

Recommended Guidelines for a Public Hearing

These are the procedures that our Committee Chairs and Co-Chairs are to follow in order to conduct each Public Hearing.

“Chair or Co-Chairs script is in Bold Type”

“Instructions as to What should happen is Underlined”

Chair should assure that there is Quorum of the Committee present (7 members)

Call the Meeting to Order

Bang the Gavel

CHAIR:

I call this Public Hearing to Order

I am Senator your name, and this is Representative (co-chairs name) and we will be presiding over this public hearing today of the Joint Standing Committee on (Committee name).

The purpose of this hearing is to invite testimony from members of the public regarding proposed legislation that is pending before this committee. The Committee will now hear testimony from persons present who wish to speak for, against, or neither for nor against the bill to be heard today.

With the leave of the Chair, Committee members only may ask questions of any person testifying today. Those from the audience who have questions should get them to a committee member to ask them.

Those people wishing to testify, are asked to speak clearly and tell the committee

Their name

Where they are from

Who they represent (if anyone)

Sign in at the podium

The order for receiving testimony shall be:

- 1. The Sponsor who will present the bill, followed by any co-sponsors**
- 2. Those who wish to speak in favor of the bill**
- 3. Those who wish to speak in opposition of the bill**
- 4. Those who wish to speak neither for nor against the bill**

There will be no smoking or eating during this hearing and in deference to others here today, please keep all conversations to a minimum.

CHAIR: We will now begin the hearing on [] ([] bill) [] ACT TO: ([] bill Title)
I ask Senator/Representative (Sponsor's Name), the sponsor to present the bill....
Have the Sponsor come to the Podium, present the bill, and take questions from the Committee Members.

CHAIR: **The Chair inquires if there are any co-sponsors who wish to testify**
Have Co-Sponsors come to the Podium, present information on the bill, and take questions from the Committee Members.

CHAIR: **The Chair inquires is there anyone present who wishes to speak in favor of this bill**
Have the them come to the Podium, present information about the bill, and take questions from the Committee Members.

CHAIR: **The Chair inquires is there anyone present who wish to speak in opposition to this bill**
Have the them come to the Podium, present information about the bill, and take questions from the Committee Members.

CHAIR: **The Chair inquires is there anyone present who wish to speak neither for nor against this bill**
Have the them come to the Podium, present information about the bill, and take questions from the Committee Members.
Once you have no more people who wish to testify on this bill "CONCLUDE THE HEARING".

CHAIR: **All testimony having been taken, this hearing on [] ([] bill) is now closed. A committee work session for this bill will schedule for a future date.**
If you know when you are going to do the work session on bill announce that time to everyone at this point.

Bang the Gavel

If there are a large number of people who wish to testify on any particular bill you may need to set a time limit for their testimony to 3-5 minutes.

Discourage those testifying from repeating the information given by others.

Be sure that you have all questions come from Committee Members, and that all questions and answers go through the Chair. Maintain decorum by not allowing committee members and those testifying to engage in conversation, and individual question and answers.

Chair should step aside if they wish to testify on a bill, turn gavel over to House Chair on bills that you wish to testify on.