**Tips for Testifying in Committee**

* While one must be requested to testify *before the floor* of either the House or Senate by a member of that chamber, any member of the public may testify in *committee meetings*.
* Know the location and time of the committee meeting. Committee meeting times are subject to change, so check the following links for up-to-date information:
	+ [House Committee Meeting Notices](http://legis.delaware.gov/LIS/lis148.nsf/HouseMeetingNotices?open)
	+ [Senate Committee Meeting Notices](http://legis.delaware.gov/LIS/lis148.nsf/SenateMeetingNotices?OpenForm&Start=1&Count=30&Expand=1.10&Seq=7)
	+ If you are unfamiliar with the location of the meeting, click [here](http://legis.delaware.gov/legislature.nsf/FSMain?OpenFrameset&Frame=right&src=/legislature.nsf/lookup/roomlocations) for detailed information on where committee meetings rooms are located. Upon arrival, you can also visit the kiosk in the lobby or the television monitors in the cafeteria on the ground floor of the building for up-to-date information on committee meetings.
	+ Be prepared to arrive 15-20 minutes early to allow time to park, clear security, and find the correct committee meeting room. Parking is available to the public at the Public Archives Building across from Legislative Hall. Please note that visitors must have a government-issued picture identification card to enter the building.
* Understand that seating may be limited; if the meeting is busy, observers may have to stand.
* It is suggested to supplement your prepared remarks with written testimony. This testimony should be e-mailed to the committee chair beforehand or given to the committee staff at the meeting. Written testimony will be included as an attachment with the official meeting minutes. Written testimony can be submitted in lieu of speaking, but submitting such testimony does not prohibit you from speaking. Be sure to bring enough copies of written testimony for all committee members and legislators present. To see how many committee members there are, visit the following links:
	+ [House Committees](http://legis.delaware.gov/LIS/lis148.nsf/HCommittees?open)
	+ [Senate Committees](http://legis.delaware.gov/LIS/lis148.nsf/SCommittees?open)
* Sign in if an attendance sheet or speaker list is provided. While the format of the sheets varies by committee, most ask for your name, title, if you wish to provide testimony in support or opposition of a bill, and what organization/interest you represent.
	+ The sign-in sheet will usually be placed on the committee hearing table, provided to you by a committee staff member, or circulated around the room. If you do not see a sign-in sheet, ask the committee staff where to sign in. If you want to speak, you *must* sign in.
* Wait until the chair calls upon you to speak.
	+ The typical order of speaking is as follows: the committee chair, the committee members, the other members of the General Assembly, expert witnesses, the public.
* When called upon to speak, state your name, title, and organization/interest for the record prior to beginning your testimony.
* Address members of the House and members of the Senate as Representative and Senator, respectively. Do not address members as sir or ma’am.
* Be prepared to answer any questions that legislators may have regarding your testimony.
* Public comment may be restricted to a specified time limit per speaker depending on the volume of public comment. The committee chair will typically announce such limits at the beginning of the meeting. Time limits are typically 2-5 minutes. The chair facilitates the meeting and reserves the power to cut off lengthy testimony during the public comment period.
* Keep your talking points clear, concise, and relevant to the topic or bill being discussed.
* Avoid repeating remarks or points made previously by others.
* Be respectful when legislators are speaking or other individuals are testifying despite differing points of view.