Remote Testimony, Written Testimony & Positions

Screen shots walk members through the process of participating in public hearings during committee proceedings.

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Overview – Know Before You “Go”

After a bill is scheduled for public hearing, the remote/virtual testimony portal will be open to sign up.

As soon as you know you’ll be testifying and what position, SIGN UP

Next slides show you “how to”

The opportunity to present verbal remote testimony closes 1 hour before the hearing.

Written testimony may be submitted up to 24 hours AFTER the start of the public hearing.
Examples about “signing up”

1. The public hearing starts at 10 AM on a Thursday.
   • The bill gets scheduled for that public hearing the Friday before.
   • You review the bill, decide your position/work with your organization on the position it will take on Monday morning.
   • You sign up for remote testimony on Monday morning.
   • Option to sign up for remote testimony closes at 9 AM on the Thursday of the hearing.

2. A bill is scheduled for public hearing at 10 AM on a Thursday.
   • You plan to submit written testimony (up to 5000 characters total).
   • Option to submit written testimony will end at 10 AM on a Friday.
Committee Sign In - Senate Remote Testimony

How to Register to Testify in a Committee Hearing

1. Select the committee name and meeting date and time, then select the bill for which you would like to testify.
2. Select “I would like to Testify Live During the Hearing.” Testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TVW for online and television graphics.

Additional Information about Testifying

- Those who have registered for remote testimony will be emailed a link to the meeting. Each link is unique to the registrant. Registrants are prohibited from sharing links.
- You may participate via videoconference or phone. See instructions on how to connect to the meeting.
- Be advised: Registering to testify does not guarantee you a chance to speak or speak at specific times. Time constraints, technical issues, changes to committee schedules, etc. could affect your ability to testify.
- The committee Chair may limit public testimony to as little as one minute per testifier because of time constraints. Be prepared to testify at any point during the hearing.
- Maintain proper committee protocol, which includes waiting to be acknowledged by the committee Chair before speaking and following rules for testimony established by the Chair.
- Committee and technical staff may not be able to address any connection or technical issues you may experience before or during the committee meeting.

Anyone who fails to follow the rules for testimony established by the committee Chair forfeits their opportunity to testify.

How to Submit Written Testimony

1. Select the committee name and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select “I would like to Submit Written Testimony.” Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.
First Step: Select the committee

Committee Sign In - Senate Remote Testimony

Return to Senate Committee Testimony Information

Committee: Please Select

How to Register:
1. Select the committee
2. Select the bill for which you would like to testity.
3. Ensure registration will close 1 hour before the start time of the hearing. Anyone who does not register before the registration deadline will not be able to testify.

Additional Information:
- Those wishing to testify may contact the committee staff for information.
- Be advised that the committee is bound by the Rules of the Senate of the State of Washington.
- Committee members and staff are bound by the Code of Ethics of the State of Washington.
- The committee will be responsible for the decision on or technical issues you may experience before or during the committee meeting.
- Anyone who fails to follow the rules for testimony established by the committee Chair forfeits their opportunity to testify.

How to Submit Written Testimony
1. Select the committee name and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

Special Accommodations
After you’ve selected the Committee, select which committee meeting date you want.
Select which bill, and then select “I would like to testify live during the hearing.”
Once you’ve checked the “testify live” it will give you a drop down. Fill out completely:

- Position: Pro, Con, Other
- Name
- Email (you will get a unique link)
- Organization
- Address
- City
- State
- Zip
- Phone number (if they need to reach you)
- Check box “not robot”
- Check SUBMIT button
House process is just the same, but read all instructions

Return to House Committee Testimony Information

Committee: Please Select  
Meetings: Please Select

How to Submit Written Testimony

1. Select the committee and meeting date and time, then select the bill for which you would like to submit written testimony.
2. Select "I would like to Submit Written Testimony." Written testimony will close 24 hours after the start time of the hearing.
3. Provide your written comments in the form. Your comments will be sent to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

How to Register to Testify Remotely

1. Select the committee and meeting date and time, then select the bill for which you would like to testify remotely.
2. Select "I would like to Testify Live During the Hearing." Remote testimony registration will close 1 hour before the start time of the hearing. Anyone who does not register before this deadline will be unable to testify before the committee.
3. Ensure your registration information is accurate. It will be a part of the legislative record and used by TVW for online and television graphics.

Additional Information about Testifying

- Those who register for remote testimony will be emailed a Zoom link to the meeting upon registration. Each link is unique to the registrant. Registrants are prohibited from sharing links.
- You may participate via videoconference or phone. See instructions on how to connect to the meeting.
- There is no guarantee that those who register to testify will be allowed to speak or be able to speak at specific times. You may be required to limit your comments.
- Maintain proper meeting decorum, including waiting to be acknowledged by the Chair before speaking and following rules for testimony established by the Chair.
- Committee and technical staff may not be able to address any connection or technical issues you may experience before or during the committee meeting.

Anyone who fails to follow the rules for testimony established by the Chair may forfeit their opportunity to testify.

Special Accommodations

If you require special accommodation to testify before a committee, please refer to options on the Legislature's Americans with Disabilities Act Information page.
When you sign up for “live” testimony, you will get an email with the Zoom links

Hi person’s name

Thank you for registering for “Senate Ways & Means Committee Meeting”.

Please submit any questions to: Marv.Chu@lep.wa.gov

Date Time: Jan 12, 2021 04:00 PM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device.

Click Here to Join

Note: This link should not be shared with others; it is unique to you.
Passcode: 106833

Or iPhone one-tap:
US: +12532158782, 99449997232# or +13462487790, 99449997232#

Or Telephone:
Dial (for higher quality, dial a number based on your current location):

Confirmation #? - confirmation received about “1 hour before the scheduled event.

Hi [Your name here],

This is a reminder that “Senate Ways & Means Committee Meeting” will begin in 1 hour on:
Date Time: Jan 12, 2021 04:00 PM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
Note: This link should not be shared with others; it is unique to you.
Passcode: 106833

Add to Calendar Add to Google Calendar Add to Yahoo Calendar

Or join by phone:

US: +1 312 628 6799 or +1 946 263 8592
Webster ID: 994 4999 7232
Passcode: 106833

International numbers available: https://994-4999-7232.zoom.us/j/106833?ui

Or or H.323/flo room system:
H.323:
162.255.37.11 (Us West)
162.255.36.11 (Us East)
House has same process, different committees
Can submit written testimony and it becomes part of the official record AND is shared with the committee members and staff. It will NOT be included in the bill report, however.
Finally, there is an option to just “note your position for the legislative record.” This will register your name, organization, and position. It doesn’t allow for comments.