



Citizen's Guide to House Committee Meetings

LOUISIANA HOUSE OF REPRESENTATIVES

"Committees meet once or twice a week in House committee rooms 1 – 6 please click here <http://www.legis.la.gov/legis/ByCmte.aspx> for committee schedules and click here <http://www.legis.la.gov/legis/BillSearch.aspx?sid=last> to find the particular bill you are interested in following."

Important Information:

- GETTING HERE:
 - Directions and a map to the Capitol are on our website www.house.louisiana.gov under "Citizens Guide."
 - You may park in areas **without** a reserved sign or orange cone.
- ENTERING THE CAPITOL:
 - Enter the capitol through the capitol main entrance (front doors at the top of the steps) or the side doors (ground level below the main steps) and proceed through security.
 - Please limit items that may set off a metal detector/x-ray machine or call for a *detailed bag search (such as extra jewelry and large bags)*. This will delay your entry into the Capitol.
 - No weapons of any kind are allowed inside the Capitol building.
- ATTENDING THE COMMITTEE MEETING:
 - The House Education Committee will meet in House Committee Room 1 which is on the ground floor in Bigby Hall.
 - If you enter the building through the main entrance, take the elevator or stairs down one floor and enter Bigby Hall on your left.
 - During the reconvened (afternoon) session of the Education Committee, you can also watch the committee proceedings from overflow rooms. The House sergeant-at-arms will direct you.
 - Please place ALL cell phones and other electronic devices on vibrate mode; you may take phone calls in the hallway only, not in committee rooms.
 - No food or drinks are allowed in committee rooms.

- FOR YOUR COMFORT:
 - Restrooms and vending machines are available near the elevators in the foyer of the ground floor. Water fountains are available in Bigby Hall.
 - If you are in an overflow room in the Basement level (Committee Rooms 3 – 6 in Alario Hall), restrooms and water fountains are available in the hallway.

Your legislators want to know your thoughts. Make sure they do.

The committee process is an opportunity to inform legislators of your position regarding pending legislation. However, the length of this meeting and the number of people who wish to testify may require the imposition of time limitations. If you are with a group, it is advisable to appoint a spokesperson.

To register support or opposition ...

You do not have to speak in committee to register your support or opposition to a bill. Please use the witness cards to indicate your position and whether you would like to testify by selecting the proper card – green for support and red for opposition - and checking the appropriate box.

Green cards are used to support an item Red cards are used to oppose an item

HOUSE WITNESS CARD - AFFIRMATION* IN SUPPORT

Committee: _____ Date: _____

Regarding: HB No. _____ HCR No. _____ HR No. _____
 SB No. _____ SCR No. _____ Other: _____

CHECK ONE:
 I am present and would like to speak
 I am present and will provide information, if requested
 Although I do not wish to speak, I am present and in support

PLEASE PRINT:
 Name: _____
 Representing: _____
 Address: _____
 Primary telephone: () _____; Cell: () _____
 e-mail address: _____

*Your signature required on the back hereof is certification that your testimony is true and correct and an acknowledgment that you are testifying under oath.

HOUSE WITNESS CARD - AFFIRMATION* IN OPPOSITION

Committee: _____ Date: _____

Regarding: HB No. _____ HCR No. _____ HR No. _____
 SB No. _____ SCR No. _____ Other: _____

CHECK ONE:
 I am present and would like to speak
 I am present and will provide information, if requested
 Although I do not wish to speak, I am present and in opposition

PLEASE PRINT:
 Name: _____
 Representing: _____
 Address: _____
 Primary telephone: () _____; Cell: () _____
 e-mail address: _____

*Your signature required on the back hereof is certification that your testimony is true and correct and an acknowledgment that you are testifying under oath.

These Witness Cards are available in the committee room and overflow rooms on the witness tables. Carefully read, fill out, and sign the back of the witness card. **If you wish to speak, please check the appropriate box on the card.** Please return completed cards to the designated staff member or sergeant-at-arms.

Important Note: You must fill out a separate card for each bill you are supporting or opposing.

Your comments are important. They will be made part of the permanent public record. Thank you for your opinion.