



COMMITTEE HEARINGS

Nothing is better than attending in person in professional business attire.

PLAN ON SPEAKING/TESTIFYING

- You must sign-in prior to the start of hearing in order to speak, so arrive early.
- If you are uncomfortable speaking, filling a seat is important, along with submitting your written testimony.

SUBMIT WRITTEN TESTIMONY

- Submit written testimony even if you are planning on testifying. Should events preclude your testimony you have submitted written testimony for the committee's review in their Executive Session.
- One page is always best – Legislators don't have time to read massive documents – two or three points are sufficient. Be polite and concise.
- Include your name, address and complete contact information.
- List any clubs or organizations you represent below your signature.
- Most committees have up to 17 members. Make a copy of your written testimony for each committee member and submit it to the clerk when you sign in prior to the start of the hearing.

CHECK HEARING DATES

Check the hearing schedule the day prior - hearing dates can change. Do this by:

Calling the Clerk's office -- 617-722-2356

Checking the Web site "Committee Hearings scheduled for:"

Half way down page <http://www.mass.gov/legis/>

Be polite and courteous to everyone--Legislators, State House Staff and the Opposition!

IF YOU CANNOT ATTEND THE HEARING

- Write a letter to each committee member
Mail is best
Fax is second best
E-mail third best
- Contact your own legislators (if they are not on the committee conducting the hearing)
Explain your position.
Ask if your Senator or Representative will:
 - 1) attend the hearing and speak about bill,
 - 2) contact committee chairs and support your position.