

GIVING TESTIMONY TO A LEGISLATIVE COMMITTEE

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Legislative Information at: <http://www.capitol.hawaii.gov/site1/info/guide/process04.asp>*

Information to **track a bill** may be easily obtained from the Hawaii State Legislature website: **www.capitol.hawaii.gov**. Find out which committees your bills have been referred to by checking this website or by contacting your district representative's or senator's office, the Chief Clerk's Office of either the House (Ph: 586-6400/Fax: 586-6401) or the Senate (Ph: 586-6720/Fax: 586-6719).

To get on a committee mailing list to receive copies of agendas, public hearing notices, and informational briefing notices, inform the appropriate committee chair of your interest. The most timely and cost-effective method, however, is to be placed on an **automatic e-mail** list through the Hawaii State Legislature website listed above.

You may have an opportunity to influence the decision of a committee chair to consider a bill and to schedule the bill for a public hearing by **contacting the committee chair or committee clerk** as soon as the bill has been referred to the committee. At this time, you should provide the committee chair or committee clerk with background information on the bill and answer any questions that they may have. You may also want to **send a letter** to the committee chair to raise your concerns about the bill or express your support or opposition to the bill, either as an individual or on behalf of your group or organization.

For the most part, committee chairs control their committee's agenda and schedule the bills that they feel should move through the legislative process. However, you may want to consider communicating your views to the individual members of each committee who may then voice your concerns to the committee chair.

Continue ...

If your bill is scheduled for a **public hearing**, keep these **guidelines** in mind:

- When submitting testimony on a bill, the committee may require you to present a minimum number of copies of written testimony to be inserted into individual committee folders for distribution to committee members and staff. Written testimony should be submitted to the appropriate office at least 24 hours prior to the hearing. Testimony may also be delivered via email to House Committees using the appropriate committee email address (see pages. 23 - 24 for House Committee email addresses).
- If you are unable to prepare and submit written testimony in time for a hearing, some committee chairs may allow the presentation of oral comments at the public hearing. However, you should be prepared to submit written testimony summarizing your oral comments as soon as possible after the public hearing.
- Generally, each committee chair follows the order of the bills listed on the agenda.
- As a courtesy to departmental and other government officials who must testify before a number of committees each day, most committee chairs allow government representatives to present their testimony before the general public presents its testimony.

Prepare your oral testimony in advance and be brief unless asked to elaborate. Do not read your written testimony. If you are asked to summarize your oral testimony, comply with the committee chair's request. There may be a large number of bills scheduled and many testifiers. When presenting oral testimony, it helps to:

- Be specific and to the point regarding the bill on which you are testifying.
- Be prepared to answer questions from committee members about your testimony or your position on the bill. If you don't know the answer to the question, just say so. You can always get the information to the committee later.

WRITTEN TESTIMONY OUTLINE

- CHAIR OF THE HOUSE OR SENATE COMMITTEE NAME
OF THE HOUSE OR SENATE COMMITTEE
- Your name
The group or organization that you represent (if any)
A contact number or address
- Day and Date of Hearing
- Your position on the measure and the bill or resolution
number, and draft number (if any)
- Introduction:
 1. Introduce who you are and/or the group or organization that
you represent;
 2. State the measure you are testifying on; and
 3. State your position on the measure (e.g., "I am testifying
in favor of/in support of" or "I am testifying against/in
opposition to ..." or "I am testifying against/in opposition
to ..." or "I am providing comments on...")
- Content:
State or list the reasons for taking your position, starting with
the most important or compelling reasons. Include any facts,
figures, statements, and experiences to support your position.
- Closing:
 1. Include any closing remarks; and
 2. Reiterate your position on the measure (especially if you
did not state your position previously within the testimony).

EXAMPLE WRITTEN TESTIMONY

UNIVERSITY of HAWAII
MANOA
RL: 2156

Water Resources Research Center
Environmental Center

SB 2356

RELATING TO THE ENVIRONMENT

Senate Committee on Education

Senate Committee on Energy and Environment

Joint Public Hearing - February 4, 2008

1: 15 p.m., State Capitol, Conference Room 225

By

Denise Eby Konan, Department of Economics

Mar y Tiles, Department of Philosophy and Chair of the Sustainability Council

Peter Rappa, Environmental Center

SB 2356 makes an appropriation to the University of Hawaii to finance energy conservation and renewable energy matters to make Saunders Hall a campus and community model of sustainability and energy conservation. Our statement on this measure does not represent an institutional position of the University of Hawaii.

The Environmental Center supports the intent of this bill. We strongly support the student initiative to reduce the amount of energy used by Saunders Hall on the UH Manoa (UHM) campus. Sustainable Saunders is a wonderful model for the behavioral modification side and the students, faculty and staff involved are doing a great job. In an ideal world they would get all the funds they need for retrofits. We applaud the Legislature for its interest in Sustainable Saunders.

Saunders Hall, however, is not the biggest energy users among campus buildings though it is probably the best documented. We would not like to see the funding of retrofits for Saunders Hall come at the expense of the repair and maintenance funds for other more energy intensive buildings. We ask the committees to keep in mind that UHM is devising a strategy to address energy use on campus and we need to stick to campus priorities and the plan that is being developed for tackling big ticket energy reduction measures. We suggest that the language be made flexible to include Saunders "and other high impact energy retrofits on the Manoa campus." This flexibility will allow campus energy planners to include Saunders amongst other energy saving projects.

Thank you for the opportunity to comment on this bill.

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