I. Committee Covid-19 Protocols

- All individuals entering the Committee suite **MUST have a scheduled appointment** whether meeting with a member, members staff, Committee counsel, or Committee staff. Individuals that do not have a scheduled meeting will be asked to contact the individual they wish to meet with to schedule a meeting prior to entering the suite.
- All individuals entering the Committee suite and Committee room **MUST wear a mask** for the entire time they are in the Committee suite or Committee room, including during individual meetings.
- No more than four individuals who are not staff or members will be permitted in a meeting or in the Committee suite at one time.

II. Bill Hearing Procedures

- The Committee typically schedules bill hearings on Tuesdays, Wednesdays, and Thursdays.
- All scheduled bill hearings will be posted in the Maryland General Assembly (MGA) Hearing Schedule.
- Bill hearings usually begin at 1:00 pm. However, the start time is subject to change due to the workload of the Committee and length of floor session. Please monitor the hearing schedule for scheduled changes. Any unscheduled changes will be announced by the Chairman on the Senate floor at the conclusion of the Senate floor session.
- The Committee accepts both oral and written testimony.
- Individuals, including sponsor witnesses, that wish to provide oral testimony and/or submit written testimony **MUST sign-up for a MyMGA account** on the MGA website and sign-up during the applicable sign-up period. [Click here for a tutorial](#).
- [Beginning February 14, 2022, bill hearings will be held in person and streamed live on the MGA website. Zoom testimony will not be permitted.](#)
- **Oral Testimony sign-up and written testimony submission will begin the day before the bill hearing at 4:00 p.m. and continue until the morning of the hearing at 10:00 a.m.**
- The Committee strongly suggests that witnesses sign-up and submit written testimony on their home computer. Any individual that needs to come to the Committee to sign-up and submit written testimony **MUST make an appointment and MUST bring a flash drive with the witness testimony along with a hard copy of the written testimony. All flash drives will be scanned by Committee staff for viruses prior to allowing an individual to upload testimony.**
- **Bill sponsors must email the Committee Manager, Sandy Popp, the sponsor witness form one (1) business day in advance by 10:00 am. Sponsors witnesses are limited to three witnesses. As a reminder, sponsor witnesses MUST also sign-up to testify via MyMGA.**
• Any special requests for bill order must be made by the sponsor of the bill and must be submitted to the Committee Manager, Sandy Popp, one (1) business day in advance of the hearing date by 10:00 am.
• Audio visual presentations will only be allowed from the bill sponsor and must be provided one (1) business days in advance of the hearing date by 10:00 am.
• Committee staff will do their best to update the order of the bill hearings in the MGA hearing schedule by 12:00 pm on the day of the hearing.
• The Chairman will also announce a tentative bill order at the beginning of each hearing. The order is subject to the availability of sponsors, the number of witnesses and any high-profile witnesses signed up to testify.
• Audience seating in committee rooms will be accessible to the public but spaced to provide physical distance between seats.
• The Committee room doors will be unlocked and open approximately 10 minutes prior to the beginning of the bill hearings, and after secured by Security.
• Any individual that congregates by the Committee room doors prior to 15 minutes before the bill hearings are scheduled to begin will be asked to relocate until such time.
• We ask that staff and members of the public allow those who have signed up to testify to sit in the audience in the committee room and, if necessary, leave the committee room when finished testifying if there are no seats available in the audience.

Oral Testimony

• **Late oral witness sign-up will not be permitted.**
• All witnesses will have two-minutes (2:00) to testify. All testimony will be timed. When the buzzer sounds, please conclude your testimony.
• Please do not read from your testimony.
• Masks must be worn at all times in the Committee room, including when providing testimony.
• **In extraordinary circumstances, and at the discretion of the Chair, a witness may submit pre-recorded video testimony. All requests must be directed to the Committee Manager.**

Written Testimony

• For written testimony, the bill’s number, the name of the individual or organization submitting the testimony, and the individual or organization’s position (Favorable, Favorable with Amendments, or Unfavorable) should be clearly marked on the first page of testimony.
• Written testimony should be saved with the bill number, name of person or individual, and position (fav, fwa, unf, info) i.e. SB 1_jpr_fav
• If you have an amendment to a bill in advance of a hearing, please include the amendment in your written testimony submission.
• If you do not have an amendment in advance of a hearing, please email JPRAmendments@mlis.state.md.us. Please only email one amendment at a time and please include the bill number in the subject line.
Late written testimony will be accepted and included in the JPR Committee file but will not be available in the MGA system. Late testimony should be sent to the JPR Committee manager and all members of the Committee.

House Bills

In general, the Committee does not hold hearings on House Bills that have been cross-filed in the Senate. Additionally, when the Committee schedules a House Bill for a public hearing, the Committee will accept oral testimony from the bill’s sponsor only UNLESS there is opposition. If there is opposition, the Committee will hold a limited bill hearing.

III. Committee Briefings

• Please note, the information above pertains to bill hearings. For oral and written testimony procedures for Committee briefings, please reach out directly to the Committee at 410.841.3623.

IV. Voting

• The Committee voting schedule is at the discretion of the Chair and will depend on the workload of the Committee.
• When feasible, voting sessions and voting lists will be available in the MGA hearing schedule 24 hours in advance of a voting session.
• The outcome of a voting session will be published in the MGA hearing schedule after a voting session.

V. Committee Bill Files

• The public can request an electronic copy of a public bill file by emailing the Committee Manager at sandra.popp@mlis.state.md.us.
• Written testimony and the oral 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 third reader.
• For bills that do not pass out of a committee, written testimony will be available on the website after the legislative session.
• For prior year bill files, please contact the Department of Legislative Services Library at 410-946-5400.