-3661.

Committee Bill Files

- The Committee retains bill files of all bills assigned to the Committee during each legislative session. Bill files include a copy of the bill, fiscal and policy note, amendments, written testimony, a list of witnesses who signed-up to testify, committee recorded votes, and the floor report (if voted out of Committee). Bill files are available to be viewed or copied by the public after the bill is heard, but a bill file may not be taken from the Committee. Bill files from previous sessions may be found in the Department of Legislative Services Library. The Library is located in the basement of the Legislative Services Building at 90 State Circle in Annapolis. The Library can be reached at 410-946-5400. Please note, all bill files from the recent session will be transferred to the Library no later than June 1st of that year.