



# PCP LEGISLATIVE PARTICIPATION GUIDE

Want to get involved in the legislative session but don't know where to begin? Follow this guide!!



## READ

Read bills and follow them through the Legislature



## WATCH

Watch committee meetings and floor sessions



## TESTIFY

Share your thoughts about a bill to a committee

# ABOUT THIS GUIDE



## THIS GUIDE PROVIDES INFORMATION ON HOW TO:

- [Find your legislator](#)
- [Access translation services](#)
- [Search for and read bills](#)
- [Watch committee meetings and floor sessions](#)
- [Testify on a bill remotely or in person](#)

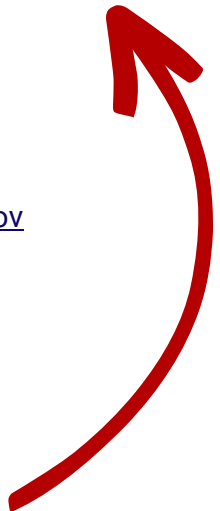


## IMPORTANT LINKS AND NUMBERS:

- Oregon Legislature's Website: [oregonlegislature.gov](http://oregonlegislature.gov)
- Translation Services: [bit.ly/ORLanguageServices](http://bit.ly/ORLanguageServices)
- Testimony Information: [bit.ly/ORtestimony](http://bit.ly/ORtestimony)
- How Ideas Become Law: [bit.ly/OR-IdeaToLaw](http://bit.ly/OR-IdeaToLaw)
- Questions about the legislature and process:  
[help.leg@oregonlegislature.gov](mailto:help.leg@oregonlegislature.gov) / 1-800-332-2313

## FIND MY LEGISLATOR

1. Go to [bit.ly/OR-FindMyLegislator](http://bit.ly/OR-FindMyLegislator)
2. Enter your address into the search bar and click the icon
3. The website will populate your State Representative, State Senator, and Congressperson along with their contact information and websites.



# TRANSLATION SERVICES



To request Language Services please email [LanguageAccess@OregonLegislature.gov](mailto:LanguageAccess@OregonLegislature.gov) or call 503-986-1538



Upon request, the Legislature offers spoken languages and American Sign Language (ASL) interpretation to support testimony in a committee hearing or to meet with a legislator.

Your request will be received by the legislative language access team, which is part of the Legislative Policy and Research Office (LRPO).

**Please submit your request for language interpretation 3 business days in advance of the public hearing.**

The Oregon Legislature will use best efforts to provide requested services within three business days of the date the request is made, but more time may be needed to arrange for the request to be fulfilled.

**TRANSLATE [OREGONLEGISLATURE.GOV](https://www.oregonlegislature.gov)**

1. Go to [OregonLegislature.gov](https://www.oregonlegislature.gov)
2. In the top right corner of the webpage, click on "Select Language" under Translate.
3. Pick a language from the drop-down menu, and the Oregon State Legislature website will be translated to your language selection.





# READ

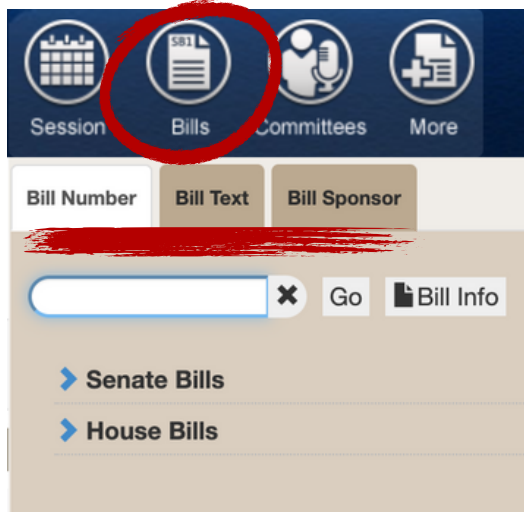


## Find bills on Oregon Legislative Information system (OLIS).

1. Go to OregonLegislature.gov
2. In the top right corner of the webpage, click on "OLIS."
3. By default, you will be able to search the bills introduced during the current session.

**Tips:** If you want to search bills from a different session, click on "Session" in the top right corner and select the year you'd like to review.

If you are interested in bills related to education, try typing keywords such as "education" in the search bar. Start with broad keywords, then narrow down your search.



4. Click on "Bills" in the top right corner. Search by bill number, keyword, sponsor, or you can click on "Senate Bills" or "House Bills" drop-down menus to view all bills.



**e-Subscribe**  
Email News Alerts


If you'd like to follow a bill through the legislative process, click e-subscribe Email in the bottom right corner of the bill's OLIS page to receive email updates when a bill is scheduled for a public hearing, committee vote, or a vote of the full House or Senate.

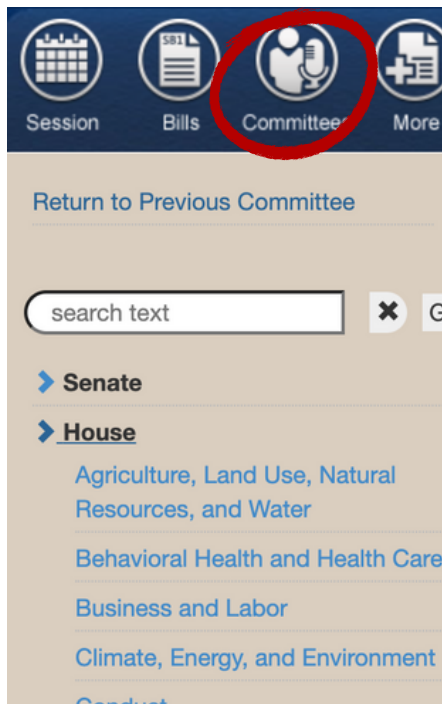
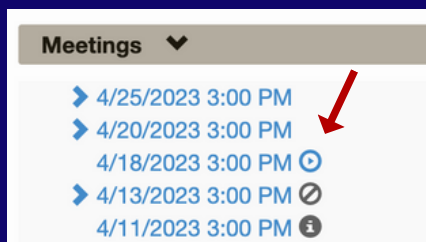


# WATCH



## Watch Archived Meetings

- Go to [OregonLegislature.gov](https://OregonLegislature.gov)
- In the top right corner of the webpage, click on "OLIS."
- Select "Committees" in the top right corner, which will open a drop down menu. Search for the committee you're looking for, or click the drop down menu and select the committee.
- Once you're on a committee page, view the column on the right listing each meeting. Click on the link to view the meeting materials, and click on  to view the recording.



## Watch Live Meetings:

Go to [OregonLegislature.gov](https://OregonLegislature.gov)

- **Today's Events at the Capitol** lists committee meetings and floor sessions happening that day.
- Click the link under location for the meeting you'd like to view. This will take you to a live video feed of the committee meeting or floor session.

# TESTIFY



**Testifying at a public hearing is one of the most effective ways to engage with a bill and express your thoughts to legislators.**

## **Other things to know about:**

**TIME LIMIT:** There will most likely be a three minute time limit on your testimony, but it could go down to two minutes if there are a lot of people interested in testifying. It is always suggested and encouraged to write out your testimony and practice saying it.

**ALWAYS INTRODUCE YOURSELF:** At the beginning of your testimony, greet the committee chair by title and name. State your name, where you reside, and your organization/expertise (If it is applicable for the hearing)

## **WHY SHOULD I TESTIFY?**

If you've testified in a legislative committee, know that you don't need to be a policy expert or attorney --- legislators prioritize hearing from members of the public whose lives are impacted by the policy they are considering, so they will be listening to your testimony closely. The most important thing is to talk about how the issue is affecting you.

### **WRITTEN TESTIMONY:**

You can submit written testimony in addition to or instead of testifying live. The testimony will be posted publicly and will be made available to legislators as they are considering bills.



# TESTIFY



## How Do I Testify?

In order to testify on a bill, it must be scheduled for a Public Hearing.

### Step 1 - Confirm Public Hearing is Scheduled

Go to [OregonLegislature.gov](https://OregonLegislature.gov) and visit a bill's OLIS page.

Look at a bill's measure history and check scheduled events:

Meeting Type	Date
Public Hearing	4/27/2023 3:00 PM

### 2023 Regular Session

House Committee On Agriculture, Land Use, Natural Resources, and Water

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Assigned Measures						Meetings	
Bill	Meeting Type	Upcoming Meeting Date & time	Location	Current Location	In Committee		
SB 57	PUB	4/25/2023 3:00 PM	HR D	In House Committee	✓	4/25/2023 3:00 PM	
SB 161	PUB	4/25/2023 3:00 PM	HR D	In House Committee	✓	4/25/2023 3:00 PM	

### Step 2 - Determine how you will testify

In 2021, the Legislature began allowing remote testimony by phone or video, a process continuing today. Here are ways you can testify on a bill:

[Submit written testimony.](#)

[Give verbal testimony remotely by phone or video](#)

[Give verbal testimony in person at the Capitol in Salem](#)

# SUBMIT WRITTEN TESTIMONY



## STEP 1 - NAVIGATE TO SUBMISSION FORM

Go to [OregonLegislature.gov](https://OregonLegislature.gov) and click on OLIS



From the Bill Page:



Click on "Bills" in the top right corner and navigate to the bill you'd like to submit written testimony for.

On the Bill overview page, click on "Submit Testimony."

Only bills scheduled for a Public Hearing will allow you to submit testimony.

4-  
27  
(8) [Public Hearing Scheduled](#)

[Register  
to Testify](#) [Submit  
Testimony](#)

[Scheduled Events](#)

From the Committee Page:



Click on "Committees" in the top right corner and navigate to the bill you'd like to submit written testimony for.

On the Committee overview page, click on "Submit Testimony."

Staff		
LPRO Analyst	<a href="#">Anna Glueder</a>	503-886-1511
Committee Assistant	<a href="#">Sean McPhee</a>	503-886-1516
Submit Public Testimony	<a href="#">Click to Submit Testimony</a>	

## STEP 2 - SUBMIT YOUR WRITTEN TESTIMONY

- Make sure the correct committee is selected from the drop down menu, and choose the meeting date of the bill's public hearing.
- Select the bill you'd like to submit testimony for.
- Fill out the required fields and submit a text testimony or upload a PDF.

Choose a committee:

Choose a meeting date:

You are submitting testimony for:

☒ HB 2504 ☐ Public Hearing ☐ Directs Department of Early Learning and Care to adopt standards and processes to reduce barriers that impede international early childhood professionals from entering early learning workforce in Oregon.

First Name\*  Letters and numbers only

Last Name\*  Letters and numbers only

Email Address\*  Administrative Use Only - Will not be published

Organization or City of Residence\*  Letters and numbers only

On behalf of (if applicable)  Letters and numbers only

Position on the Measure\* ☒ support ☐ oppose ☐ neutral

[Submit text or upload a PDF:](#) ☐ Text Testimony ☐ Upload a PDF



# **GIVE VERBAL TESTIMONY - REMOTELY**



## **STEP 1 - JOIN THE MEETING**

### **JOIN BY MS TEAMS:**



- Use the Microsoft Teams meeting link that you will receive in an email to join the committee meeting at least 5 minutes before it starts.
- Make sure your camera is off and your microphone is muted. Stay that way until you are called on by the Chair to speak.

### **JOIN BY PHONE:**



- Call the phone number provided during registration to join the committee meeting at least 5 minutes before the meeting starts.
- Make sure your microphone is muted until you are called on by the Chair to speak.
- Press \*6 to unmute.

## **STEP 2 - TESTIFY**

- When the Chair calls on you to testify, unmute your microphone and turn on your camera. (optional)
- Introduce yourself: Greet the committee chair by title and name. State your name, where you live, and your organization/expertise (if applicable for the meeting).
- Provide your testimony. If there are a lot of people testifying on the bill, your remarks may be limited to 2-3 minutes.
- After your testimony, turn off your camera and mute your microphone.

**If you do not respond when called on to speak, or you encounter technical difficulties, you may not be able to testify. If this happens, you may submit your testimony in a written format up to 48 hours after the scheduled start time of the committee meeting.**

# GIVE VERBAL TESTIMONY- IN PERSON



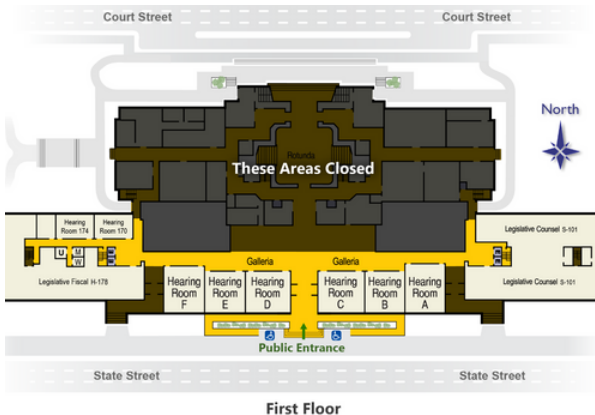
## STEP 1 - ARRIVE AT THE CAPITOL

- Plan to arrive at least 30 minutes prior to the public hearing to find parking, enter the building through a security checkpoint, and find the hearing room.
- Enter the Capitol through the doors at the center of the building on State Street -- there is no entry to the building on Court Street.
- Find the hearing room the committee is meeting in. All committee hearings are taking place on the 1st floor of the Capitol.

**A HELP DESK IS LOCATED JUST INSIDE THE BUILDING; STOP THERE WITH QUESTIONS OR FOR ASSISTANCE WITH REGISTERING TO TESTIFY OR TO SUBMITTING WRITTEN TESTIMONY.**

## STEP 2 - TESTIFY

- When the Chair calls on you to testify, move to the witness desk in front of the committee. Adjust the microphone to a comfortable height.
- Introduce yourself: greet the committee chair by title and name. State your name, where you live, and your organization/expertise (if applicable for the hearing)
- Provide your testimony. If there are a lot of people testifying on the bill, your remarks may be limited to 2-3 minutes.
- After your testimony, wait for others at the witness desk to finish their testimony, and then head back to your seat or exit the hearing room.



**QUESTIONS ABOUT THE LEGISLATURE AND THE LEGISLATIVE PROCESS:**

[help.leg@oregonlegislature.org](mailto:help.leg@oregonlegislature.org) / 1-800-332-2313