



# MEMORANDUM

Prepared for: Legislative Assembly  
Date: July 27, 2020  
By: Legislative Policy & Research Office  
Re: Public testimony at remote public meetings

**LPRO: LEGISLATIVE POLICY AND RESEARCH OFFICE**

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In order to protect the health and safety of lawmakers, legislative staff, and the general public during the coronavirus pandemic, most legislative meetings are being held remotely via video conference and telephone. Members of the public can submit written testimony for inclusion in the record and, if a committee or task force is taking oral public testimony during the meeting, can testify “live” before the committee via telephone or at a public testimony kiosk at the main State Street entrance of the Capitol building.

## **WRITTEN TESTIMONY**

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Written testimony can be submitted either via e-mail or postal mail. Written testimony must be received or postmarked before the record closes to be included in the official record. Unless otherwise specified by the Chair/Co-Chair, the record closes when a meeting ends.

### **E-mail**

Written testimony can be submitted to a committee or task force exhibit email address. Each committee or task force email address is on the letterhead of a meeting agenda or linked under that committee’s [“Overview” page](#) on the legislative webpage under “Staff.”

### **Postal Mail**

Written testimony can be addressed via postal mail to a specified committee or task force at 900 Court Street NE, Room 453, Salem, Oregon, 97301.

## **LIVE TESTIMONY**

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Live testimony can be given either via telephone or at a public testimony kiosk at the main State Street entrance of the Capitol building. Each agenda will note if public testimony is being taken, and the amount of time for testimony will be at the discretion of the Chair/Co-Chair.

### **Telephone**

Live testimony can be delivered via telephone by registering in advance using either the weblink or toll-free phone number in the agenda under “Remote Oral Testimony.” Each registrant will receive a toll-free number to call no later than 15 minutes before public testimony is scheduled to begin and may testify if called on by the Chair/Co-Chair.

### **Public Testimony Kiosk**

Live testimony can also be delivered at the Capitol using the public testimony kiosk at the main State Street entrance of the building. Any person can sign up at the kiosk no later than 15 minutes before public testimony is scheduled to begin and provide testimony using equipment provided by legislative staff at the kiosk if called on by the Chair/Co-Chair.