House Environment and Transportation Committee
Witness Guidelines
2022 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 A PDF DOCUMENT) must be done using My MGA on the Maryland General Assembly website home page (see upper right corner of home page). My MGA works best on Chrome or Microsoft Edge browsers; for Apple devices the Safari browser is best. Other browsers might kick you out of the system.

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 open for 7 hours, 2 calendar days before a scheduled hearing and starts at 8:00 am and closes at 3:00 pm (not including weekends). Bill sponsors are automatically signed up for oral testimony on their bill but must follow these same My MGA procedures and time frames to upload their written testimony (bill sponsors: just select “written” not “both” when uploading your testimony).

*The witness sign up software and Zoom platform will not allow for witness panels (i.e., groups of witnesses) this session.

*Oral testimony will be capped at a maximum of 50 witnesses per bill.

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

The following chart details timing:

<table>
<thead>
<tr>
<th>Hearing is on a:</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign up to testify and/or submit written testimony on:</td>
<td>The previous Thursday from 8:00am-3:00pm</td>
<td>The previous Friday from 8:00am-3:00pm</td>
<td>The previous Monday from 8:00am-3:00pm</td>
<td>The previous Tuesday from 8:00am-3:00pm</td>
<td>The previous Wednesday from 8:00am-3:00pm</td>
</tr>
<tr>
<td>Zoom link sent:</td>
<td>Previous Friday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
<td>Thursday</td>
</tr>
</tbody>
</table>

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. Do not use your organization’s name or acronym when joining the Zoom hearing. The host will not admit you to the Zoom hearing if the name seen by the host does not match the first and last name used to sign 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. **Bill order will be posted to the MGA hearing schedule the day before a hearing, however, it is subject to change at the discretion of the Chairman.**

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.

Requests for copies of written testimony after a bill is heard can be made by calling the Committee with the bill number, your name, phone number and email address. The testimony will be emailed to you. After the Committee votes on a bill and is on second reader, the testimony can be found on the MGA website on each bill’s history page. Testimony for bills not voted on can be found on the MGA website on each bill’s history page after session ends, or before session ends by calling the Committee to have it emailed to you.

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

**Note:**

If you are signed into your Zoom account, prior to joining the hearing make sure your name will appear correctly: go to your “Profile” in your account and click on “Edit” next to your name and make sure your “Display name” matches the first and last name you used to sign up for the hearing. THEN join the hearing so the host will see the correct name in the waiting room to admit you.