2022 Witness Guidelines Effective February 14

Effective Monday, February 14, ALL Committee and Subcommittee bill and budget hearings will return to in-person.

The MGA website does not support Internet Explorer. Please use another web browser to sign up to provide oral testimony and/or upload your written testimony.

Bill Hearings

- All scheduled bill hearings will be posted in the Maryland General Assembly (MGA) hearing schedule along with the Live link to go directly to the meeting. Please check the schedule periodically for the most up-to-date information.

- The bill order will be posted in the MGA hearing schedule the morning of the scheduled bill hearing. The Chair will announce the bill order at the beginning of each bill hearing and will update the audience on which bill will be called next at the start of the prior bill’s introduction.

- To register to provide oral testimony and/or submit written testimony, individuals MUST create a MyMGA account through the MGA website. Click here for a tutorial.

Oral Testimony

- At the discretion of the chair, all witnesses will have two minutes and thirty seconds (2:30) to testify.

- Bill sponsors must provide information on their selected witnesses by completing the sponsor witness form (provided by the President’s office). This form must be emailed to Kim Landry, Committee Manager, by 10am the day before the hearing.

- All witnesses, including sponsor witnesses, must create a MyMGA account and sign up through the MGA website.
- Witness signup will open from 4pm the day before the hearing to 10am the morning of the hearing (see bill hearing timeline on page 2).

- Late witness signup is at the discretion of the Chair.

- Audio visual presentations will only be allowed from the bill sponsor and must be provided **24 hours** in advance of the hearing date.

- Any special requests for bill order must be made by the sponsor of the bill and submitted to Kim Landry, Committee Manager, **2 business days** in advance of a scheduled bill hearing.

### Written Testimony

- Any individual or organization that intends to provide written testimony, including sponsor witnesses, must create a MyMGA account through the MGA website.

- Written testimony **must** be uploaded from **4pm the day before the hearing to 10am the morning of the hearing** (see bill hearing timeline below).

- Late testimony **cannot** be accepted through the MGA website but can be emailed to **AA_BAT@mlis.state.md.us** in pdf form to be added to the record of the bill file.

#### Signup for Oral/and or Written Testimony Upload Timeline

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<th>Monday Hearing</th>
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<tr>
<td>Oral and/or Written Testimony Signup</td>
<td>Fri @4pm to Mon @ 10am</td>
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<td>Witnesses from Sponsor</td>
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**PLEASE NOTE:** These timelines are a goal for committees throughout Session. Timelines are subject to adjustment at times, and may need to be reevaluated after crossover, and as Session continues.

### Voting

- The committee voting schedule is at the discretion of the Chair and will depend on the workload of the committee.

- Voting sessions and voting lists will be available in the MGA hearing schedule **24 hours in advance of a voting session when feasible.**
● All voting sessions will be live streamed via YouTube.

● The outcome of a voting session will be published in the MGA hearing schedule after the committee voting session is complete.

Public Bill Files

● The public can request an electronic copy of a public bill file by emailing AA_BAT@mlis.state.md.us.

● Witness testimony and the witness list will be available the day after the bill is heard in committee.

● Any additional materials will be available after the bill passes third reader on the Senate floor.

● Written testimony will also be available through the MGA website when the bill is on the Senate floor for second reader. For bills that do not pass out of committee, written testimony will be available on the website after the legislative session.

● Written testimony for bills heard during the 2021 MGA session is available on the MGA website.

● For prior year bill files, please contact the Department of Legislative Services Library at 410-946-5400.
Budget Hearings

In order to register to provide oral testimony and/or submit written testimony, individuals MUST create a MyMGA account through the MGA website. Click here for a tutorial

- Operating budget hearings will be heard at 1:00pm on Mondays, Tuesdays, and Thursdays. Friday budget hearings will begin at 11:30am or immediately following session. Capital subcommittee hearings will be on Tuesdays following full committee hearings (approximately 3:00pm). However, please check the hearing schedule on the committees' webpage as there may be changes.

- The budget hearing order is usually scheduled in advance by staff. However, the subcommittee chair may change the order of the hearing to accommodate department secretaries or agency personnel.
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- **Late sign-up will be accepted at the discretion of the chair.** All hearings will be live broadcast via YouTube.

Witnesses are asked to **NOT** read prepared testimony or repeat prior testimony.