

## HOW TO SUBMIT LEGISLATIVE TESTIMONY

### In Support of LD 461

on

**Tuesday, March 28<sup>th</sup> at 1:00 p.m.**

(The time of the hearing scheduled by the Committee is not precise – please be flexible.)

### Submitting Written Testimony Online

The website is: <https://legislature.maine.gov>

Scroll down to the section entitled Publication and Resources and click on the box for **Testimony Submission**.

Click on **Public Hearing**. Read the instructions there.

Choose a committee by using the drop-down menu and select **State and Local Government**.

Choose the date of **March 28, 2023 at 1:00 p.m.**

Select **LD 461 – An Act Regarding Private Roads**.

Click on the link to read the **Submission and Signup Guidelines**. **Try to keep testimony to one or two typed pages!**

Also Read the Testimony Submission instructions in red.

If you want to testify via Zoom, check the box to submit your testimony via Zoom.

You may either type your testimony into the box or type it first and then cut and paste it into the box, or you can attach a .pdf or one of the accepted formats listed in the Submission Guidelines.

Scroll down and fill in your name, your city/town or organization, your email address, and phone number.

Click the box to prove you're not a robot, then click SUBMIT.

### Submitting Live Testimony via Zoom

Ensure the **name** that shows for you on your Zoom screen is you, so the Committee will know who you are.

Ensure you know how to **mute/unmute** yourself and to **turn on/off your video**.

Follow the directions for **Submitting Written Testimony Online** but click on the box to **Testify via Zoom**.

On the day of the hearing, **the Committee Clerk will send you a Zoom link**.

You will be able to watch and hear the hearing but won't be able to speak until the Committee admits you.

Shortly before it's your turn to testify, the Committee will admit you to speak. Don't be alarmed if you go off screen for a minute while they switch from the previous person testifying to you.

*Note: If you have a problem with the Zoom link, call the Committee Clerk, Maggie Hood, at 207-287-1312.*

(It's also possible to testify through Zoom via phone. The Zoom link you will be sent will provide a phone number to call, and you will need the Meeting I.D. and Password from the Zoom Link message.)

### Submitting Testimony In Person

The hearing will be on **Tuesday, March 28<sup>th</sup> at 1:00 p.m.** in the **Cross Building (behind the State House) in Room 214**.

The Committee requires you **bring 20 copies** of your written testimony to hand out to the Committee. **Try to keep testimony to one or two typed pages!**

Live testimony is limited to **three minutes or shorter** depending on the number of people who will be testifying.

### Sample testimony:

Your testimony can be as short as, "My name is \_\_\_\_\_, I live in \_\_\_\_\_, and I am writing in favor/support of LD # 461.

However, your testimony is more effective if you explain to the Committee in your own words why you support the bill. That can be as short as a couple of sentences, or longer as needed.