



OREGON HOUSE DEMOCRATS

LEGISLATIVE SESSION PARTICIPATION GUIDE

Want to get involved in the legislative session but don't know where to start?
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

Translation Services: bit.ly/LangAccessOR

Testimony Information: bit.ly/ORtestimony

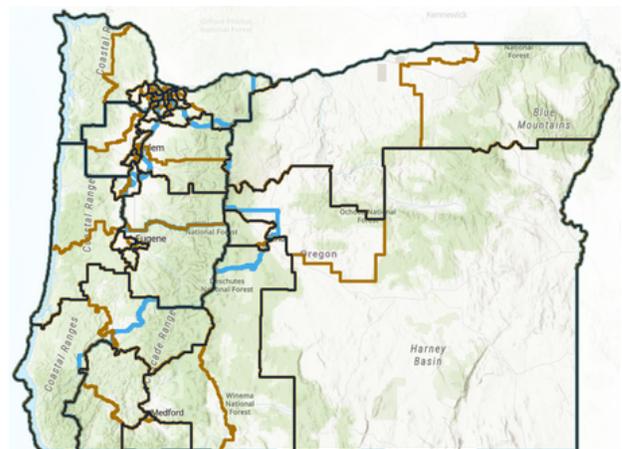
How Ideas Become Law: bit.ly/OR-IdeaToLaw

Questions about the legislature and the legislative process:

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

Find My Legislator

- 1) Go to 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.



Find Your Legislator

2



Find address or place



TRANSLATION SERVICES



To request Language Access Services please email LanguageAccess@OregonLegislature.gov or call 503-986-1538.

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

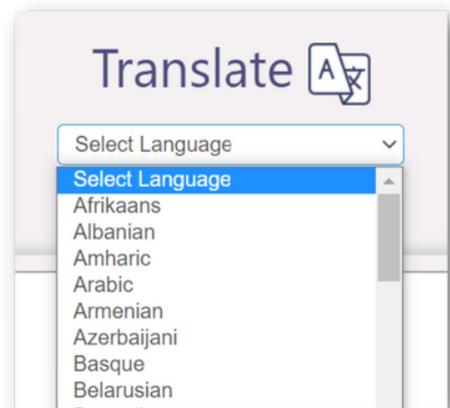
Your request will be received by the legislative language access team, which is a part of the Legislative Policy and Research Office (LPRO).

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

- 1) Go to OregonLegislature.gov/chief-clerk.
- 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.



For more information on Language Access Services, go to bit.ly/LangAccessOR

[AQUI están las instrucciones en español en cómo testificar en las audiencias de los comités](#)



CAPITOL MAP

900 Court St NE, Salem Oregon 97301

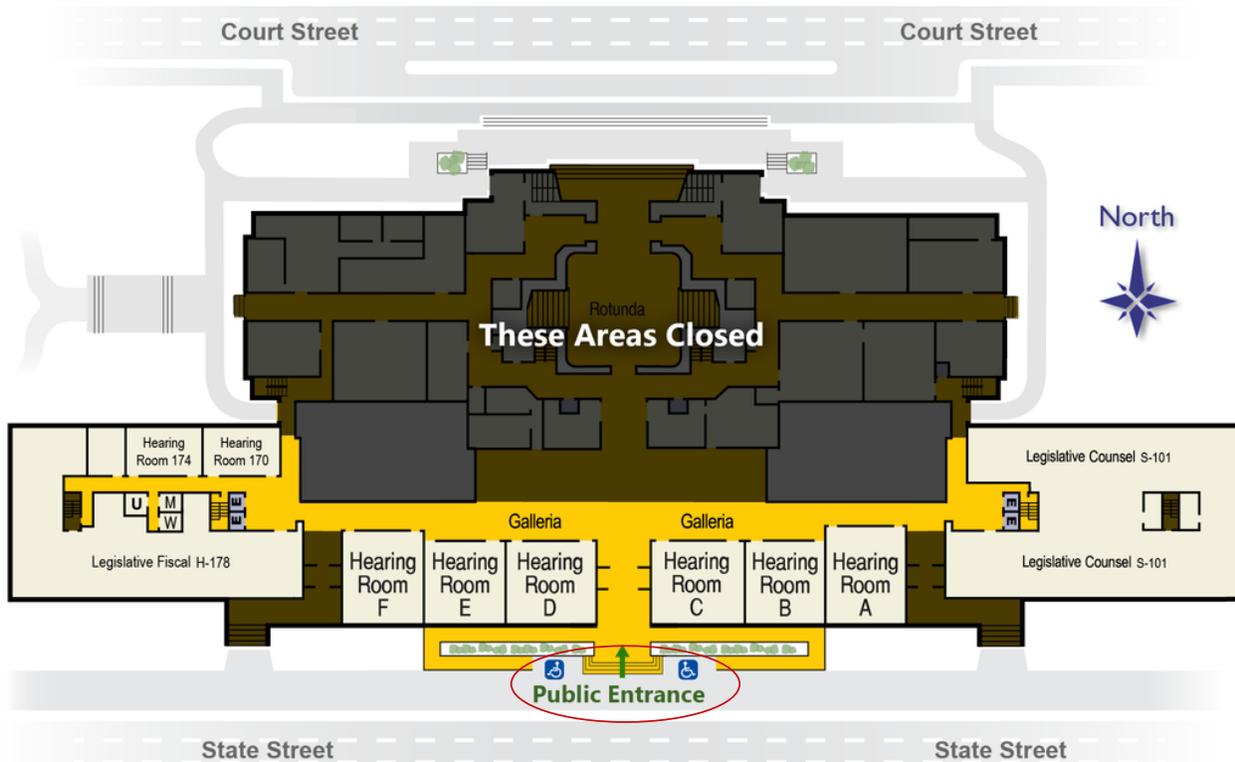
The Oregon State Capitol is undergoing extensive seismic upgrades through the end of 2025. Due to construction, portions of the Capitol are closed, including the Rotunda, the Capitol Café, and more.

This means that there will be limited space to congregate in the building, so please plan accordingly when visiting.

Visit OregonLegislature.gov/CAMS for more information about the construction project.

Public Entrance

The public entrance is on State Street on the south side of the Capitol.



Building Security

Weapons are prohibited inside the Capitol, and everyone must pass through a security checkpoint to enter the building.

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.

Tip: 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.

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

Example: If you are interested in bills related to nursing, try typing keywords such as "nurse" or "nursing" in the search bar. Start with broad keywords, then narrow your search. You can also visit the Health Care Committee page to view all health care-related bills.

If you'd like to follow a bill through the legislative process, click [e-Subscribe Email](#) in the top right corner of a 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

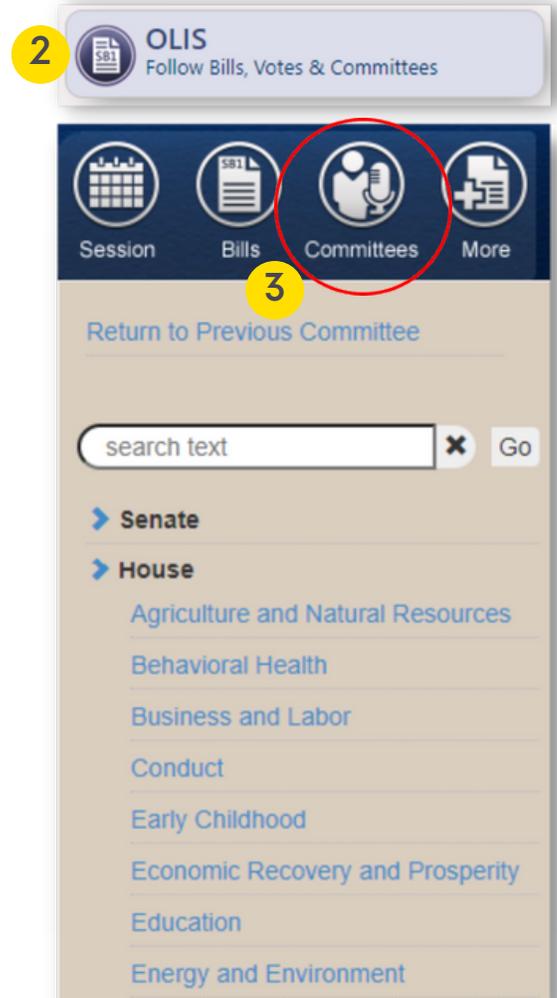
Watch Live Meetings:

- 1) Go to OregonLegislature.gov.
- 2) **Today's Events at the Capitol** lists committee meetings and floor sessions happening that day.
- 3) 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.



Watch Archived Meetings:

- 1) Go to OregonLegislature.gov.
- 2) In the top right corner of the webpage, click on "OLIS".
- 3) 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 menus and select the committee.
- 4) 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.





TESTIFY

Why Should I Testify?

If you've never testified in a legislative committee, know that **you don't need to be a policy expert or lawyer**—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 is how the issue is affecting you.**

For instance, you could explain:

- How this bill would positively or negatively impact your life, livelihood, or community.
- Your own personal experiences as they relate to the bill.
- What you see as the benefits or disadvantages of this bill.

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 a good idea to write out your testimony in advance and practice saying it once or twice.

Always Introduce Yourself: At the beginning of your testimony, greet the committee chair by title and name. State your name, where you live, and your organization/expertise (if applicable for the hearing).

Ex: "Good morning, Representative [NAME] and members of the [NAME] Committee. My name is [NAME], I live in [TOWN], and (if applicable) I am [TITLE AND ORGANIZATION]"

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're 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

- 1) Go to OregonLegislature.gov and visit a bill's OLIS page.
- 2) Look at a bill's measure history:

Measure History	
1-26 (H)	First reading. Referred to Speaker's desk.
1-28 (H)	Referred to Housing with subsequent referral to Ways and Means.
2-16 (H)	Public Hearing scheduled ✓

or, when a bill has been referred to a committee, visit the committee page, click on the "Assigned Measures" tab, and **there will be a date listed if a bill has a Public Hearing scheduled.**

House Committee On Housing					
Overview		Assigned Measures			
Assigned Measures					
Bill	Meeting Type	Upcoming Meeting Date & time	Location	Current Location	In Committee
HB 2004	PUB	2/16/2021 8:00 AM ✓	Remote D	In House Committee	✓

Step 2 - Determine how you will testify

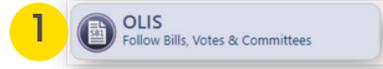
In 2021, the Legislature began allowing remote testimony by phone or video, a process continuing today. Here are ways you can testify on a bill:

- 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 the Submission Form:

1) Go to OregonLegislature.gov and click on OLIS.



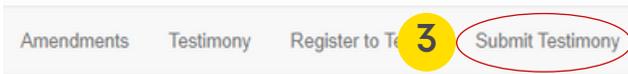
From the Bill Page

2



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

3) On the Bill Overview page, click on "Submit Testimony." Only bills scheduled for a Public Hearing will allow you to submit testimony.



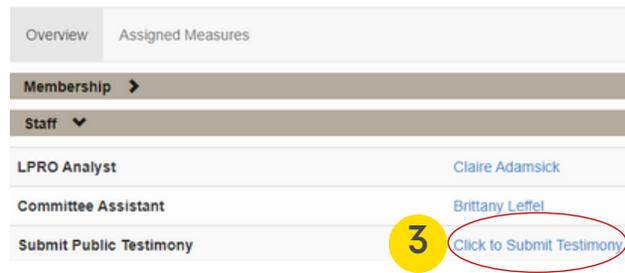
From the Committee Page

2



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

3) On the Committee Overview page, click on "Click to Submit Testimony".



Step 2 - Submit Your Written Testimony:

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

1 Choose a committee: Choose a meeting date:

2 You are submitting testimony for:
 HB 2761 Public Hearing Directs Secretary of State to publish on secretary's website list of five most commonly spoken languages in each county, other than English.

First Name* Last Name* Email Address*
Administrative Use Only - Will not be published

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

Position on this bill: support oppose neutral

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

Register for Verbal Testimony - In Person or Remotely

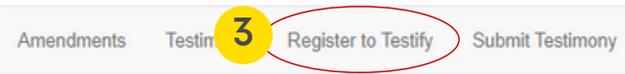
Step 1 - Navigate to the Registration Page:

1) Go to OregonLegislature.gov and click on OLIS. **1**



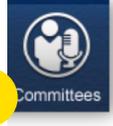
From the Bill Page

- 2)** Click on "Bills" in the top right corner and navigate to the bill you'd like to testify on. **2**
- 3)** On the Bill Overview page, click on "Register to Testify." Only bills scheduled for a Public Hearing will allow you to register.



From the Committee Page

- 2)** Click on "Committees" and navigate to the committee in which you'd like to testify in. **2**
- 3)** On the Committee Overview page, click on the date in which the Public Hearing is scheduled. **3**
- 4)** Select "Register to Testify" on the bill you'd like to testify on.



Step 2 - Fill Out the Public Testimony Registration Form:

Fill out all required fields and click "Submit Registration to Testify."

Oregon Legislative Assembly - Public Testimony Registration Form

You are registering to speak to: **HB 2203**
 House Committee On Agriculture, Land Use, Natural Resources, and Water

Select Language: [v]
 Powered by Google Translate

Registration Instructions [+

Select the Meeting Date:
 1/19/2023 3:00:00 PM [v]

First Name:* [input]
 Last Name:* [input]

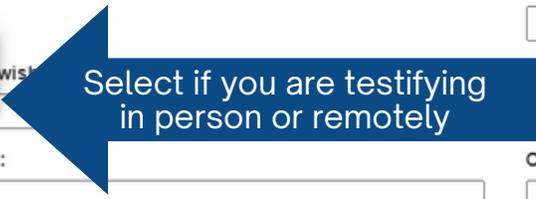
City of Residence:* [input]
 Phone Number:* [input]

Location When You Testify:*
 [dropdown menu with options: Select..., In Person, Remotely]

Email Address:* [input]

Organization: [input]
 Organizational Title: [input]

Position on the Measure:* Support Oppose Neutral

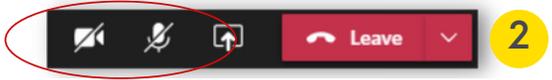
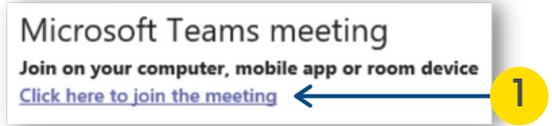


Give Verbal Testimony - Remotely

Step 1 - Join the Meeting:

Join by MS Teams

- 1) Use the Microsoft Teams meeting link to join the committee meeting **at least 5 minutes** before the meeting starts.
- 2) Make sure your camera is **off** and your microphone is **muted**. Stay this way until you are called on by the Chair to speak.



Join by Phone

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

Be aware that when you call in, your phone number will be displayed on the live stream of the meeting.

Step 2 - Testify:

- 1) When the Chair calls on you to testify, unmute your microphone and turn on your camera (optional).
- 2) 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).
- 3) Provide your testimony. If there are a lot of people testifying on the bill, your remarks may be limited to 2-3 minutes.
- 4) After your testimony, turn off your camera and mute your microphone.

You may leave the meeting and continue to watch on the OLIS live stream, or you may remain in the meeting with your camera and microphone off. If the meeting is at capacity, you may be removed after your testimony to allow others to join.

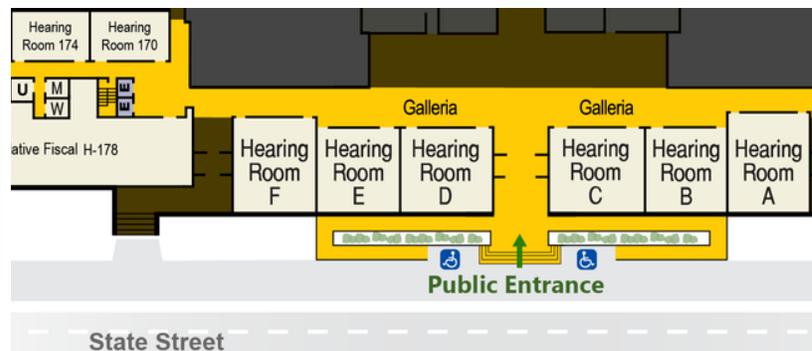
If you do not respond when called on to speak, or you encounter technical difficulties, you may not be able to testify. If this happens, you may submit your testimony in a written format up to 48 hours after the scheduled start time of the committee meeting.

Give Verbal Testimony - In Person

Step 1 - Arrive at the Capitol:

- 1) 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. The State Capitol is under construction, and parking nearby may be limited.
- 2) 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. Go through the security checkpoint.
- 3) Find the hearing room the committee is meeting in. All committee hearings are taking place on the first floor of the State 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:

- 1) 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.
- 2) 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).
- 3) Provide your testimony. If there are a lot of people testifying on the bill, your remarks may be limited to 2-3 minutes.
- 4) 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.

More information: [▶ Making A Difference - A Citizens Guide on How to Testify](#)

Questions about the legislature and the legislative process:
help.leg@oregonlegislature.gov | 1-800-332-2313