

**Environment & Transportation Committee**  
**Delegate Kumar Barve, Chairman**  
**Delegate Dana Stein, Vice Chair**

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**Witness Guidelines and Committee FAQs**

**Public Hearings:**

Public hearings will initially be scheduled on Tuesdays, Wednesdays, and Thursdays during the legislative session. Later in the session, some hearings may need to be scheduled on Mondays or Fridays to accommodate workload increases. Please monitor the General Assembly website for scheduled hearings. Most bills heard by the Environment and Transportation Committee are individually assigned to the Committee. Certain bills may also be jointly assigned. Jointly assigned bills may be heard by both Committees in full – in which case they are generally held in the Joint Hearing Room, located in the Legislative Services building – or the secondary Committee may send three representatives to the primary Committee for a hearing. All public bill hearings will be recorded and televised.

**Testimony:**

All **written testimony MUST** be submitted **between 9:00am and 12:00 pm (noon) on the day of the announced scheduled hearing.** Committee staff will assist with the electronic testimony upload in Room 250 at least 1 hour prior to the hearing.

Written testimony **must** be submitted in **PDF format on an ELECTRONIC FLASH DRIVE** (which will be scanned prior to acceptance and distribution) **and ONE (1) PRINTED COPY must be provided and must have a visible bill number.** Any flash drive that fails the virus scan process will not be accepted. For this reason, **witnesses MUST bring 1 printed copy for backup.** If no flash drive is provided, committee staff will scan from the 1 printed copy of testimony and assist in the upload.

**Emailed submissions of testimony WILL NOT BE ACCEPTED and no testimony will be accepted prior to the bill hearing date.**

If signing up for both oral and written testimony, please enter the requested information and an **email address** on the electronic sign up board outside hearing rooms. After that, when uploading the written testimony in the hearing room on a public computer, enter the email address and all the bill information will be linked to that email address. If you are **only submitting written testimony, proceed with the upload in the hearing room.**

Oral testimony is conducted at the discretion of the Chair. Time limits may be established to ensure that proponents and opponents have the opportunity to be heard. All witnesses must be signed-in before the hearing begins – no exceptions will be allowed. Proponents testify first, followed by proponents with amendments; opponents testify last. The Chair requests that witnesses not repeat previously presented evidence and arguments. (“me too” testimony is appreciated.)

Note: Any individual requiring special assistance should call Trish Gagnon at least 24 hours prior to the hearing at 410-841-3990.

**Voting Records:**

Copies of all recorded votes of the Environment and Transportation Committee are available at the information desk in the Legislative Services Building or on the MGA website, after the bill has been reported out of the committee. All other voting records are unofficial until sent to the House floor on a committee report. A copy of the recorded House floor votes can be obtained from the Chief Clerks Office in the State House and on the General Assembly website.

**Bill Folders:**

For each bill assigned to the Environment and Transportation Committee, an individual folder is created which contains: a copy of the bill, a fiscal note, any amendments, written testimony submitted at the public hearings, a listing of witnesses who signed-up to testify, the committee recorded vote, and the floor report (if voted out of Committee). Master committee folders are not allowed to be taken from the committee office but copies are available. The Committee keeps the 2 most recent years of bill folders; previous years folders can be found at the library in the Legislative Services Building.

**Floor Reports:**

Floor reports will be prepared for each bill that is reported favorable or favorable with amendments. The floor report contains a summary of the legislation, an explanation of any amendments, a description of the fiscal impact, and other background data.

For more information, please call the Environment and Transportation Committee at 410-841-3990.