

## HOW TO SUBMIT TESTIMONY AND SIGN UP TO TESTIFY FOR BILLS IN THE MARYLAND GENERAL ASSEMBLY



If you wish to submit written testimony on a bill or sign up to testify either in person or virtually, please follow the guidance below:

- Go to the Maryland General Assembly webpage at [www.mgaleg.maryland.gov](http://www.mgaleg.maryland.gov) and find the MyMGA icon. On a computer, the icon is located at the top right corner of the page. On a mobile device it is located on the right side of the red banner near the top of the page (about  $\frac{1}{3}$  of the way down the page).
- Click on the icon and either sign in or create an account. You must have a MyMGA account to submit testimony and sign up.
- Once you are in your account, click on the MyMGA icon again and a pop up menu appears. Witness Signup is the second item down the list. Click on Witness Signup and it will take you to the page of open signups.
- You may only submit testimony and sign up to testify during a finite window of time prior to the day of the hearing. In the **Senate**, this is **1 business day in advance** of the scheduled bill hearing and will be open from 8:00 a.m. to 3:00 p.m. In the **House**, the window opens **2 business days before the hearing** and will be from 8 a.m. to 3 p.m.
- In the House, in person testimony is encouraged. The opportunity to testify virtually is available to all witnesses. There will be a cap at 50 in-person and virtual witnesses per bill.
- In the Senate, witnesses are strongly encouraged to provide in-person testimony, but up to 14 members of the public may provide virtual oral testimony via zoom per bill.
- You may not change your designation once you sign up.
- From the Witness Signup page, find the committee hosting your bill. For our purposes this is normally Judicial Proceedings in the Senate and Judiciary in the House.
- Locate the bill you wish to sign up for and click on "Position". You will be given a choice. Choose one.
  - Favorable
  - Favorable with Amendments
  - Informational Only

- Unfavorable
- Click on Testimony. You will have the following options to choose from:
  - None
  - Written
  - In Person - Oral
  - In Person - Both (this means you are submitting a document and plan to attend hearing to testify in person)
  - Virtual - Oral
  - Virtual - Both (this means you are submitting a document and plan to testify via Zoom)
- If you are part of an organization that is sponsoring you, please fill that information into the “Organization” line.
- Click Upload File and follow the instructions to attach your file. We recommend that you share your document as a PDF.
- **When you have completed these steps, click the SAVE button near the top of your screen. If you do not click SAVE, you will not be signed up nor will your testimony be viewable to the committee.**
- We recommend that you then click on “Signed Up Items” and verify that you are indeed signed up for what you intended.
- Be sure to monitor your emails for confirmation that you will be allowed a spot to testify if you signed up to do so. As noted above, there will be some limits on capacity and signing up alone does not guarantee your spot.