



Easter Seals Central Texas  
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## Testifying at a Hearing

### Preparing Your Testimony

- Oral testimony is limited to **3 minutes** during a hearing, but you can also submit unlimited written testimony and supporting documents. You will need to provide a **printed copy for each committee member**. Committee size varies so confirm the **# of copies needed** ahead of time.
- Submitting written testimony is helpful because it allows you to elaborate on your position. It is also helpful in case a hearing runs long and you need to leave before your name is called for public comment.
- 3 minutes of oral testimony is approximately **one page** of written testimony.
- It can be helpful to write out your 3 minute testimony and **practice**.
- You do not have to speak from memory. **You can read your testimony** if that is more comfortable for you.

### Witness Registration

- Senate committees use printed **witness registration cards and kiosks**. House committees use **electronic witness registration**. You can register at one of the **touch screen kiosk stations** located in the hallway near the hearing room or **via your laptop or phone within the Capitol**.
- Seating is available in the hearing room for the public. If the hearing room is full, an overflow room will be available to watch the hearing telecast.

### Public Comment

- Committees will hear invited testimony first. After invited testimony, the chair of the committee will call for public comment.
- When your name is called, sit at the table at the front.
- Begin your testimony by first **thanking the committee** chair and committee members for the opportunity to provide public comment.
- **Introduce yourself** for the record: first and last name and where you are from.
- State your position on a bill or section of a bill: for, against, or on.
- **Tell your story**
- End your testimony stating that you are **open to questions**.

### Example:

1. "Thank you committee chair and members for the opportunity to provide public comment today. My name is\_\_\_\_\_. I am from \_\_\_\_\_, Texas. I am here today testifying for/on/against Senate/House Bill #.
2. Testimony
3. "I am happy to answer any questions you may have for me at this time."

*For more information please contact Jolene Sanders at 512-615-6872, or [jsanders@eastersealstx.org](mailto:jsanders@eastersealstx.org)*