

House Environment and Transportation Committee

Witness Guidelines

2021 Session

All bill hearings will be held virtually via Zoom and streamed live on YouTube. You can view all hearings via YouTube live on the Maryland General Assembly (MGA) website home page here:

<http://mgaleg.maryland.gov/mgawebsite/> or on the MGA hearing schedule here:

<http://mgaleg.maryland.gov/mgawebsite/Meetings/Day/guidelines>

Oral testimony sign up and written testimony submission must be done using **My MGA** on the [Maryland General Assembly website home page](#) (see upper right corner of home page). You **MUST** enter a valid email address that you can access, because this is how you will receive the Zoom link to get into the hearing to testify.

Oral testimony sign up and written testimony submission is 2 days before a scheduled hearing between 10:00 am and 3:00 pm (not including weekends). Oral testimony will be capped at a maximum of 50 witnesses per bill. The witness sign up software and Zoom platform will not allow for witness panels (i.e., groups of witnesses) this session.

The following chart details timing:

Hearing is on a:	Monday	Tuesday	Wednesday	Thursday	Friday
Sign up to testify and/or submit written testimony on:	The previous Thursday from 10:00am-3:00pm	The previous Friday from 10:00am-3:00pm	The previous Monday from 10:00am-3:00pm	The previous Tuesday from 10:00am-3:00pm	The previous Wednesday from 10:00am-3:00pm
Zoom link sent:	Previous Friday	Monday	Tuesday	Wednesday	Thursday

Bill order will be posted to the MGA hearing schedule the day before a hearing.

Time limits: Each sponsor will have 4 minutes. Each witness will have a time limit of 2 minutes. The Chair will announce any time limit reductions at the start of the hearing.

Once you receive the email with the Zoom link for your hearing date, to start the process of entering the Zoom hearing, you will click the link which will place you in the “waiting room” for the Zoom hearing. The host of the Zoom hearing will see your name (must match name used to sign up) in the “waiting room” and will admit you to the hearing once your bill is up. If your bill has many witnesses, you might not be admitted right at the start of your bill hearing as the host will admit witnesses a few at a time. You may watch the hearing via the YouTube live stream (see above) while waiting for your bill.

After your bill is heard, you will be removed from the Zoom hearing. Again, you can watch the hearing via YouTube. If you have another bill being heard on the same date but later that same day, please click the link in your email again to rejoin and you will be readmitted at the appropriate time for your next bill.

The MGA website home page also has video tutorials for My MGA and testimony sign up.

Please call the Committee at 410-841-3990 with any questions.