

Signing Up to Testify

- Hearings are segmented by areas under jurisdiction of the various policy committees.
- The Detailed schedule will tell you which public hearing “segment” contains the issue(s) of interest to you. Schedules are sent to the committee’s interested parties list and posted on the OFPR website. Hard copies are available at the sign-up table.
- There may be separate sign-up sheets for multiple hearing segments within a day.
- Sign-ups usually begin one hour before the scheduled start of the hearing block.
- You may sign up only yourself.
- Please print or write as legibly as possible on the sign-up sheet (it will make it easier for the Chairs to call on you and for you to know you are being called upon!).
- If you are speaking on behalf of a group of people who wish to stand at the podium with you, please note the number after your name on the sign-up sheet (e.g. Jane Doe (3))

Audience Decorum

- Signs and posters are not allowed in the committee room.
- Please turn off your cell phone or other “noise makers.”
- Give your courteous attention to other speakers regardless of their views.
- Do not applaud or indicate pleasure or displeasure with anyone’s remarks.
- Do not stand in the area in front of the doors.
- Observe the “reserved” signs on seats and in the press area.

If you do not want to give oral testimony but want to express your opinion:

Fill out a “Comment Sheet” and put it in the specially marked box located at the sign-up table.

Or send an e-mail to marianne.macmaster@legislature.maine.gov
She will forward your comments to the committee members.

Or mail your comments to:
Appropriations Committee
5 State House Station
Augusta, Maine 04333-0005

If you plan to attend a public hearing or work session and have any special needs, please call Legislative Information at 287-1692 (TTY 287-6826).

Handicapped parking is available between the State House and Cross Office Building and on the west side of the Cross Building

JOINT STANDING COMMITTEE ON APPROPRIATIONS AND FINANCIAL AFFAIRS

GUIDE TO PARTICIPATING IN A BUDGET HEARING

PREPARING TESTIMONY
SIGNING UP TO SPEAK
PRESENTING YOUR TESTIMONY
AUDIENCE DECORUM
PLUS
HOW TO BE HEARD WITHOUT SPEAKING



Prepared by the Office of Fiscal and Program Review

OFPR is a nonpartisan office operating under the Legislative Council and its Executive Director. Among other duties, the office provides staffing support to the Joint Standing Committee on Appropriations and Financial Affairs

Preparing Your Testimony

- In a crowded hearing, the Chairs often limit oral testimony to 3 minutes but your written submittal can be as long as you want. While waiting to speak, take a moment to note the highlights of your written testimony to present orally if you think that it would otherwise take too long.
- If you want to give the committee any written materials, submit 40 copies to the committee clerk for distribution (a set for each committee). If you do not have the required number of copies, photocopiers are available in the Law and Legislative Reference Library in Room 200 of the State House for a nominal charge.
- Written testimony or back-up materials should include your name and affiliation.
- Written testimony submitted by speakers can be accessed through the legislative website.

Presenting Oral Testimony

- When it's approaching your time to speak, the Chairs will call your name. *Please note that the Chairs may call a name out of order at their discretion. If your name was called out of order and you were not able to respond, it will be re-called in its normal sequence.*
- The Chairs will periodically announce the next few speakers to give those waiting in the "overflow room" a chance to get to the committee room.
- When it's your turn to speak give the committee clerk any written materials you want distributed. The clerk will be to your right as you face the committee.
- Introduce yourself, indicate who you represent and whether you support the bill, oppose it or are offering suggestions to improve it. If other speakers have already made your point, let the committee know that you agree with the previous remarks of other speakers, but try to avoid repeating the testimony of previous speakers. When you finish, remain at the podium for a moment, in case committee members want to ask you questions.

Accommodating Crowds

~ for your comfort and safety

- The Welcome Center or other room is often set aside for "overflow" for large public hearings. If the committee room is full you will be asked to wait and listen to proceedings in the designated room. Please check the insert for specific information on "overflow" rooms for the day's hearings.
- If the room is full, the Chairs may periodically ask those not waiting to speak to go to the "overflow room". This will allow other interested parties a chance to attend the proceedings in person. Thank you, in advance, for your understanding and cooperation.
- Many hearings – especially budget hearings – last throughout the day, and legislators may need to leave and re-enter the room if they are scheduled to be at a public hearing or work session in another committee. However, they will receive any written information - which is a good reason to provide written testimony.

If you have any questions, concerns or need assistance at any point during the sign-up process or hearing, please see Marianne Macmaster, the Committee Clerk. If she is not in the committee room, go right next door to Room 226 of the State House and ask for her.

If you wish to be added to the Appropriations Committee's "Interested Parties" list go the legislative website <http://legislature.maine.gov/> and click on the envelope icon at the top right of the screen.

Office of Fiscal and Program Review
5 State House Station
Augusta, Maine 04333-0005

207.287.1635

<http://www.maine.gov/ofpr/>