



The Ins and Outs of Committee Hearings

Preparation is half the battle

Things to Prepare:

- Your parking plan
- Your bags: electronics, cords, chargers, layers, provisions
- Your attire
- Your path from security to the hearing room
- To get lost
- Your DDP (Devil Derailment Plan)
- Your testimony (oral and/or written)

How to Register to Testify: HOUSE

- 5-step registration process
- Use one of the touch screen kiosk stations
- You can choose to save your profile information to use for future hearings.
- Kiosks are located in the Extension Levels (E1 and E2)
- [House Witness Registration Site](#)
- [Witness Registration Instructional Video](#)

How to Register to Testify: SENATE

Start at the kiosks

If the bill is NOT listed OR provides only the register option

Committee uses the Paper Witness Card System for oral testimony

- Find the cards at the back table of the hearing room and/or with the clerk at the front of the room
- Cards are turned in during the hearing to the clerk

If the bill is listed with ALL options provided

Proceed the same as the House process from previous slide

How to Register to Testify: Either Chamber

- Register FOR, AGAINST, or NEUTRAL/ON a bill
- Register as: self AND with your organization ONLY if you have permission to represent them officially
- You register TO testify or NOT TO testify. What does this mean?

I'm Registered! What to expect?



- Hurry up and wait! (Chair determines bill order, not the agenda.)
- If it's a smaller hearing, you will be called up one at a time to podium (as pictured)
- If it's a larger hearing, you may be called up 4 at a time and be seated at a table facing the dais
- Always speak clearly into the microphone
- You are usually called in the order that witnesses registered

Testimony Time

- Make sure you have read and understand the bill.
- Your hearing notice should tell you how much time each witness will have to testify, usually 2 or 3 minutes.
- Have about several copies of your testimony (with any supporting documents) printed out and hand to the clerk when you are called up. (The hearing notice will also tell you how many packets to bring.)
- There will be a timer. It starts flashing with 30 seconds left.
- Respect the timer.
- Make sure you have practiced out loud with a timer.

Testimony Time (con't)

THE FIRST LINE OF EVERY TESTIMONY SHOULD BE:

My name is XYZ. I am the *[title of your organization if you have one.]* I am representing *[organization]* and myself, and I am speaking *[for/against/on]* the bill.

Chairman XYZ and honored members of the committee, thank you for the opportunity to speak to you today.

[Begin testimony]

THE LAST LINE OF EVERY TESTIMONY SHOULD BE:

I urge you to vote yes/no on HB xyz. Thank you.

Testimony Time (con't)

How to give effective testimony:

- Hand your written testimony to the clerk when you are called up
- Be logical, truthful, concise, and factual. Provide stats.
- Be relatable. Emotionally connect. Humanize the truth.
- Relay how if this bill were passed, how you/your business/your family would be positively/negatively impacted.
- Find **one** concrete idea on which to shape your testimony on. Organize your friends/team around all the other ideas so that each testimony is: meaty, unique, and powerful.
- PRACTICE! Preferable with someone who does NOT know your issue. Do you make sense to them?
- Legislators **can** ask you questions. No need for panic!

Final Thoughts

- You are QUALIFIED!
- The capitol is YOUR house. The legislators work for YOU!
- It's everybody's first time to testify at some point.
- You belong! You can do it!
- TFVC has created a [Capitol Survival Guide](#). Check it out for parking, maps, and everything you need to know.