

# Guide to Submitting Comments and Testifying Virtually

2022 General Assembly Session



CHESAPEAKE BAY FOUNDATION

*Saving a National Treasure*

# First Things First...

- **Legislators want to hear from their constituents.** While comments are welcome from anyone in the public, you hold the most power when you identify yourself as a constituent.
- **Not sure who your legislator is?** You can visit the [Who's My Legislator](#) website to learn who your State and Federal representatives are.
- Under each of your representatives' names, you can **click on "more info"** to see their contact information, committee assignments, and which bills they are patroning.



# Learn more about a bill

- You can find a summary of a bill and the full text by visiting the [General Assembly](#) website.
  - Click on the bar across the top of the page or enter a bill number directly in the search box on the home page.
- Once you enter the bill number and hit “go”, the Legislative Information System website will load all information related to the bill.
  - In addition to bill text, you can view all of the bill patrons, which committee the bill has been assigned to, which legislators sit on that committee, and any voting history related to the bill.

The screenshot shows the Virginia General Assembly website. A yellow circle highlights a navigation bar at the top with the text "Click for Bill Tracking, Meetings, Who's My Legislator?". A red arrow points from this bar to the search box on the right, which contains the text "Enter Keyword Here" and a "SEARCH" button. Another red arrow points from the search box to a search results section on the right, which is also circled in yellow. This section includes a "Track a 2022 Session Bill:" field with a "GO" button, a "2022 Session Tracking:" dropdown menu with a "GO" button, and a "Searchable Databases:" dropdown menu with a "GO" button. A central banner features a photograph of the Pocahontas Building with the text "General Assembly Building Moves to Temporary Location During Remodel." and a "SEE MORE: Information" button. A sidebar on the left lists various navigation options such as "Members and Session", "Virginia State Capitol", and "Virginia's Legislature".



# Ready to take action?

- The first step you can take is **calling or emailing your legislator directly** to ask them to support or oppose a specific bill.
  - [House of Delegates contact information](#)
  - [Senate contact information](#)
- Remember that bills are designated by their point of origin (the House or Senate) by starting with “HB” or “SB”.
  - In the first half of the General Assembly session, you will contact your legislator from the corresponding branch of government (HB = Delegate; SB = Senator).
  - Once we reach the middle of session, each chamber will have heard all of their own bills. The bills that have passed the chamber will now be heard by the opposite chamber (we call this ‘crossover’).
    - At this point, you will need to advocate for a bill again to see it across the finish line. For bills that originated in the House, you will now need to contact your Senator. For bills that originated in the Senate, you will contact your Delegate.





# House of Delegates – Submitting Comments & Testifying

- The next step you can take is to **submit a comment or testify** (in person or virtually) in support/opposition of a specific bill before the committee.
- Open the [House Meeting Schedule](#), look for the committee that your bill has been assigned to, and click on “*view agenda*”.
- Once you confirm that your bill is on the agenda, you can click on “*signup to speak or submit comments*”.

Information ⓘ

## Virginia House of Delegates Meeting Schedule

GENERALASSEMBLY.GOV

Filter Meetings ▾ iCal ▾ See Updates ↻ HOD Tweets 🐦

📄 = Changes / New  
🚫 = Cancelled  
📅 = Add to Calendar

House adjourned at 12:41 p.m. to meet on Wednesday, January 26, 2022, at 12 m. (1/25/22) [Live and Archived Video](#). Having trouble viewing? Use our [help](#) and [contact document](#). [Public Comment Form](#)

Wednesday, January 26 (📅, 🌙)

|  |  |                       |
|--|--|-----------------------|
| Agriculture Chesapeake and Natural Resources - Natural Resources Subcommittee (Edmunds, James) | 7:20 AM - House Room 3, Capitol                    | THIS IS A TIME CHANGE |
| <a href="#">View Agenda</a>  | <a href="#">Signup to speak or submit comments</a> |                       |
| Agriculture Chesapeake and Natural Resources   | 9:00 AM - House Room 3, Capitol                    | THIS IS A TIME CHANGE |
| <a href="#">View Agenda</a>  | <a href="#">Signup to speak or submit comments</a> |                       |
| Privileges and Elections - Subcommittee #2 (O'Quinn, Israel D.)                                | 7:00 AM - House Room 1, Capitol                    |                       |
| <a href="#">View Agenda</a>  | <a href="#">Signup to speak or submit comments</a> |                       |



# House of Delegates – Submitting Comments & Testifying

- On the next page, select whether you would like to attend the meeting remotely to speak, provide written comments, or both.
  - If you sign up to speak remotely, we strongly urge you to ALSO submit written comments. There are time constraints during meetings and the possibility of technical difficulties.
- They ask if you are speaking on behalf of an organization. Remember, you are speaking as a constituent, so you are representing yourself, not an organization (unless you are a business owner). You can leave this blank.
- As you scroll down the page, you will indicate which bills you are speaking for/against and you will have space to provide written comments. Click submit when you're done.
  - You may also attach a file, so you can consider attaching a relevant fact sheet or photo.



## Submit a request to provide testimony at the 01/26/2022 Agriculture Chesapeake and Natural Resources - Agriculture Subcommittee meeting.

Public can speak to bills in this House Committee meeting by attending remotely via Zoom™ and speaking to Delegates. Submitting written testimony can also be submitted for review by the committee. These testimony methods can be used together.

NOTE: Due to time constraints, not all citizens who sign up to speak will be able to do so and will not receive a Zoom invite. However, written comments are always provided to committee members for review. All streaming committee meetings are shown on the House Meeting Schedule.

Public sign up to speak before a committee closes at midnight for morning meetings and noon for afternoon meetings.

Signup to Attend Meeting Remotely and Speak:  Provide Written Comments:

First Name: \* Required Last Name: \* Title: Pronoun:

Email: \*

Your email address allows you to sign up to share testimony and receive notifications to join virtual meetings.

Phone Number: \* County, City or Town of Residence: \*

Format: 555-555-5555

The phone number and email address provided will not be shared with any entity unless required by law, pursuant to a subpoena or judicial order or similar court or administrative process order, or required as part of a criminal investigation. By checking this box and inserting my full name on the signature line below, I am requesting the House of Delegates Clerk's Office, to the extent allowable under the law, not disclose my personal contact information pursuant to subdivision 10 of Section 2.2-3705.1 of the Code of Virginia.

On Behalf of Organization (if any):

Additional Info:

### Speak in Person to Bills:

HB311 - Krizek  For  Against  No Position

HB314 - Krizek  For  Against  No Position




# House of Delegates – Submitting Comments & Testifying


- **Additional Information:**

- Many of our bills will be heard in the [House Agriculture Chesapeake and Natural Resources](#) committee, which meets on Wednesdays at 8:30 am. However, before a bill reaches the full committee, it must pass out of the subcommittee. House Ag has 3 subcommittees that meet before full committee meetings
  - [Agriculture Subcommittee](#) (Wednesdays at 4:00 pm)
  - [Chesapeake Subcommittee](#) (Mondays at 4:00 pm)
  - [Natural Resources Subcommittee](#) (Wednesdays at 7:00 am)
- The full schedule of 2022 General Assembly Session meetings is available [here](#).
- Meeting agendas are typically posted 1-2 days before the committee meets.
- Registration to speak before a committee opens as soon as a meeting agenda is posted. If the meeting occurs in the morning, registration will close at midnight prior to the meeting. If the meeting occurs in the afternoon, registration will close at noon.
- If you are testifying virtually, you will receive a Zoom link via email approximately 30 minutes before the meeting.



# Senate – Submitting Comments & Testifying

- The Senate’s webpages function a bit differently from the House.
- **To check the agenda for Senate committees, visit their [Dockets](#) webpage** and select the committee you are interested in; this will open the Legislative Information System (LIS) website. Click on the date of the meeting to see the agenda.
- **For subcommittee agendas, click on the “subcommittees” tab** and click on the subcommittee of interest. Once the LIS website opens, click on “committee docket”. 
- You can view a full schedule of the Senate Committee meetings [here](#).



The screenshot shows the Senate of Virginia website. At the top, it says "Virginia GENERAL ASSEMBLY.GOV" and "SENATE OF VIRGINIA". Below the header is a navigation menu with the following items: Membership, Leadership, Committees, Subcommittee (highlighted with a yellow circle), Conservation and Natural Resources, Commerce and Labor, Education and Health, Finance and Appropriations, General Laws and Technology, Judiciary, Local Government, Privileges and Elections, Rehabilitation and Social Services, Rules, and Transportation. Below the navigation menu is a section titled "Dockets" with the text: "The committee docket contains a list of bills and resolutions, which is prepared by the committee clerk, of all legislation pending before a standing committee or a subcommittee. The order in which bills are taken up is determined by the chairman of the committee." Below this text is a list of committees: Agriculture, Conservation and Natural Resources, Commerce and Labor, Education and Health, Finance and Appropriations, General Laws and Technology, Judiciary, Local Government, Privileges and Elections, Rehabilitation and Social Services, Rules, and Transportation. A red arrow points from the "Subcommittee" link in the navigation menu to the "Dockets" section.



# Senate – Submitting Comments & Testifying

- Open the [Senate Meeting Schedule](#) and look for the committee that your bill has been assigned to.
- At the top of the page, you will be able to click on the committee link to signup for virtual public testimony.



## Virginia Senate Live Session Video Stream

To watch a meeting, click on [View Event](#), beside the meeting you would like to watch.

To register to speak, please click on the meeting you would like to attend listed below.

- January 26, 2022 - [General Laws and Technology](#) - SR 3 - 30 min. after adjournment
- January 26, 2022 - [Judiciary](#) - SR A - 30 min. after adjournment
- January 27, 2022 - [Education and Health](#) - SR A - 8:00 am

### Upcoming Events

| Name  | Date   |
|---|--|
| January 26, 2022 - SFAC: Public Safety Subcommittee - 6th Floor, Senate Leadership Conference Room - 7:30 am                  | January 26, 2022 - 06:30 AM                            |
| January 26, 2022 - Senate Finance and Appropriations - Comm Room B - 9:00 am  | January 26, 2022 - 08:00 AM                            |
| January 25, 2022 - Session - 12:00 m  | <a href="#">In Progress</a> <a href="#">View Event</a> |
| January 26, 2022 - General Laws and Technology - SR 3 - 30 min. after adjournment   | January 26, 2022 - 12:30 PM                            |
| January 26, 2022 - Judiciary - SR A - 30 min. after adjournment   | January 26, 2022 - 12:30 PM                            |
| January 27, 2022 - Agriculture, Conservation and Natural Resources: Gaming Subcommittee - 5th Floor, sub com room 3 - 8:00 am | January 27, 2022 - 07:00 AM                            |
| January 27, 2022 - Education and Health - SR A - 8:00 am  | January 27, 2022 - 07:00 AM                            |





# Senate – Submitting Comments & Testifying

- Provide your contact information to complete your registration.
- After you register, you will receive an email from the Clerk and during the meeting, you will be asked to ‘raise your hand’ in Zoom if you would like to testify for/against a specific bill.
- If other organizations/people speak before you and hit the points that you wanted to make, you can say that you agree with [name of partner/person] and [support/oppose] the bill. There are many people waiting to speak, so brevity is appreciated!



## Webinar Registration

Topic January 26, 2022 - General Laws and Technology - 30 Minutes after Adjournment

Time Jan 26, 2022 12:30 PM in [Eastern Time \(US and Canada\)](#)

\* Required information

First Name \*

Last Name \*

Email Address \*

Confirm Email Address \*

City \*

Zip/Postal Code \*

State/Province \*

Phone \*

Organization

Information you provide when registering will be shared with the [account owner](#) and host and can be used and shared by them in accordance with their Terms and Privacy Policy.

Register



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