

JOTF JOB OPPORTUNITIES TASK FORCE

Advocating better skills, jobs, and incomes

Testimony in Annapolis

As the legislative session is entirely virtual this year, the rules of participation have changed significantly. What follows is an explanation of the new process and everything you need to know about submitting testimony.

Here's what you will need to testify:

1. Valid Email Address
 - a. You **MUST** enter a valid email address that *you* can access as this is how you will receive the Zoom link to get into the hearing to testify.
2. A MyMGA Account
 - a. You can register for a MyMGA Account using this [link](#).
 - b. A step by step video tutorial can be found [here](#).
3. Access to a Personal Zoom Account
 - a. You can register for a free Zoom account using this [link](#).
 - b. You can log into Zoom from most PC or mobile devices that have access to audio and video.

Signing up to Testify:

Testimony must be submitted to the committee **(2) two business days in advance from your MyMGA Account AND from the hours of 10am - 3pm**. Late testimony *will not* be considered by the committee. Here's how to sign up:

1. Login to your [MyMGA Account](#).
2. Click "Witness Sign-Up" on the options box on the far left side of the screen.
3. If it is between the hours of 10am - 3pm on a business day, you should see a list of bills that you can testify on in order of committee and bill number.
 - a. **REMEMBER-** You can only submit testimony two business days in advance of the bill hearing **and** only from the hours of 10am - 3pm. Anytime outside of that window will render you unable to sign up for that bill.
4. Search for the bill you would like to submit testimony for:

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- a. Once found, click the small checkbox to the left of the bill number. You should now see a check in the box signifying that you are signing up for this bill.
 - b. Select a “position” from the drop-down menu (FAV, UNF, FWA, None)
 - c. Select the type of testimony (Oral, Written, Both)
 - d. Click “Upload File” to upload your written testimony and any other files you want to add for the committee's consideration.
 - i. NOTE: Written Testimony MUST be uploaded in a PDF Format.
 - ii. You can upload up to 10 files per hearing.
5. Click “Save”
- a. Once you have clicked “Save”, you are all set.
 - b. You can click “Signed Up Items” to see all the bill hearings that you have signed up for, your position on the bill, the type of testimony, and the files you uploaded.
 - i. If it is still between the 10am - 3pm window *and* two business days in advance of the hearing, you can still edit your stance and any documents you have uploaded. If that 10am - 3pm window has passed, you *will not* be allowed to make changes.

A step by step video tutorial of the testimony sign up process can be found [here](#).

FINAL NOTE: You can only submit oral testimony on your own behalf and *NOT* on the behalf of someone else. If you are attempting to submit multiple testimonies on behalf of several coalition members, *each coalition member* will need their own MyMGA Account if they want to submit oral testimony and speak at the hearing. You can, however, submit written testimony on their behalf (but you can only upload 10 written documents per hearing.)

Committee Rules:

Each Committee has specific rules with regards to the testimony sign-up window, start time of hearings, and how long you get to testify. See the rules for your specific committee in the [House](#) or [Senate](#).

For further information, contact:

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