

## Testifying Before Legislative Committees

Legislative committee meetings are generally informal, but it is important that you follow the guidelines and protocol listed below:

### Before the Committee Meeting

- Plan your testimony. You will be more effective getting your message across if you have prepared your testimony in writing for distribution to committee members. You can then orally summarize your remarks to conserve time.
- You may also email your testimony and any other comments for legislators to [JFACtestimony@lso.idaho.gov](mailto:JFACtestimony@lso.idaho.gov) either before or after the public hearing.

### At the Committee Meeting

- The doors to the Capitol Auditorium (WW02) will be open before 7 a.m. and will be staffed so that the public will be able to sign up to testify on a first come first serve basis.
- Each individual will be limited to three minutes of testimony and we have estimated that 50 persons will be able to testify in the time allotted.
- Your testimony will be shared with the public through audio and video streaming through Idaho Public Television's website.
- The Co-Chairs of the Committee will determine the order of testimony and will try to accommodate anyone who has traveled a great distance.
- **All** testimony and **all** committee discussion **must** be addressed through the Chairman.
- Begin your testimony by addressing the Chairman and

committee members. State your name, address, and why you are there. For example: "Mr. (or Madam) Chairman, members of the Committee, my name is Pat Q. Public and I'm from Emmett. I am concerned/not concerned about this proposed funding for...."

- Be courteous and brief in your language and address. Try not to repeat testimony offered by previous witnesses.
- This will be a listening hearing only and legislators will not be asking follow-up questions or be making comments about your testimony.
- Demonstrations, applause, or addressing committee members or other witnesses in the audience are prohibited.
- Do not be nervous as there is no right or wrong way to testify. Legislators are your friends and neighbors elected to represent you -- **they want to hear what you have to say.**
- Do not be offended if legislators come and go during a meeting. They have other commitments, including the need at times to present information in other meetings occurring simultaneously.

### Remember . . .

- Legislators want to hear what you have to say. Your input is important to them and they appreciate your interest in Idaho's political process.