Witness Guidelines

Hearing Procedures:

Public bill hearings typically begin at 1:00 PM. Anyone wishing to testify on any bill must sign up using one of the electronic screens outside of the committee’s hearing room. Oral testimony will typically be limited to 3 minutes, but may be changed at the discretion of the Chair. Sign up will start at 9:00 AM the day of the bill hearing and close at 12:00 PM on the day of the hearing. You *must* provide an e-mail address on these screens when signing up to testify.

Testimony:

If you have written testimony, you *must* submit one hardcopy of your testimony and one electronic upload to the committee staff by 12:00 PM prior to the hearing. All written testimony must have a visible bill number. In addition to your one hardcopy of testimony, you *must* bring your written testimony in PDF format on a flash/thumb-drive. All testimony must be submitted between 9:00 AM and 12:00 PM on the day of your bill's hearing. After first signing up on the touch-screens, you *must* use the computers in the Committee Room to upload your written testimony located on your flash/thumb-drive to the electronic testimony system.

On the first computer, you will need to scan your flash/thumb-drive for viruses. After your flash/thumb-drive is cleared for viruses, you will disconnect your flash/thumb-drive and reconnect the device to either the second or third computers. On the second or third computers, you will then upload your testimony to the electronic testimony system. To properly upload your testimony, follow the instructions on the computer screens. If you have any questions, Committee staff will be available to assist you. FYI: if a virus is recognized on your flash/thumb-drive, you are not permitted to upload your testimony on the second or third computers.