



PCP LEGISLATIVE PARTICIPATION GUIDE

Want to get involved in the legislative session but don't know where to begin? 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/ORLanguageServices
- Testimony Information: bit.ly/ORtestimony
- How Ideas Become Law: bit.ly/OR-IdeaToLaw
- Questions about the legislature and 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 Congressman along with their contact information and websites.

TRANSLATION SERVICES



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



Upon request, the Legislature offers spoken languages 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 part of the Legislative Policy and Research Office (LRPO).

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](https://www.oregonlegislature.gov)

1. Go to [OregonLegislature.gov](https://www.oregonlegislature.gov)
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.



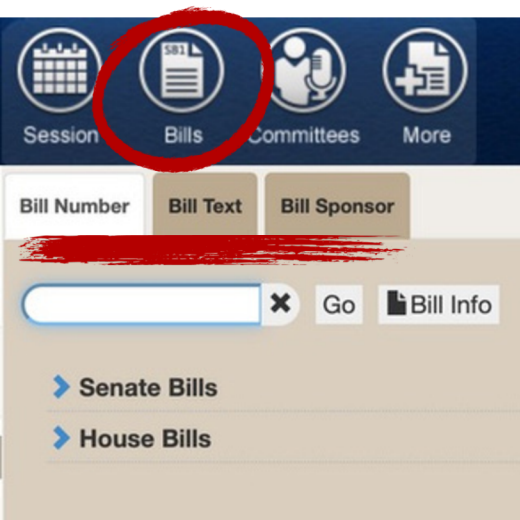


READ



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.



Tips: 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. If you are interested in bills related to education, try typing keywords such as "education" in the search bar. Start with broad keywords, then narrow down your search.

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

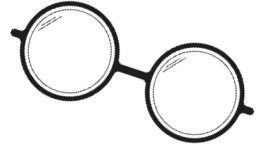


e-Subscribe
Email News Alerts


If you'd like to follow a bill through the legislative process, click e-subscribe Email in the bottom right corner of the 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.

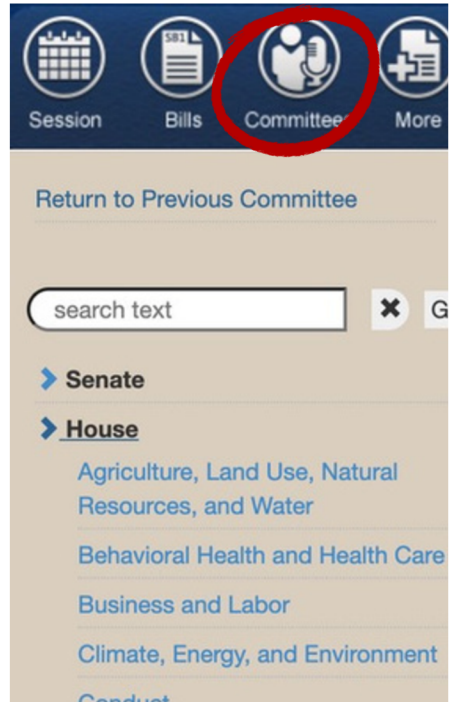
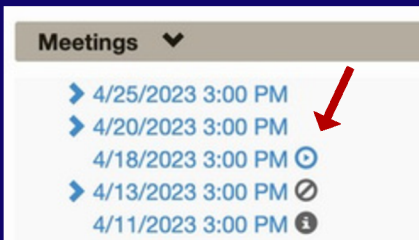


WATCH



Watch Archived Meetings

- Go to OregonLegislature.gov
- In the top right corner of the webpage, click on "OLIS."
- 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 menu and select the committee.
- 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.



Watch Live Meetings:

Go to OregonLegislature.gov

- ***Today's Events at the Capitol*** lists committee meetings and floor sessions happening that day.
- 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.

TESTIFY



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 suggested and encouraged to write out your testimony and practice saying it.

ALWAYS INTRODUCE YOURSELF: At the beginning of your testimony, greet the committee chair by title and name. State your name, where you reside, and your organization/expertise (if it is applicable for the hearing).

WHY SHOULD I TESTIFY?

If you've testified in a legislative committee, know that you don't need to be a policy expert or attorney --- 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 how the issue is affecting you.

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 are considering bills.



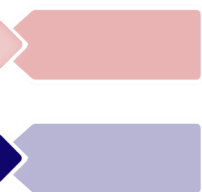
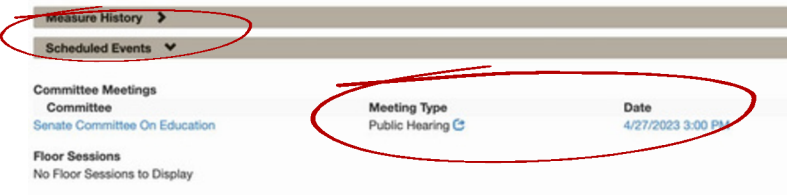
TESTIFY



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

Go to OregonLegislature.gov and visit a bill's OLIS page.
Look at a bill's measure history and check scheduled events:



2023 Regular Session

House Committee On Agriculture, Land Use, Natural Resources, and Water

Overview Assigned Measures

Bill	Meeting Type	Scheduled Meeting Date & time	Location	Current Location	In Committee
SB 57	PUB	4/25/2023 3:00 PM	HR D	In House Committee	✓
SB 161	PUB	4/25/2023 3:00 PM	HR D	In House Committee	✓

Meetings

- 4/25/2023 3:00 PM
- 4/26/2023 3:00 PM
- 4/18/2023 3:00 PM
- 4/13/2023 3:00 PM
- 4/11/2023 3:00 PM
- 4/6/2023 3:00 PM
- 4/4/2023 3:00 PM

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 SUBMISSION FORM

Go to OregonLegislature.gov and click on OLIS



From the Bill Page:



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

On the Bill overview page, click on "Submit Testimony."

Only bills scheduled for a Public Hearing will allow you to submit testimony.

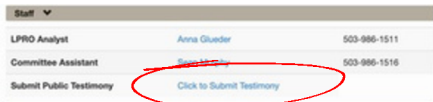


From the Committee Page:



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

On the Committee overview page, click on "Submit Testimony."



STEP 2 - SUBMIT YOUR WRITTEN TESTIMONY

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

Choose a committee:

Choose a meeting date:

You are submitting testimony for:

HB 2504 Public Hearing Directs Department of Early Learning and Care to adopt standards and processes to reduce barriers that impede international early childhood professionals from entering early learning workforce in Oregon.

First Name* Letters and numbers only

Last Name* Letters and numbers only

Email Address* Administrative Use Only - Will not be published

Organization or City of Residence* Letters and numbers only

On behalf of (if applicable) Letters and numbers only

Position on the Measure* support oppose neutral

Text Testimony Upload a PDF

GIVE VERBAL TESTIMONY - REMOTELY



STEP 1 - JOIN THE MEETING

JOIN BY MS TEAMS:



- Use the Microsoft Teams meeting link that you will receive in an email to join the committee meeting at least 5 minutes before it starts.
- Make sure your camera is off and your microphone is muted. Stay that way until you are called on by the Chair to speak.

JOIN BY PHONE:



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

STEP 2 - TESTIFY

- When the Chair calls on you to testify, unmute your microphone and turn on your camera. (optional)
- Introduce yourself: Greet the committee chair by title and name. State your name, where you live, and your organization/expertise (if applicable for the meeting).
- Provide your testimony. If there are a lot of people testifying on the bill, your remarks may be limited to 2-3 minutes.
- After your testimony, turn off your camera and mute your microphone.

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



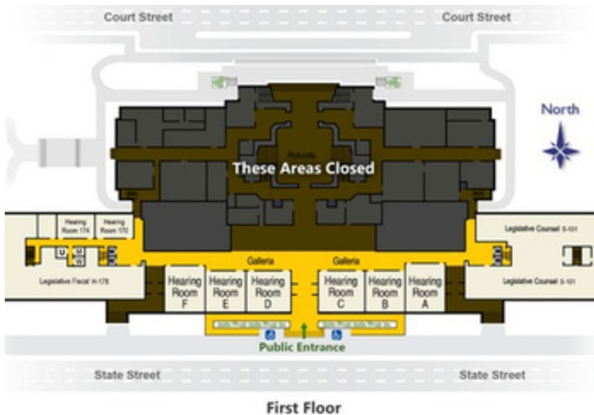
STEP 1 - ARRIVE AT THE CAPITOL

- 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.
- 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.
- Find the hearing room the committee is meeting in. All committee hearings are taking place on the 1st floor of the 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

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



QUESTIONS ABOUT THE LEGISLATURE AND THE LEGISLATIVE PROCESS:
help.leg@oregonlegislature.org / 1-800-332-2313

TIPS TO:



Schedule a Meeting with a Legislator:

1

Make sure if you are going to request a meeting that there is a purpose to the meeting--is there a particular bill you want to discuss or a concern you want to share that they may be able to help with? If you just want to shake their hand and get a picture with them, it is okay to just say that and it may be more possible in their schedule as it will require less time than a formal meeting.

2

Every office does things differently. Most meetings are scheduled in 15 minute increments or less. Due to floor being held all day in the House, you may have to be very flexible with when--or if--the Representative can step off of the floor to meet with you. Please note that not all Legislators step off of the floor for meetings and may instead offer a meeting with staff. Meeting with staff can still be a very productive and informative use of time, but please make sure to value their time as you would the Representative/Senator's.

3

If there are multiple PCPs all wanting to meet with the same Legislator(s), consider consolidating your meeting requests and having everyone attend the same meeting. Make sure to let the scheduler know how many people will be joining the meeting so they can plan accordingly.



HOW TO REQUEST A MEETING:

Email your Representative/Senator and let them know you're going to be in the building and what time frame that day you will be available to meet with them if they have time. Let them know what you want to talk about, how many people will be attending, and make sure to share your address so they know you are a constituent. Many offices are scheduling virtual meetings and in person meetings so it doesn't hurt to clarify you'd like to meet in person.





COURTESIES:

What does it mean?

"Extending Courtesies" is done in both the House and the Senate at the beginning of a floor session (when they formally meet in the chamber to vote on bills) and can be done as a formal recognition of an individual or group. Often courtesies are extended to groups of constituents visiting the Capitol, a congratulations to a high school sports team for winning a tournament, a birthday wish to someone from the district, a congratulations to a new business opening in the district, etc.

HOW TO REQUEST A COURTESY:

To request a courtesy be extended to yourself or a group of PCPs from your House/Senate District, email your Representative/Senator and let them know what day you plan to be in the building and ask if they would be willing to extend courtesies to you/your group on that day. It is helpful to the legislator and staff to know a bit about why you are visiting the Capitol, if you've been there before, what you are most looking forward to, a bit about the group you're visiting with, etc. Basically, give them the information they need to write the courtesy speech. They may have some additional questions about things their office likes to include in their courtesy speeches.

RULES & GUIDELINES

In the House, each Representative gets one minute to extend courtesies. This is one minute total per Representative, not one minute per person being recognized or per group they wish to recognize. The Legislator may recognize a variety of people or groups within the same minute.

In the Senate they get much more freedom to extend the length of their courtesy, but each Senator has a preference for how they like to do it.

Though there is no rule that the courtesy must be extended by the Representative or Senator that represents where you live, typically that is preferred unless you have a close relationship with one of the Legislators. It is absolutely okay as a Republican to reach out to a Democrat who represents you and ask for him or her to extend courtesies to you! You should only request one courtesy in each chamber for any given day, but you may request courtesies in both the House and the Senate on the same day.

Consider sharing your address, or at minimum your town or county so that the Legislator can verify you are a constituent.

All Legislators get emails from people with no address information who claim to be constituents, but who do not actually live in their districts.

How to find the video of your Courtesy:

After the floor session is done for the day, the Legislative Media team will upload a recording of the floor session. The link can be found by clicking the blue triangle in a circle "play button" next to the chamber you wish to watch. Make sure you're looking at the right day! You can use the calendar button in the middle to select another day.

Once you're in the video, you want to click "agenda" on the lower right hand side below the video and find where it lists "courtesies." This will jump the video to that portion of the recording and then you can skip through looking for the legislator that extended courtesies to you or your group. Once you find the right one, go back below the video and click on the "share" tab. There you will be able to create a unique link that you can share with others and on social media that will take them directly to the point in the video where your courtesy is. If you share it on social media, consider tagging the legislator and saying thank you!

Note: This "share" tab is helpful to link to portions of committee meetings and floor sessions you want to share beyond just for courtesies.



Thank Yous

Whether it be for a meeting, a courtesy, or perhaps for time spent with staff in lieu of time with the Representative or Senator, consider sending a thank you card or email following your visit to the Capitol. Thank yous—to our Republican legislators especially—are few and far between, and those words of encouragement, offering of prayers, etc. go a very long way. It is a very difficult job and a lot of new Legislators and staff have not been through the rigors of a Legislative Session.





IMPORTANT LINKS

Representatives Contact Information:

<https://www.oregonlegislature.gov/house/Pages/RepresentativesAll.aspx>

Senators Contact Information:

<https://www.oregonlegislature.gov/senate/Pages/SenatorsAll.aspx>

Find out who your Legislators are by address:

<http://www.bit.ly/OR-FindMyLegislator>

Oregon Legislative Information System (OLIS):

<https://www.oregonlegislature.gov/>

