

TIPS FOR

# TESTIFYING

Before a Legislative Committee

## IN PREPARATION

### **Know the process and players.**

Before testifying, know who is sponsoring the bill, as well as who supports or opposes the bill and why. Be familiar with the committee chair, committee members, and legislative staff. Let the sponsor of the bill or key legislators know if you plan to testify.

### **Know the purpose of your testimony.**

Identify why you are testifying. Is your purpose to persuade, dissuade, provide expertise, or delay action on the bill? Prepare your testimony beforehand, and highlight important information early in your remarks.

### **Check the schedule.**

Check the legislative website (<https://www.leg.state.nv.us/>) and with legislative staff to know when the bill is scheduled for a hearing. If you represent a state agency, also contact your legislative liaison. Be advised: schedules can change quickly, especially at the end of a legislative session.

# WHEN IT'S YOUR TURN TO TESTIFY



## IMPORTANT

Triple check your facts and figures, and be prepared to explain the source of your data. Remember, what you say will become part of the public record.



A person who knowingly misrepresents any fact when testifying in a hearing or in communications to a legislator preliminary to that hearing is guilty of a misdemeanor pursuant to [\*Nevada Revised Statutes 218E.085\(2\)\*](#).

# A FEW MORE TIPS...

1

Sign in to the meeting attendance roster, if available, and indicate whether you wish to testify.

2

Explain your position clearly and simply, and do not repeat earlier testimony.

3

Be brief. Testimony may be limited to a certain amount of time. Be prepared to adjust your testimony to accommodate changes in time limits or other directions from the chair.

4

Be specific about your recommendations. Provide them in written form, and include your contact information.

5

Be prepared to answer questions from committee members. If you do not know an answer, say you will follow up with the information, and do so.

6

If you have written materials to present, bring enough copies for committee members, the committee secretary, other staff, and members of the public.

7

Check the committee deadline for providing a copy of your testimony and any other handouts to the committee secretary. This information is typically provided on committee meeting agendas.

# PERSONS WITH DISABILITIES

The Legislature is pleased to make reasonable accommodations for members of the public who are disabled and wish to participate in committee meetings. If special arrangements are necessary, please notify committee staff, as listed on the agenda or committee webpage, as soon as possible before the meeting. Or, notify the Legislative Counsel Bureau in writing at: Legislative Building, 401 South Carson Street, Carson City, Nevada 89701.



Some legislative committee meetings may have options to participate virtually and/or in person at various locations. To find out about participation options for a specific meeting, be sure to check the agenda, consult the legislative website, and/or contact legislative staff for details.

## RESEARCH DIVISION, LEGISLATIVE COUNSEL BUREAU

401 South Carson Street  
Carson City, NV 89701

[research@lcb.state.nv.us](mailto:research@lcb.state.nv.us)

(775) 684-6825

[www.leg.state.nv.us/Division/Research](http://www.leg.state.nv.us/Division/Research)