Witness Guidelines and Seating Chart

Witness Guidelines:

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 Hearing Schedule for scheduled hearings.

The numerical order of the bills does not determine the order in which bills will be heard. The Chair will announce a tentative bill order at the beginning of each hearing day.

Testimony:
Written: Please provide twenty 20 copies (collated and stapled) of written testimony to the Committee staff in Room 3E of the Miller Senate Office Building by 12:00 PM the day of the hearing. The bill’s number, the name of the individual or organization submitting the testimony, and the individual or organization’s position (Support, Support with Amendments or Opposed) should be clearly marked on the first page of the testimony. Please do not submit testimony with plastic covers, binders or other materials that cannot be easily filed or recycled. Electronic testimony – facsimile or email – is not accepted.

Oral: Electronic witness sign-up screens are located in the lobby outside the Committee Room. Sign-up is available between 8:30 AM and 12:15 PM the day of the bill hearing and must be done in person. Oral testimony may be timed, and if so, may be generally limited to two to three minutes per person. The Chair may further limit oral testimony based on the number of witnesses signed up to testify on the day of the hearing so that both proponents and opponents have the opportunity to be heard. If oral testimony is further limited, the Chair will make an announcement prior to the start of the bill hearings.

If you plan to stream an audio visual presentation during your oral testimony, please alert the Assistant to the Chair prior to the scheduled hearing. All audio visual presentations must be loaded on the Committee computer by 12:00 PM on the day of the hearing. Additionally, audio visual presentations and oral testimony may be limited to two to three minutes per person/presentation.

Voting Records:
Copies of all recorded votes of the committee are available at the information desk in the Legislative Services Building, after the bill has been reported out of the committee. All other voting records are unofficial until sent to the Senate floor on a committee report. A copy of the recorded Senate floor votes can be obtained from the Secretary of the Senate’s Office in the State House. Recorded votes are also available on the General Assembly’s website.

Bill Folders:
For each bill assigned to the 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, committee recorded votes, and the floor report (if voted out of committee). Committee folders are not allowed to be taken from the committee office, but copies can be made of the contents.

For more information, please call the committee at 410-841-3677.
Senate Finance Committee
2019 Seating Chart

Staff

Senator Jennings

Senator Hershey

Senator Beidle

Senator Augustine

Staff

Vice Chair Feldman

Chair Kelley

Staff

Senator Klausmeier

Senator Benson

Senator Reilly

Senator Kramer

Senator Hayes

Audience Chairs

Witness Table

Podium