

**Education, Health and Environmental Affairs Committee**  
**Senator Paul G. Pinsky, Chairman**  
**Senator Cheryl C. Kagan, Vice Chairman**  
**2 West Miller Senate Building**

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## **2022 General Witness Guidelines**

### **I. Committee Covid-19 Protocols**

- It is encouraged that all individuals entering the Committee suite have a scheduled appointment whether meeting with a member, members staff, Committee counsel, or Committee staff.
- All individuals entering the Committee suite MUST either show proof of being fully vaccinated (i.e. actual vaccination card or picture of the card) or show proof of a negative Covid-19 test within 24 hours before entering the office.
- All individuals entering the Committee suite and Committee room MUST wear a mask for the entire time they are in the Committee suite or Committee room, including during individual meetings.

### **II. Bill Hearings**

- Bill hearings are now held in-person and will be streamed live on YouTube
- All scheduled bill hearings for the Education, Health and Environmental Affairs Committee (EHE) will be posted in the Maryland General Assembly (MGA) Hearing Schedule found here (click on 'Meetings'): [Committees - Education, Health, and Environmental Affairs Committee \(maryland.gov\)](#) The live link to go directly to the hearing will be available.
- The Committee traditionally hears bills on Tuesdays, Wednesdays, and Thursdays.
- Bill hearings begin at 1:00 p.m. However, the start time is subject to change due to the workload of the Committee and length of the floor session.
- Please monitor the hearing schedule for scheduled changes. Any unscheduled changes will be announced by the Chairman on the Senate floor at the conclusion of the Senate floor session.
- The bill order will be posted in the MGA hearing schedule the morning of the scheduled bill hearing. The Chair will also announce the bill order at the beginning of each bill hearing and will update the audience on which bill will be called next at the start of the prior bills' introduction.
- Video testimony will not be permitted.

## *Oral Testimony Sign up and Written Submission for bill hearings (in-person)*

### **Oral Testimony**

- Witness sign-up will open one (1) business day in advance of a scheduled bill hearing and will be open from 4:00 p.m. – 10:00 a.m.
  - As a reminder, sponsor witnesses must also sign up to testify via MyMGA. Sponsors who are submitting written testimony should sign up as “written only.” Sponsor witnesses are limited to three witnesses.
- Any special requests for bill order must be made by the sponsor of the bill and must be submitted to Lamorea Stanton, Committee Manager, two (2) business days in advance of the hearing date.
- All witnesses will have two-minutes (2:00) to testify, with the exception of the “lead proponent” who will have five minutes (5:00). All testimony will be timed.
- All witnesses testifying on a bill will present prior to the Committee members asking questions.
- Late witness signup will not be allowed.
- Audio visual presentations will only be allowed from the bill sponsor and must be provided at least 24 hours in advance of the hearing date.

### **Written Testimony**

- Any individual or organization that intends to provide written testimony, including sponsor witnesses, must create a ‘MyMGA’ account on the MGA website.
  - Sponsor witnesses providing written testimony should select “written” for the Testify option.
- For written testimony, the bill’s number, name of the individual or organization submitting the testimony, and the individual or organization’s position (Favorable, Favorable with Amendments, Unfavorable or Information Only) should be clearly marked on the first page of the testimony.
- Written testimony should be saved with the bill number, name of person or individual, and the position, i.e. SB 1\_lstanton\_fav.
- If you have an amendment to a bill in advance of a hearing, please include the amendment in your written testimony submission.
- Written testimony must be submitted one (1) business day in advance of a scheduled bill hearing and will be open from 4:00 p.m. – 10:00 a.m.
- Late written testimony will be accepted through submission of a paper copy. Electronic submission cannot be accepted.

### **III. Voting**

- The Committee voting schedule is at the discretion of the Chair, and will depend on the workload of the Committee.
- When feasible, voting sessions and voting lists will be available in the MGA hearing schedule 24 hours in advance of a voting session.
- When possible, the outcome of a voting session will be published in the MGA hearing schedule after a voting session.
- Committee members will vote in person and all voting sessions will be streamed via YouTube.

### **IV. Committee Bill Files**

- The public can request an electronic copy of a public bill file by emailing the Committee Manager at [Lamorea.stanton@mlis.state.md.us](mailto:Lamorea.stanton@mlis.state.md.us)
- Witness testimony and the oral witness list will be available the day after the bill is heard in committee.
  - Please expect to receive the bill file within 48 hours of receipt of acknowledgment of your request.
- Any additional materials will be available after the bill passes third reader on the Senate floor.
- Written testimony will also be available through the MGA website when the bill is on the Senate floor for second reader. For bills that do not pass out of a committee, written testimony will be available on the website after the legislative session.
- Written testimony for bills heard during the 2021 MGA session is available on the MGA website.
- For prior year bill files, please contact the Department of Legislative Services Library at 410-946-5400.

### **V. House Bills**

- In general, the Committee does not hold hearings on House Bills that have been cross-filed in the Senate.
- When the Committee schedules a House Bill for a public hearing, the Committee will accept limited oral testimony. Three proponents (selected by the sponsor) and three opponents.

- There is no bill order for House Bills. House Bills are generally called in the order Delegates arrive. We do our best to adhere to this guideline; however, the bill order is always at the discretion of the Chair.

## **VI. General Policy and Procedures**

- Late filed Senate Bills will be sponsor only and may not be heard prior to crossover.
- Please note, the information above pertains to bill hearings. For oral and written testimony procedures for Committee briefings, please reach out directly to the Committee.