

TESTIFYING IN COMMITTEE HEARING



OVERVIEW OF THE HEARING ROOMS

LOCATION OF HEARING ROOMS

There are four Senate hearing rooms in the J.A. Cherberg (JAC) Building and five house hearing rooms in the J.L. O'Brien (JOB) Building. Maps outlining the locations of the hearing rooms can be found at <http://leg.wa.gov/LIC/Pages/Maps.aspx>.

ORGANIZATION OF HEARING ROOMS

Standard organization of the hearing rooms include (1) a table for handouts of the meeting agenda, and possibly other materials, which is usually stationed at the entrance of the room, (2) a dais where members of the Legislature sit, (3) a staff table where Legislative staff sit, (4) a testimony table where those testifying sit, and (5) an area for the audience to sit.

HEARING ROOM RULES

The public is encouraged to visit the Capitol and to watch their lawmakers in action. According to legislative rules adopted by each chamber, this observation must be quiet and respectful. These rules prohibit, among other things:

- Signs, banners, placards, or other props that could be construed as an effort to promote demonstrations;
- Open-carried weapons such as guns, firearms, and blades;
- Audible or visual signals including whistling, calling, chanting, or waving;
- Animals, other than service animals;
- Applause and/or demonstrations.

A complete list of rules can be found on each chamber's respective web page.

<http://leg.wa.gov/Senate/Committees/Documents/Cherberg%20Hearing%20Room-Rules.pdf> (Senate)

<http://leg.wa.gov/House/Committees/Documents/HouseHearingRules.pdf> (House)

FINDING AGENDAS AND MEETING MATERIALS

SELECTING THE DATA

1. Navigate to the **Legislature's Home** page: <http://leg.wa.gov>.
2. Click the **Committee Meeting Schedules & Agendas** link.
3. Click **Committee Meeting Agendas, Schedules, and Documents** link.
4. Select the following criteria:
 - Year & Date Ranges
 - Chamber & Committee
 - View By & Bill Number (optional)

NOTES:

- The Date Range automatically defaults to the current week.
- Leaving the Chamber and Committee to read 'Select' returns all data.

NAVIGATING THE DATA

1. Click **Agenda** to view a specific agenda.
2. Click **View Docs** to navigate to the list of documents available for a specific hearing.

3. Click on a folder to **navigate** to the document you wish to view.
4. Check **Open documents in new tab/window**, if you wish to view the document in a different tab/window (this option may not be available for smaller devices, such as small tablets and phones).

VIEWS AVAILABLE

Schedule: The schedule view returns **links to the agendas and documents** identified by the criteria set in the filter grid.

Agenda: The agenda view returns a **searchable and printable web page** displaying the agendas identified by the criteria set in the filter grid.

Bill Number: The bill number view returns **links to agendas and documents filtered by bill number**. Before entering the bill number, ensure the date range is appropriate for when the bill may have been heard (e.g., 01/01/2018 – 12/31/2018), as the date range defaults to the current week.

Chamber	Committee	Date/Time	Agenda	View Docs
Senate	Agriculture, Water, Natural Resources & Parks	1/8/2018 1:30 PM	Agenda	View Docs
House	Commerce & Gaming	1/8/2018 1:30 PM	Agenda	View Docs
House	Education	1/8/2018 1:30 PM	Agenda	View Docs
House	Environment	1/8/2018 1:30 PM	Agenda	View Docs
Senate	Human Services & Corrections	1/8/2018 1:30 PM	Agenda	View Docs
House	Labor & Workplace Standards	1/8/2018 1:30 PM	Agenda	View Docs
House	Public Safety	1/8/2018 1:30 PM	Agenda	View Docs
House	Appropriations	1/8/2018 3:30 PM	Agenda	View Docs
House	Transportation	1/8/2018 3:30 PM	Agenda	View Docs
Senate	Economic Development & International Trade	1/9/2018 8:00 AM	Agenda	View Docs
House	Early Learning & Human Services	1/9/2018 8:00 AM	Agenda	View Docs
Senate	Financial Institutions & Insurance	1/9/2018 8:00 AM	Agenda	View Docs
House	Health Care & Wellness	1/9/2018 8:00 AM	Agenda	View Docs
House	Higher Education	1/9/2018 8:00 AM	Agenda	View Docs
House	State Government, Elections & Information Technology	1/9/2018 8:00 AM	Agenda	View Docs

SIGNING IN TO TESTIFY IN COMMITTEE

COMMITTEE SIGN IN (CSI)*

1. Navigate to the **Legislature's Home** page: <http://leg.wa.gov>.
2. Click the **Legislative Committees** link.
3. Click a chamber or committee type.
4. Click a committee name.
5. Click **Committee Sign-in** (House) or **Sign-In to Testify** (Senate).
6. Click a meeting.
7. Click an agenda item.
8. Complete the information to sign-up and submit your request.

9. You will receive an email confirmation.

* Only available on campus, day of hearing.

CREATING AN ACCOUNT

If you frequently sign in to testify at committee, you can create an account to speed the process up. Once at the sign up page (see CSI above):

1. Click **Account Log in**.
2. Select **Public WSL Account** (or use your Google, Yahoo, or Facebook pre-existing account).
3. Create an Account, or Login:
 - a. If you do not already have an account, click **Create a new Account**, and enter:
 - i. First Name.
 - ii. Last Name.
 - iii. Email.
 - iv. Password.
 - v. Confirm Password.
 - vi. Click Create Account. You will receive an email prompting you to confirm the new account.
- b. If you already have an account, enter your **Email and Password** and click **Login**.

Using an account prevents you from having to enter your name and contact information each time you sign up to testify (you must be logged into your account prior to signing up to testify for the CSI to recognize you).

HOW ARE MEETINGS RUN?

MEETING TYPES

There are three types of meetings:

1. **Public Hearings:** Anyone can come to observe or testify at the hearing.
2. **Work Sessions:** Anyone can come to observe the hearing. Experts or stakeholders are invited to provide testimony at the hearing. (Work Sessions are not listed in the CSI.)
3. **Executive Sessions:** Anyone can come to observe the hearing. No testimony is taken.

ORDER OF TESTIMONY GIVEN

Typically the Chair or the Vice Chair of the Committee will call the meeting to order. If sponsors of the bill(s) being heard are present, they will be called up to speak to the bill. Staff are often called up next to provide an overview of the bill, then those signed up to testify on a bill are called up. The Chair may alternate calling up those signed up Pro and Con on the bill. If individuals sign up as a group, they will be called up accordingly.

TIME ALLOTTED FOR TESTIMONY

Although exceptions are made for cutoff (deadline for committee action), each committee hearing is allotted two hours to hear testimony on all the bills listed on the agenda. If a lot of people show up to testify, this will limit the amount of time each person is given to speak (i.e., 2-minutes each). To accommodate this limitation, lights may be used on the testimony table to show when to wrap up testimony (yellow light) and when to end testimony (red light).

WRITTEN TESTIMONY

There may be occasions, even with the limitations set, when there is not enough time for everyone there to testify. To ensure your voice is heard, you can bring written testimony to be distributed to the members. However, staff will only distribute it if there is enough for all members present and one copy for the meeting file. As such, they recommend bringing 30 copies.

WHERE TO FIND MEETING VIDEOS

All meetings are recorded and live streamed by TVW. Some hearings are broadcast thru live TV, which are identified on the committee agendas with the TVW emblem. All broadcasts and videos can be viewed thru TVW's web page at <https://www.tvw.org>.

These videos are posted to each bill's web page within 24 hours of the hearing and can be found at the bottom of the individual bill's Bill Summary web page, <http://apps2.leg.wa.gov/billsummary>.

RECEIVING UPDATES TO COMMITTEE AGENDAS

1. Click the **Email Updates (GovDelivery)** link on the main legislative home page.
2. Enter your email address, then click **Submit**.
3. Confirm your email address, then select delivery preferences.
4. Add a password if you prefer, then click **Submit**.
5. Click an item of interest check box, then click **Submit**.

Subscriptions to updates for individual bills are also available through each bill's web page at <http://apps2.leg.wa.gov/billsummary>.

