

Senate Finance Committee (FIN)
Senator Delores G. Kelley, Chair
Senator Brian J. Feldman, Vice Chair

Witness Guidelines

Public Bill Hearings:

Public bill hearings will initially be scheduled on Tuesdays, Wednesdays and Thursdays during the legislative session. Later in the session, some hearings may need to be scheduled on Mondays or Fridays to accommodate workload increases. Please monitor the General Assembly Hearing Schedule for scheduled hearings.

The numerical order of the bills does not determine the order in which bills will be heard. The Chair will announce a tentative bill order at the beginning of each hearing day.

All bill hearings are streamed live over the internet and may be accessed through the Maryland General Assembly's website.

Testimony for Public Bill Hearings:

The Committee accepts both oral and written testimony. **New this year witnesses planning to provide oral testimony OR submit written testimony must sign-up in person using the electronic process outlined below.**

- Sign-up/Written testimony submission is available **between 9:00 am and 12:00 pm.**
- Written Testimony
 - The bill's number, the name of the individual or organization submitting the testimony, and the individual or organization's position (Support, Support with Amendments, or Opposed) should be clearly marked on the first page of testimony.
 - Emailed or faxed testimony will not be accepted.
 - The Committee is no longer able to accept written testimony in advance.
 - Late testimony will not be shared with the Committee until the next Committee work day.
 - Written testimony must be uploaded as a PDF file with a flash drive. All individuals submitting written testimony must bring 1 (one) hard copy in case the flash drive fails to be accepted by the system.
- Oral Testimony
 - Oral testimony may be timed, and if so, may be generally limited to two to three minutes per person. The Chair may further limit oral testimony based on the number of witnesses signed up to testify on the day of the hearing so that both proponents and opponents have the opportunity to be heard. If oral testimony is further limited, the Chair will make an announcement prior to the start of the bill hearings. Please do not read from your testimony.
 - Witnesses signing up late must check in with Committee staff and fill out a late witness sign-up sheet. Calling late witnesses to testify is at the discretion of the Chair.

- If you plan to stream an audio visual presentation during your oral testimony, please alert the Assistant to the Chair prior to the scheduled hearing. All audio visual presentations must be loaded on the Committee computer by **12:00 PM** on the day of the hearing. **Additionally, audio visual presentations and oral testimony may be limited to two to three minutes per person/presentation.**

Electronic Sign-up/Written Submission Process

Step #1: All witnesses planning to provide oral and/or written testimony MUST sign up on the electronic witness sign-up computers which are located in the lobby outside the Committee Room. All requested information should be filled out. Move to step #2 once this process is complete if you are planning to submit written testimony.

Step #2: Check in with Committee Staff. Only Committee Staff are permitted to scan the flash drive to check for viruses.

Step #3: If the flash drive is approved for use, move to one of the two computers located in the front of the Committee suite to upload your testimony. If the flash drive is not approved, staff will scan any hard copy that you have provided so that you may upload the testimony to the system. You will sign-in with the same email address that you entered during Step #1. All pdf documents should be saved/uploaded to the system using the following title:
Organization/Name_Position_Bill#

Voting Records:

Copies of all recorded votes of the committee are available at the information desk in the Legislative Services Building, after the bill has been reported out of the committee. All other voting records are unofficial until sent to the Senate floor on a committee report. A copy of the recorded Senate floor votes can be obtained from the Secretary of the Senate's Office in the State House. Recorded votes are also available on the General Assembly's website.

Bill Folders:

For each bill assigned to the committee, an individual folder is created which contains: a copy of the bill, a fiscal note, any amendments, written testimony submitted at the public hearings, a listing of witnesses who signed-up to testify, committee recorded votes, and the floor report (if voted out of committee). Committee folders are not allowed to be taken from the committee office, but copies can be made of the contents.

Bill files from previous sessions may be found in the Department of Legislative Services Library. Bill files from the most recent session will be transferred to the Library no later than June 1st of that year. The Library is located in the basement of the Legislative Services Building at 90 State Circle in Annapolis. The Library can be reached at 410.946.5400.

For more information, please call the committee at 410-841-3677.