

Joint Committee on Administrative, Executive, and Legislative Review (AELR)

Witness Guidelines and Hearing FAQs

For 2021, all public hearings will be held virtually via Zoom and streamed on YouTube Live. You can view all hearings via YouTube Live on the:

Maryland General Assembly (MGA) website home page here:	http://mgaleg.maryland.gov/mgawebsite
MGA hearing schedule here:	http://mgaleg.maryland.gov/mgawebsite/Meetings/Day/guidelines

Public Hearings

The link to AELR public hearings can be found on the MGA website under the AELR Committee home page; open to the Meetings tab.

In order to register to provide oral testimony or submit written testimony individuals **MUST create a MyMGA account** on the MGA website. [Click here for a tutorial.](#)

Witness Signup and Testimony Upload

Anyone wishing to provide oral testimony or submit written testimony at a public hearing must sign up using the MyMGA application on the MGA website. Witness sign up and testimony upload begins and closes as provided for on the hearing schedule.

Uploading Written Testimony

Please note: The MGA website does not support Internet Explorer. Please use another web browser to upload your written testimony.

File names on written testimony should include the name of the organization and/or person testifying. It is also helpful to include a position or other explanation after the name, such as SUPPORT or OPPOSE.

Written testimony that is uploaded prior to the closing date and time specified in the hearing schedule will be shared with the Committee prior to the hearing.

Late testimony will not be shared with the Committee until the next business day.

Public Hearing Procedures

The number of witnesses who may provide oral testimony during a public hearing is at the discretion of the Committee Co-Chairs. For the hearing scheduled on September 14, 2021, the Co-Chairs have set a maximum of 60 witnesses; 30 witnesses supporting the set of regulations and 30 witnesses opposing the set of regulations.

Witnesses selected to testify will receive notification and the zoom link via email one day before the public hearing. Witnesses will be held in the “Zoom waiting room” until they are called to testify. The Committee asks for witnesses’ patience as they wait in the Zoom waiting room until called to testify. Once admitted to the hearing room, if witnesses are following the hearing on YouTube Live, witnesses should exit out of YouTube (to prevent feedback) and should remain muted until recognized by the Co-Chairs.

Witnesses must have their cameras on for their testimony.

Witnesses cannot designate someone else to take their slot.

Witnesses must log into Zoom with an **identifiable username** *i.e.*, first and last name that matches the name used to sign up. **If committee staff do not recognize the witness’s username, the witness will not be admitted into the Zoom hearing room due to security concerns.**

Witnesses may watch the hearing via YouTube Live (see above) while waiting to testify.

After testifying, the witness will be removed from the Zoom hearing and may watch the remainder of the hearing via YouTube Live.

For the hearing scheduled on September 14, 2021, oral testimony is limited to **3** minutes per witness.