

TIPS FOR

TESTIFYING

Before a Legislative Committee

IN PREPARATION

Know the process and players.

Before testifying, know who is sponsoring the bill, as well as who supports or opposes the bill and why. Be familiar with the committee Chair, committee members, and legislative staff. Let the sponsor of the bill or key Legislators know if you plan to testify.

Know the purpose of your testimony.

Identify why you are testifying. Do you plan to testify in support of, in opposition to, or neutral on the bill? Prepare your testimony beforehand, and highlight important information early in your remarks.

Check the schedule.

Check the legislative website (<https://www.leg.state.nv.us/>) and with legislative staff to learn when the bill is scheduled for a hearing. If you represent a State agency, also contact your legislative liaison. Be advised: schedules can change quickly, especially at the end of a legislative session.

WHEN IT'S YOUR TURN TO TESTIFY



IMPORTANT

Triple check your facts and figures, and be prepared to explain the source of your data. Remember, what you say will become part of the public record.



A person who knowingly misrepresents any fact when testifying in a hearing or in communications to a Legislator preliminary to that hearing is guilty of a misdemeanor pursuant to (2).

A FEW MORE TIPS...

1

Sign in to the meeting attendance roster, if available. On the roster, indicate whether you wish to testify, as well as your position on the bill.

2

Explain your position clearly and simply, and do not repeat earlier testimony.

3

Be brief. Testimony may be limited to a certain amount of time. Be prepared to adjust your testimony to accommodate changes in time limits or other directions from the Chair.

4

Be specific about your recommendations if you have a proposed amendment. Provide them in written form, and include your contact information.

5

Be prepared to answer questions from committee members. If you do not know an answer, say you will follow up with the information, and do so.

6

If you have written materials to present, bring enough copies for committee members, staff, and members of the public. The meeting agenda usually identifies the appropriate number of paper copies to provide.

7

Check the committee deadline for providing a copy of your testimony and any other handouts to the committee secretary. The meeting agenda typically provides this information.

REASONABLE ACCOMMODATIONS

The Legislature is pleased to make reasonable accommodations for people with disabilities who wish to participate in committee meetings. If special arrangements are necessary, please email accessibility@lcb.state.nv.us or call (775) 684-6903 as early as possible before the meeting.



Some committee meetings may have options to participate virtually, telephonically, and/or in person at various locations. To find out about participation options for a specific meeting, be sure to check the agenda, consult the legislative website, and/or contact legislative staff for details.

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