



OREGON
HOUSE
REPUBLICANS

Legislative Session Participation Guide

A guide to the political
process and how YOU
can get involved.

WELCOME TO
YOUR CAPITOL





ABOUT:

This guide will cover how to:

- Get in contact with your legislator
- Navigate your State Capitol
- Search for and read bills
- Watch committee meetings and floor sessions
- Testify on a bill in person or online
- Submit written testimony



IMPORTANT LINKS:

Oregon Legislative Website:

oregonlegislature.gov/

Oregon Legislative Information System (OLIS):

olis.oregonlegislature.gov/

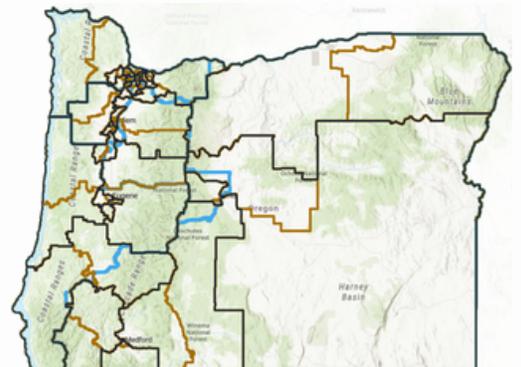
For all questions about the legislature:

help.leg@oregonlegislature.gov | 1-800-332-2313



FIND MY LEGISLATOR:

Go [here](#) and enter your full address





NAVIGATE YOUR CAPITOL:



First Floor

- | | |
|---|---|
| 1. Rotunda | 10. Financial Services |
| 2. Information Desk/Galleria | 11. Legislative Revenue |
| 3. Welcome Center | 12. State Treasurer |
| 4. Capitol Store | 13. Meeting Rooms 167E & F |
| 5. Hearing Rooms HR A - HR H | 14. Legislative Commission on Indian Services |
| 6. Visitor Services | 15. Oregon Tribes Treaty Room 167B |
| 7. Legislative Administration & Human Resources | 16. Legislative Fiscal |
| 8. Secretary of State | 17. Courtyards |
| 9. Oregon State Police | 18. Legislative Counsel |

Second Floor



Second Floor

- | | |
|------------------------------------|-----------------------------------|
| 1. Senate Chamber | 7. Chief Clerk of the House |
| 2. Secretary of the Senate | 8. House Speaker's Office |
| 3. Senate President's Office | 9. House Democratic Caucus Office |
| 4. Senate Democratic Caucus Office | 10. House Member Offices |
| 5. Senate Member Offices | 11. Governor's Ceremonial Office |
| 6. House Chamber | |



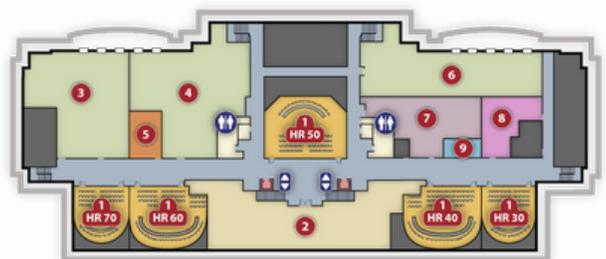
NAVIGATE YOUR CAPITOL:



- Third Floor**
- | | |
|------------------------------------|-----------------------------------|
| 1. Senate Chamber Gallery | 6. House Chamber Gallery |
| 2. Senate Republican Caucus Office | 7. House Republican Caucus Office |
| 3. Senate Member Offices | 8. House Member Offices |
| 4. Legislative Policy and Research | 9. Meeting Room 357 |
| 5. Meeting Room 343 | |



- Fourth Floor**
- | | |
|--------------------------|------------------------------------|
| 1. House Member Offices | 3. Legislative Policy and Research |
| 2. Senate Member Offices | 4. Legislative Policy and Research |



- Concourse**
- | | |
|---------------------------------|--|
| 1. Hearing Rooms HR30 - HR70 | 6. Information Technology & Audio Video Services |
| 2. Capitol Cafe | 7. Capitol Club |
| 3. Facility & Security Services | 8. Press Offices |
| 4. Information Technology | 9. Meeting Room 42 |
| 5. Press Room | |



BUILDING SECURITY:

Weapons (such as pepper spray, knives, firearms, etc) are **prohibited** inside the Capitol. There are **no exceptions** for concealed carry permit holders.



OLIS:

Q: What is OLIS?

A: The Oregon Legislative Information System (OLIS) is an online platform that allows users to engage with the legislative process.



OLIS: **READ BILLS**

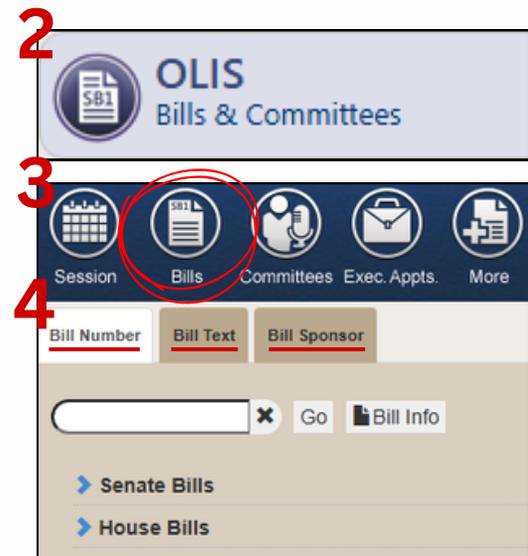
1. Go to oregonlegislature.gov

2. In the top right corner of the webpage, click “OLIS.”

3. By default, you will be able to search the bills introduced during the current session. Not finding what you’re looking for? Double-check you’re searching the correct session.

Note: If you want to search bills from previous sessions, click “Session” in the top-right corner.

4. “Bills” in the top right corner will allow you to search by bill number, keyword, or sponsor. Use the drop-down menus to view all bills.



To track a bill as it moves through the legislative process, select **e-Subscribe** in the top-right corner of the bill’s OLIS page. You’ll receive email notifications when the bill is scheduled for a public hearing, a committee vote, or a vote by the full House or Senate. These notifications are for the current session and you can unsubscribe at any time.

[e-Subscribe](#) | [RSS](#) 

Note: You can subscribe to a committee for notifications too.



OLIS: WATCH MEETINGS LIVE

1. Go to oregonlegislature.gov
2.  Today's Events at the Capitol lists committee meetings and floor sessions planned that day.
3. Click the play button 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.



OLIS: ARCHIVED MEETINGS

1. Go to oregonlegislature.gov
2. Go to "OLIS."
3. "Committees" in the top right corner will open a drop-down menu. Search for the committee you're looking for, or use the drop-down menus to select the desired committee.
4. Once on the committee tab, use the column on the right to view the meeting materials, or click the play button to watch.





OLIS: TESTIFY

Why would I testify?

Legislators hear from policy experts, lawyers, and lobbyists every day. It is very impactful for them to hear from members of the public whose lives are directly impacted by the policy being considered.



What do I say?

Tell lawmakers how the issue affects you:

- How the policy would positively or negatively impact YOU and YOUR community
 - Share personal experiences and how they shaped your views
 - It's okay to feel passionately about a bill, but remember to be respectful
-



Rules and Decorum:

Time limits: There are often time limits for public hearings. Testimonies are typically limited to two or three minutes. A good rule of thumb: One page, double-spaced, with 12pt font takes about one minute to read out loud.

Introduction/addressing the committee: At the beginning of your testimony, it is required that you state your name for the record. It is also proper to greet the committee with their subsequent titles:

Example: Chair [NAME], Vice Chairs [NAMES], members of the committee, my name is...



OLIS: REGISTER TO TESTIFY

Sign up to testify in-person or via Zoom:

Step 1 - Confirm public hearing

1. Go to OLIS and find the bill
2. Open the bill's "Measure History"

| Measure History ▼ | |
|-------------------|---|
| 2-2 (H) | First reading. Referred to Speaker's desk. |
| 2-2 (H) | Referred to Early Childhood and Human Services. |
| 2-5 (H) | Public Hearing held. 🔗 |
| 2-10 (H) | Public Hearing scheduled. 🔗 |

Or, once a bill has been referred to a committee page, click on the "Assigned Measures" tab. A date will be listed if the bill has a public hearing (PUB) scheduled.

| House Committee On Early Childhood and Human Services | | | | | | |
|---|--------------|------------------------------|----------|----------------------------|--------------|--|
| Overview | | Assigned Measures | | | | |
| Assigned Measures ▼ | | | | | | |
| Bill | Meeting Type | Upcoming Meeting Date & Time | Location | Current Location | In Committee | |
| HB 4022 | | | | House Desk - Third Reading | | |
| HB 4057 | WRK | 2/10/2026 8:00 AM | HR F | In House Committee | ✓ | |
| HB 4058 | WRK | 2/12/2026 8:00 AM | HR F | In House Committee | ✓ | |
| HB 4059 | PUB | 2/10/2026 8:00 AM | HR F | In House Committee | ✓ | |



Step 2 - Decide how you will testify

1. Submit written testimony
2. Give verbal testimony remotely
3. Present testimony in person in Salem

Note: You can, and are encouraged, to submit both written AND verbal testimony if possible, even if it's a transcript of your verbal testimony.



OLIS: SUBMIT WRITTEN TESTIMONY

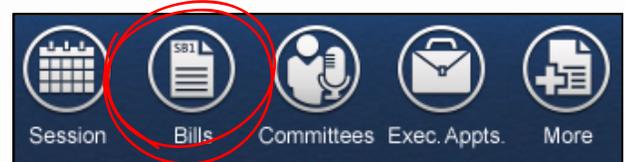
1. Go to OLIS

1



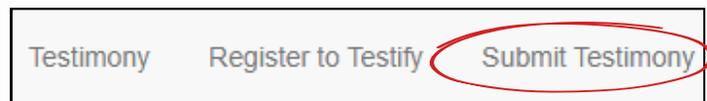
2. Open the “Bills” in the top right corner and find the bill you want to submit written testimony for

2



3. Select “Submit Testimony.” You can submit testimony up to 48 hours after a public hearing is scheduled

3



4. Make sure the correct committee, date, and bill number are selected

5. Fill out the other required information and upload a PDF of your testimony

Note: Even if the hearing starts late, the cutoff is still 48 hours after the meeting’s scheduled start time.

4

Choose a committee:

Choose a meeting date:

You are submitting testimony for:

HB 4059 Public Hearing Modifies the definition of "threatened harm" for purposes of determining whether a child has been abused.

First Name* Last Name* Email Address*

Confidential - Administrative Use Only

Organization or City of Residence* On behalf of (if applicable)

Position on Measure*

Submit text or upload a PDF: Text Testimony Upload a PDF

5

Note: Check whether you are in support or opposed to the bill and make sure your position is listed accurately. This is easy to correct and will ensure your voice is accurately represented to viewers.



OLIS: REGISTER FOR VERBAL TESTIMONY

1. Go to OLIS

2. Open the “Bills” in the top right corner and find the bill you want to submit written testimony for

3. Select “Register to Testify”

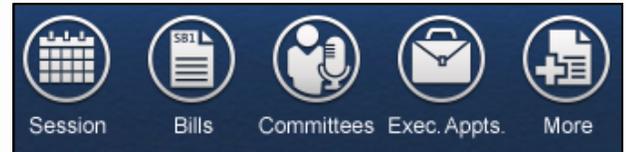
4. Fill out all required fields and select if you will testify in person or remotely

5. Click “Submit Registration to Testify”

1



2



3



4

Oregon Legislative Assembly - Public Testimony Registration Form

You are registering to speak about: **HB 4059**
House Committee On Early Childhood and Human Services
Registration Instructions / Language Access Services Information

Select the Meeting Date:
Select...

First Name:*
[Text Field]

City of Residence:*
[Text Field]

Location When You Testify:
Select...

How do you wish to be addressed?
[Text Field]

Organization:
[Text Field]

Position on the Measure:*
Select...

Last Name:*
[Text Field]

Phone Number:*
[Text Field]

Email Address:* Confidential - Administrative Use Only
[Text Field]

Organizational Title:
[Text Field]

Submit Registration to Testify Cancel

5



OLIS: REMOTE VERBAL TESTIMONY

Join the meeting:

Microsoft Teams -

1. A Microsoft Teams link will be sent to you after you register to testify. Be sure to join the meeting at least 5 minutes in advance.
2. Make sure your camera is off and your microphone is muted. Wait to turn video and audio on until called upon by the Chair.



Phone -

1. Call the phone number provided after registration at least five minutes in advance.
2. Make sure you remain muted until called upon by the Chair.

Testify:

When the Chair calls your name, unmute yourself and turn on your camera. Introduce yourself and begin your testimony. When finished, return to mute and turn off your camera. Remember that time may be limited and plan accordingly. You are then free to leave, but are strongly encouraged to listen to the rest of the hearing.

You are not guaranteed the chance to testify. If too many people are registered to testify, the Chair will prioritize those who attend in person and then allow as many people online to testify that time allows. If you are not called on to speak, you can submit written testimony up to 48 hours after the scheduled start time of the meeting.



OLIS: IN PERSON VERBAL TESTIMONY

Arriving at the Capitol:

- 1. Plan to arrive at least 30 minutes before the meeting is scheduled to start to leave time for parking and security.**
- 2. While the Capitol is under construction, enter through the center doors on State Street.**
- 3. Find the correct hearing room and get situated. Hearing rooms are located on the first floor and the concourse level.**

Testify:

When the Chair calls your name, move to the witness desk in front of the dais. Adjust the microphone so it is a comfortable distance for speaking into.

Introduce yourself, greet the committee, and then give your testimony. Again, be advised that speaking time is often limited during hearings. Have a shortened, 2-3 minute version of your remarks ready.

Groups of three are often called to the dais at the same time. Wait for others in your group to finish their testimonies before heading back to your seat.



**Call our office if you have any questions:
(503) 986-1400**



ADDITIONAL RESOURCES:

Visitor Services:

Operating Hours:

8 a.m. to 5 p.m.
Monday-Friday

Phone: 503-986-1388

Visitor Services offices are located in the center of the building in office 145. The department also staffs the Information Desk at the Capitol, located across from the center State Street door entrance.

Capitol Store:

Operating Hours:

9 a.m. to 4 p.m.
Monday-Friday

Online purchases:

www.oregoncapitolstore.com

Contact:

capitol.store@oregonlegislature.gov
503-986-1391

Capitol Café:

Capitol
CAFÉ

Come visit the Capitol Café on the concourse level serving fresh breakfast and lunch options, plus specialty coffee drinks and grab-and-go items! We're open from 7am to 5pm, Monday—Friday.

Check out the menu!

Keep an eye out for our QR code coming soon—so you can order online, enjoy your meal in the Capitol Cafe, or grab it to go for your office.



For further legislative inquiries:

help.leg@oregonlegislature.gov | 1-800-332-2313



**Call our office if you have any questions:
(503) 986-1400**