

## New Hampshire State Senate Public Guidance for Remote Committee Meetings

### How to register to support or oppose a bill

You can sign in to speak on a bill or you can simply register your support or opposition.

This is done through a calendar sign-in form located on the general court website:

**Please sign in well before the start of the hearing.** You can sign in as soon as a bill hearing has been scheduled.

<http://gencourt.state.nh.us/remotecommittee/senate.aspx>

1. Click on the date that the bill is being heard.
2. Under the drop-down menu,
  - a. Select the committee that will be hearing the bill.
  - b. Select the bill
    - i. *Omnibus bills may require additional guidance, which will be provided.*
  - c. Select the category that identifies you (elected official, lobbyist, agency staff, member of the public).
3. If you are representing an entity or someone else, enter that information in the box.
4. Check the circle to indicate whether you support or oppose, or are neutral on the bill.
5. **If you are planning to speak, check that box. You do not need to speak to indicate your position on a bill.**
6. Click continue.
7. Enter your name and contact information.
8. Click continue.
9. Review the information that you have provided. If it is correct, check the box and continue. You have completed the sign-in process.

## **If you wish to speak on a bill at the time of the hearing**

After you have signed into a hearing, you will wait to be called to speak. If the clerk does not call your name, wait until the clerk asks if there is anyone who has not had the chance to speak. Raise your hand. When you speak, identify yourself for the record.

*Example: My name is Vanessa Blais and I am a resident of Manchester.*

*or*

*My name is Vanessa Blais and I am a staff member of the DD Council.*

## **How to testify on Zoom**

Join Zoom by clicking on the link provided in the Senate Calendar. Zoom will begin when the hearing starts. You will be muted and will not have video. Only committee members and staff will have video.

When it is your turn to speak, your name will be called. When your name is called, raise your hand.

- *To raise your hand, click the “**raise hand**” button at the bottom of the screen,*
- *or press the “**Alt**” and “**Y**” keys on your keyboard at the same time.*
  - *If you are calling on a phone, press \*9*

The staffer will grant you speaking capabilities but please note that you may also need to “unmute” yourself on your own device.

When you have completed your testimony, the staff will disable your speaking capabilities.

In a busy hearing with many speakers, the Chair may decide to call several names at a time and ask that you virtually raise your hand. Doing so will bump your name to the top of the attendee column and make it easier for staff to identify you and grant you speaking capabilities.

If multiple names are announced and asked to raise their hand, speaking capabilities will still only be enabled one person at a time.

If there are a lot of speakers on a bill, the Chair may limit individual testimony to a certain number of minutes.

The members of the committee may ask questions of those who testify. If a committee member poses a general question to the audience and you are able to provide an answer, use your **“raise hand”**.

If you realize you forgot to say something after your allotted speaking time, you can email the committee.