

How to Virtually Advocate During the 2021 Legislative Session

Quick Guide

For more detailed instructions, please see the following pages.

Bill Sign-In

1. Go to "[Participating in Committee Hearings](#)" on the legislative website.
2. Select "Submit Written Testimony."
3. Find the committee hearing.
4. Select "I would like my position noted for the legislative record."
5. Enter your position and information and submit.

Closes one hour before committee hearing begins.

Submit Written Testimony

1. Go to "[Participating in Committee Hearings](#)" on the legislative website.
2. Select "Submit Written Testimony."
3. Find the committee hearing.
4. Select "I would like to submit written testimony."
5. Enter your position, information, and testimony and submit.

Closes 24 hours after committee hearing begins.

Testifying Live in a Hearing

1. Go to "[Participating in Committee Hearings](#)" on the legislative website.
2. Select "Submit Written Testimony."
3. Find the committee hearing.
4. Select "I would like to testify live during the hearing."
5. Enter your position and information and submit.
6. You will be emailed a unique link to join the hearing.

Closes one hour before committee hearing begins.

Scheduling a Lawmaker Meeting

1. Find your lawmaker by entering your address in the [District Finder](#).
2. Go to the [Legislative Roster](#) and find your lawmaker in the list.
3. Email the lawmaker's legislative assistant(s) with your meeting request. Be sure to include the fact that you are a constituent, the subject you would like to discuss, your availability, and a phone number.

Bill Sign-in

Signing-in pro, con, or other on a bill in a committee hearing demonstrates your support or opposition to that bill, and your position becomes part of the public record. Sign-in opens as soon as a bill is scheduled for a hearing, but closes one hour prior to the start of the committee hearing.

How to sign in on a bill:

1. Find the bill page on the legislative website by entering the bill number here.



The screenshot shows the Washington State Legislature website. At the top is a green banner with the text "WASHINGTON STATE LEGISLATURE" and a circular seal on the right. Below the banner is a navigation menu with the following items: "Legislature Home", "House of Representatives", "Senate", "Find Your District", "Laws & Agency Rules", "Bill Information", and "Agendas, Schedules, and Calendars". To the right of the menu is a "Bill Information" section with a search interface. The search interface has a title "Search by Bill Number", a text input field labeled "Bill number", a dropdown menu set to "2021-22", and a "Search" button. There are also two buttons: "Bill" (highlighted in dark green) and "Initiative" (grey).

2. On the bill page, scroll down to “Bill History” to find when the bill will be heard in committee. In the example below, we can see that this bill will be heard in the Senate Committee on Labor, Commerce, & Tribal Affairs at 8:00am on January 14th.

Bill History

2021 REGULAR SESSION

- | | |
|--------|--|
| Jan 8 | Prefiled for introduction. |
| Jan 11 | First reading, referred to Labor, Commerce & Tribal Affairs. (View Original Bill) |
| Jan 14 | Public hearing in the Senate Committee on Labor, Commerce & Tribal Affairs at 8:00 AM. (Committee Materials) |

3. Now go to the “Participating in Committee Hearings” page here:
<https://leg.wa.gov/legislature/Pages/Participating.aspx>.

Participating in Committee Hearings

Provide input to legislators on issues in committee. You may provide testimony to a committee, comment on a bill, or contact legislators.

Register to Testify Remotely
During a Hearing

Submit Written Testimony

Comment on a Bill

Find Your Legislators

Find Committee Members

4. Select “Submit Written Testimony.” (Don’t worry – this is the same link if you just want to sign in!)
5. Select the chamber in which the hearing is taking place (House or Senate).

Committee Sign In - Remote Testimony

House

Senate

Joint

6. Select the Committee name and the date/time of the hearing from the dropdown menus.

Committee Sign In - Senate Remote Testimony

Return to [Senate Committee Testimony Information](#)

Committee: Law & Justice ▾

Meetings: Please Select ▾

7. Select the circle next to the bill for which you wish to sign in. A pop-up menu will appear – select “I would like my position noted for the legislative record.”

Select type of testimony	
I would like to submit written testimony.	>
I would like to testify live during the hearing.	>
I would like my position noted for the legislative record.	>

8. This will bring you to a new page. Confirm the committee title, date, and bill number at the top of the page.
9. Enter your position on the bill and the required personal information.

*Position:

Please Select

- Please Select
- Pro
- Con
- Other

*Last Name:

*Email:

10. Select “Submit Registration.”

11. You’re done! If you’d like to sign in on multiple bills, return to step 3 and repeat.

Submitting Written Testimony

In addition to signing-in with your position, you can also submit written testimony to the legislature. Your comments will be made available to legislative members and staff of the committee, and will be included in the legislative record for bill and meeting archival purposes, but will not be used as part of testimony summary materials on the bill report.

You may submit written testimony through the online portal as soon as the bill is scheduled for a committee hearing. You can submit testimony up until 24 hours after the start of the committee hearing.

How to submit written testimony:

1. Follow steps 1-6 for signing-in on a bill (above). You will find additional guidance for submitting written testimony at the bottom of this page.
2. Select the circle next to the bill for which you would like to submit written testimony. A pop-up menu will appear – select “I would like to submit written testimony.”
3. This will bring you to a new page. Confirm the committee title, date, and bill number at the top of the page.
4. Enter your position on the bill and the required personal information.

*Position:

Please Select

- Please Select
- Pro
- Con
- Other

*Last Name:

*Email:

5. Write your written comment in the text box provided or copy and paste from a separate document. There is a 5000-character limit for written testimony and the portal will not allowed you to upload a document.
6. Select “Submit Testmony.”
7. You’re done!

Testifying Live in a Hearing

If you would like to testify live in committee hearing via video or phone, you can do so using the same portal as sign-in and written testimony. Live testimony is a powerful way to make your voice heard by committee members and have your story become part of the public record for the bill.

Once you have registered for remote testimony, you will be emailed a link to the meeting. Each link is unique to the registrant and registrants are prohibited from sharing links. There are few important things to keep in mind for public testimony:

- Registering to testify doesn't guarantee you a chance to speak or speak at specific times. Time constraints, technical issues, changes to committee schedules, etc. could affect your ability to testify.
- The committee Chair may limit public testimony to as little as one minute per testifier because of time constraints. Write your comments ahead of time and be prepared to testify at any point during the hearing.
- It's important to maintain proper committee protocol, which includes waiting to be acknowledged by the committee Chair before speaking and following rules for testimony established by the Chair.
- Dress nicely and address the committee formally – e.g. “Madame Chair and members of the committee, thank you for allowing me to speak to you today.” You can find examples of testimony by watching live and recorded committee meetings on TVW.

How to register to testify in committee:

1. Follow steps 1-6 for signing-in on a bill (above). You will find additional guidance about testifying on this page.
2. Select the circle next to the bill on which you would like to testify. A pop-up menu will appear – select “I would like to testify live during the hearing.”
3. This will bring you to a new page. Confirm the committee title, date, and bill number at the top of the page.
4. Enter your position on the bill and the required personal information. If you are testifying as part of a panel, you must submit all of the panelists information at one time.

*Position:

Please Select 

*Testify:

Yes No

Testify as a Panel?

Yes No

*First Name:

*Last Name:

5. Select “Submit Registration.”
6. You’re done! You will receive an email with your unique link to join the hearing.