

## Submitting Testimony to the Legislature

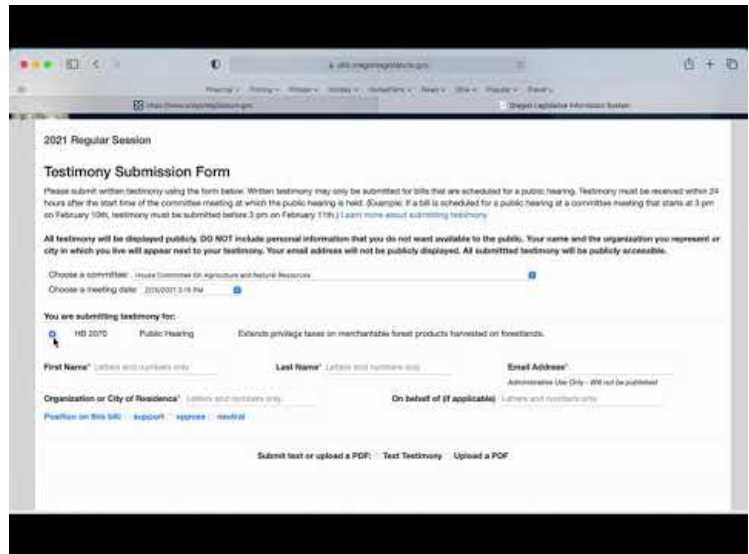
Submitting testimony on a bill can be confusing, especially this year with virtual platforms for hearings. This document should make it easier to navigate the [Oregon Legislature \(OLIS\) website](https://www.oregonlegislature.gov) and make sure your voice is heard in the legislature.

### **Written Testimony:**

There is a very helpful tutorial for submitting written testimony on the OLIS homepage that you can refer to here: [https://www.oregonlegislature.gov/citizen\\_engagement/Pages/Submit-Exhibits.aspx](https://www.oregonlegislature.gov/citizen_engagement/Pages/Submit-Exhibits.aspx)

Additionally, you need to understand the window for submitting testimony, which can be narrow if bills are moving quickly through committees. A bill must be scheduled for a public hearing before testimony can be accepted on that bill. Sometimes they are scheduled with a week's notice, sometimes only 48 hours notice, so it can make the turn around time for notifying members and getting testimony submitted in time very short. Once a bill has had a public hearing, the next step is a work session. Not all bills will get work session, some will 'die' after only a public hearing. When a bill is scheduled for a work session, public testimony is no longer accepted on that bill.

Click the video link to the right to watch a screen recording that walks you through the necessary steps to submit written testimony. Please note that you will need to know what committee your bill is being heard in and access that committee's schedule. You can do this by clicking on the committee link in the daily calendar on the OLIS homepage or by searching for and navigating to that committee using the search options on the homepage.



The screenshot shows a web browser window displaying the "2021 Regular Session Testimony Submission Form". The form includes instructions and fields for submitting testimony. Key elements visible are:

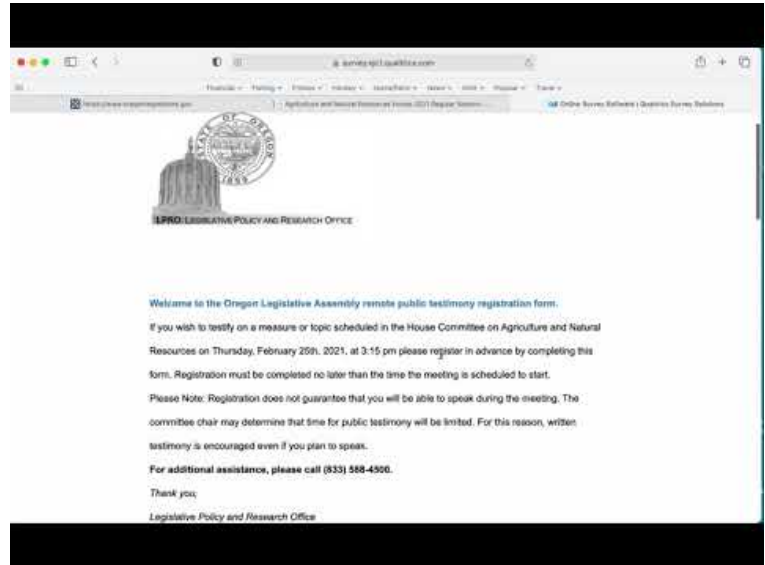
- 2021 Regular Session**
- Testimony Submission Form**
- Instructions: "Please submit written testimony using the form below. Written testimony may only be submitted for bills that are scheduled for a public hearing. Testimony must be received within 24 hours after the start time of the committee meeting at which the public hearing is held. (Example: if a bill is scheduled for a public hearing at a committee meeting that starts at 3 pm on February 10th, testimony must be submitted before 3 pm on February 11th.) Learn more about submitting testimony."
- Warning: "All testimony will be displayed publicly. DO NOT include personal information that you do not want available to the public. Your name and the organization you represent or city in which you live will appear next to your testimony. Your email address will not be publicly displayed. All submitted testimony will be publicly accessible."
- Fields: "Choose a committee" (dropdown), "Choose a hearing date" (calendar), "You are submitting testimony for:" (dropdown), "First Name\*", "Last Name\*", "Email Address\*", "Organization or City of Residence\*", "On behalf of (if applicable)".
- Links: "Position on this bill: support | oppose | neutral"
- Submission options: "Submit text or upload a PDF: Text Testimony | Upload a PDF"

## **Remote Testimony (Oral Testimony):**

As with the written testimony, oral testimony is only accepted when the bill is in a public hearing.

There is another helpful tutorial on remote testimony on the OLIS homepage which can be accessed here: [https://www.oregonlegislature.gov/citizen\\_engagement/Pages/How-to-Testify.aspx](https://www.oregonlegislature.gov/citizen_engagement/Pages/How-to-Testify.aspx)

To navigate to the correct location on OLIS to register for remote testimony, you will need to take a little different route than for submitting written testimony. This time we are going to find the appropriate committee agenda to access the information. It also requires cutting and pasting of a link to get to the correct location; a bit of a pain but completely doable. Watch the screen recording linked to the right to see how to navigate to the information and register to speak at a hearing.



Once you have registered to provide remote testimony, you will receive an email with login credentials for joining the hearing. It is important that you keep your microphone and camera on mute until you are called on. You may be called individually or you may be part of a slate or group of members of the public that are welcomed at the same time and asked to give your testimony. When it is time for your testimony, unmute and turn your camera on (not a must but the committee generally likes to see who is talking to them). Provide your testimony in a clear and concise manner; you will usually be limited to three minutes but if the bill has many people who want to testify, the committee chair may reduce the time to two minutes, sometimes even only one minute, a piece. If the committee members have questions for those who testify, they will generally ask them immediately after the testimony though sometimes they may address them after the slate or group has given testimony. Be respectful and engaging, authenticity goes a long way.

If you have any questions on these processes or would like someone to walk through them with you, please reach out and I'm happy to assist.

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