



THE SENATE OF MARYLAND
EXECUTIVE NOMINATIONS COMMITTEE

2024 General Witness Guidelines

I. Confirmation Hearings

- All confirmation hearings will take place in-person in the Committee room and will be streamed live via the Maryland General Assembly (MGA) website.
- The Committee traditionally meets on Mondays at 5:00, as needed, to meet the workload of the Committee.
- All scheduled confirmation hearings will be posted in the MGA hearing schedule. Please check the schedule periodically for the most up-to-date information.
- To submit written testimony for a confirmation hearing, individuals must email the Committee at aa_exn@mlis.state.md.us. Written testimony must be submitted by 6:00 p.m. one (1) business day in advance of the scheduled hearing. *For example, for a Monday hearing, testimony must be submitted by 6:00 p.m. on the Friday before the hearing.*
 - Written testimony MUST be in a PDF format.
 - Late testimony will be accepted as part of the Committee's file but will not be available to members during the confirmation hearing.

II. Accommodations

- For Americans with Disabilities Act requests, please contact the Committee directly.
- For an MGA sign language interpretation request, please request sign language interpretation at least 5-7 businesses days in advance of the event by filling out the following form: [Request Sign Language Interpretation Form](#). The Committee will attempt to arrange interpreters with less notice but cannot guarantee availability. All confirmation hearings will take place in-person in the Committee room and will be streamed live via the Maryland General Assembly (MGA) website.

III. Bill Hearings and Briefings

- All bill hearings will take place in-person in the Committee room and will be streamed live via the Maryland General Assembly (MGA) website.
- The Committee traditionally meets on Mondays at 5:00, as needed, to meet the workload of the Committee.
- All scheduled bill hearings will be posted in the MGA hearing schedule. Please check the schedule periodically for the most up-to-date information.

- To register to provide oral testimony or submit written testimony for a bill hearing, individuals MUST create a MyMGA account through the MGA website. Click here for a tutorial.
 - Please note, the MGA website does not support internet explorer. Please use another web browser to upload your written testimony.
- Oral testimony is accepted for bill hearings only. Oral testimony sign-up and written testimony submission will open one (1) business day in advance of the scheduled bill hearing and will be open from 8:00 a.m.-6:00 p.m. *For example, for a Monday hearing, this window closes at 6:00 p.m. on the Friday before the hearing.*
 - Oral Testimony
 - Witnesses provide in-person oral testimony.
 - Late witness sign-up will not be allowed.
 - Witness testimony will be timed. Witnesses should plan to conclude their testimony at the two-minute (2:00) mark, but the allotted time will be at the discretion of the chair based on the number of witnesses signed up.
 - Typically, Committee members will ask questions after the conclusion of a witness's testimony. However, any changes to this format are at the discretion of the Committee chair.