

Public Remote Testimony Registration Guide





Public Testimony in Idaho's Legislative Process

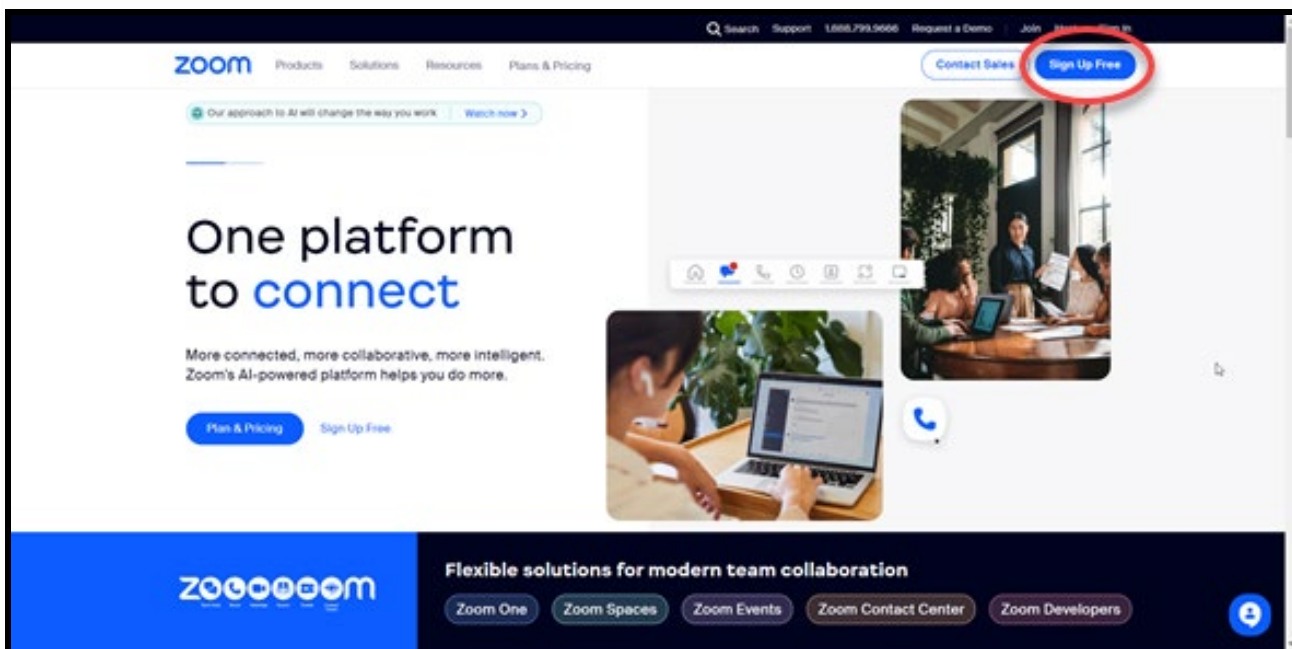
Idaho has an open legislative process. All committee action on Administrative Rules and Legislation that has been assigned a bill number is conducted in open session. Once one of the above items has been introduced, it is assigned to a standing committee for study and consideration. The committee Chair determines when it is scheduled for a hearing. Public testimony is permitted at most committee meetings.

Step 1 - Before a committee meeting

Please review our "[Testifying Before Legislative Committees](#)" page and meeting protocols before registering to testify before a committee.

Step 2 – Sign up for a ZOOM account

If you do not already have a ZOOM account, please sign up ahead of the meeting <https://zoom.us/>



Important: when signing up for your zoom account you will be required to enter an email address. The email address you use when creating your zoom account must be the same email address you will use when registering to testifying on a bill.

Step 3 – Locating the Committee / Bill(s) available for Testimony

Find out which committee(s) will be hearing your bill(s). This information is found on the Senate and House committee agendas published to the legislative website or by selecting the committee from the House or Senate Standing Committee(s) page and clicking on the Testimony Registration (REMOTE & IN PERSON) tab.

Senate Committees – <https://legislature.idaho.gov/committees/senatecommittees/>

House Committees – <https://legislature.idaho.gov/committees/housecommittees/>

Step 4 – Registration Requirements

Those wishing to testify remotely must be a **resident of Idaho** and have a **physical address in Idaho**.

There are five (5) manners in which you can register:

For or Against – (No written testimony and will not be testifying before the committee)

In-Person – (Will be testifying before the committee In-Person)

Phone – (Will be testifying before the committee by phone)

Remote / Virtual – (Will be testifying before the committee remotely via ZOOM)

Written Testimony Only – (Will not be testifying before the committee)

At the time of registration, you will be **required** to provide the following information; please have this information available before starting the registration process. If testifying by *phone*, please include the phone number you will be calling from when registering.

- First and last name.
- Email and physical address.
- What organization you are representing, if any.
- Whether you are testifying *in-person, virtually or by phone*.
- Whether you are “For” or “Against” the legislation.
- If testifying by phone, include the phone number you will be calling from.

Step 5 – Register to Testify

From the Agenda: Click on the “**Register to Testify**” link.

AGENDA
HOUSE STATE AFFAIRS COMMITTEE
9:00 A.M.
Room EW40
Thursday, June 08, 2023

For members of the public to observe the meeting, please click on the following link:
<https://www.idahoptv.org/shows/idahoinsession/ew40/>

SUBJECT	DESCRIPTION	PRESENTER
H 54	ELECTIONS - Amends and repeals existing law to prohibit the use of student IDs for personal identification at polling places and to prohibit personal affidavits in lieu of personal identification.	Rep. Young
H 285	INITIATIVES AND REFERENDA - Amends and adds to existing law to provide for the registration and training of signature gatherers for initiative and referendum petitions.	Rep. Crane (13)

Public Testimony Will Be Taken by Registering Through the Following Link:
[Register to Testify](#) ←

If you have written testimony, please provide a copy to the committee secretary.

COMMITTEE MEMBERS		COMMITTEE SECRETARY
Chairman Crane (13)	Rep Skaug	Lisa Hendricks
Vice Chairman Young (Cannon)	Rep Allert	Room: EW46
Rep Palmer	Rep Allgood	Phone: 332-1145
Rep Barbieri	Rep Crane (12)	Email: gensoracle@iso.idaho.gov
Rep Holtzclaw	Rep Gannon	
Rep Scott	Rep Green	
Rep Andrus		

Results:

You will be taken directly to the *Remote Testimony Registration* page. The bill(s) available for public testimony are listed (you may need to scroll down to view the available bill(s).)

The screenshot shows the Idaho Legislature website's "Remote Testimony Registration" page. The header includes the Idaho Legislature logo and navigation links for Senate, House, Committees, Legislators, Laws/Rules, Legislative Sessions, and Live Audio/Video Streaming. The main content area is titled "2023 State Affairs" and lists statewide issues: elections, abortion, electric utility deregulation, public utilities commission, and lottery. A navigation bar includes "MEETINGS", "MEMBERS", "SUBSCRIBE", "ARCHIVE", "PUBLIC TESTIMONY OVERVIEW", and "TESTIMONY REGISTRATION (REMOTE & IN PERSON)". The registration instructions state that users must be residents of Idaho with a physical address. Required information includes name, address, organization, and stance on the legislation. A table of opportunities to testify is partially visible, showing a meeting on Thursday, June 8, 2023, at 9:00 AM MT for Initiative and Referenda. A "Sign Up to Attend without Testifying" button is present.

OR: From the *House* or *Senate* Standing Committee page:

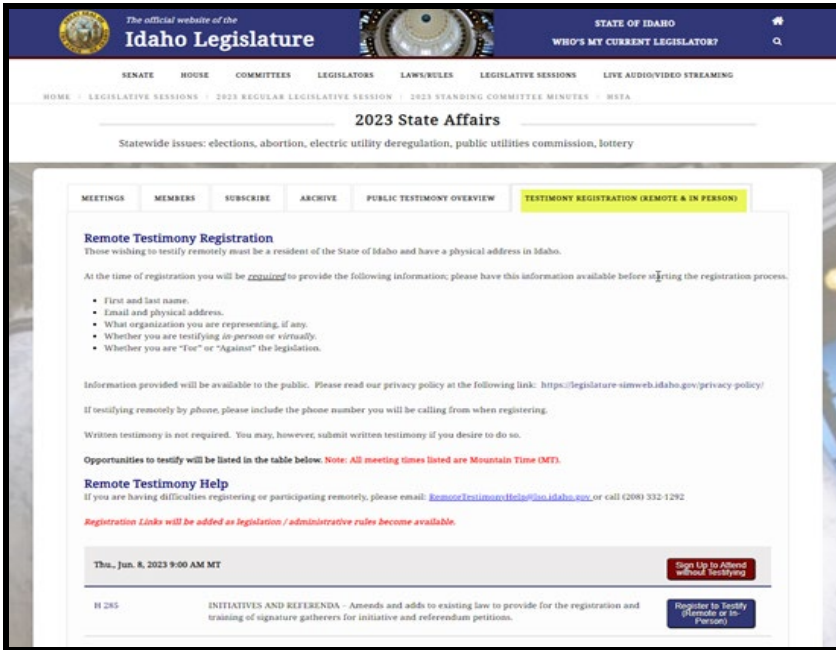
On the House or Senate Standing Committee page select the committee that is hearing your bill(s)

The screenshot shows the "House Standing Committees" page on the Idaho Legislature website. It features a table with three columns: "Committees", "Republicans", and "Democrats".

Committees	Republicans	Democrats
Agricultural Affairs Dept. of Ag, Potato commission, wheat commission, Beef council, Barley commission Even Days, 1:30 pm, Room LW42 Secretary: Jayne Feik Email: hagri@house.idaho.gov Phone: 332-1137	Chair Kevin Andrus Vice Chair Jerald Raymond Judy Boyte David M. Cannon Lori McCann Jeff Ehlers Jacyn Gallagher Dan Garner Jack Nelson Douglas T. Pickett Mark Seater	Chris Mathias Collin Nash Nate Roberts
Appropriations State budgets, revenue, appropriations Daily, am, Room CH0 Secretary: Alyson Jackson Email: haggi@house.idaho.gov Phone: 334-4736	Chair Wendy Horman Vice Chair Steve Miller Matthew Bandy Brett Kaybood Rod Furrus Clay Handy Tina Lambert James Petzke Josh Tanner	Brooke Green
State Affairs Statewide issues: elections, abortion, electric utility deregulation, public utilities commission, lottery Daily, 9:00 am, Room LW40 Secretary: Lisa Hendricks Email: hstadi@house.idaho.gov Phone: 332-1145	Chair Brent Crane Vice Chair Julianne Young Joe A. Palmer Vito Barbieri James Hoffmeister Heather Scott Kevin Andrus Bruce D. Skang Joe Alfieri Christopher M. Allgood Jason Crane	John Cannon Brooke Green

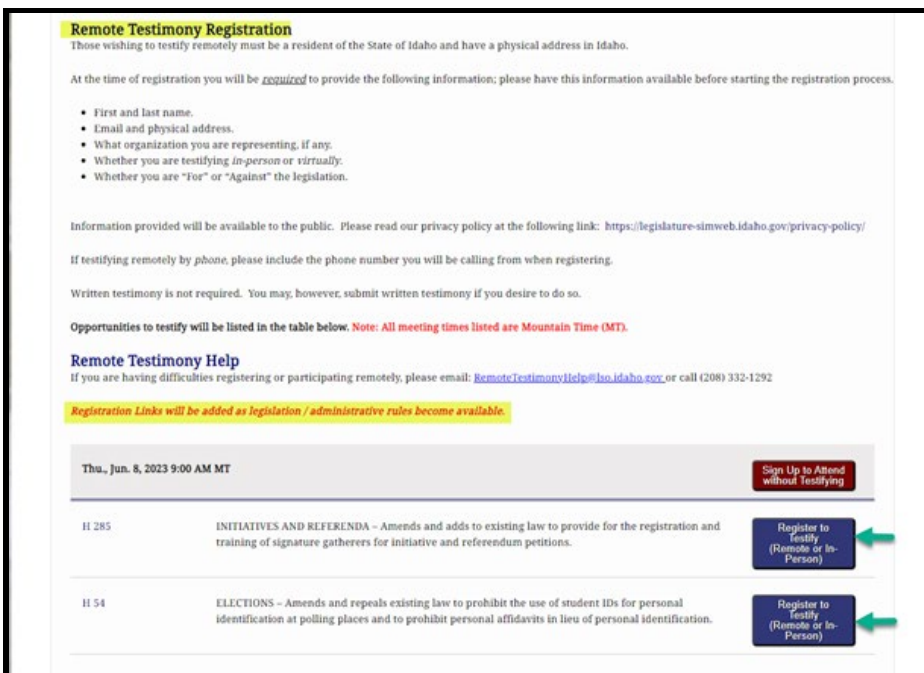
Results:

You will be taken to the selected House or Senate Standing committee page and will be on the “Meetings” tab, select the **Testimony Registration (REMOTE & IN PERSON)** tab. The bill(s) available for public testimony are listed (you may need to scroll down to view the available bill(s).)



From the *Remote Testimony Registration* page, the bill(s) available for public testimony are listed (you may need to scroll down to view the available bill(s)). Locate the bill and click on the “Register to Testify (Remote or In-Person)” button. **Note:** If you wish to testify on multiple bills you will need to register for each one individually.

Reminder: Those wishing to testify remotely must be a **resident of Idaho** and have a **physical address in Idaho**.



Results: You will be taken to the *Remote Testimony Registration form*. **Select** the “**manner in which you want to testify**”.

The official website of the
Idaho Legislature

STATE OF IDAHO
WHO'S MY CURRENT LEGISLATOR?

SENATE HOUSE COMMITTEES LEGISLATORS LAWS/RULES LEGISLATIVE SESSIONS LIVE AUDIO/VIDEO STREAMING

HOME | H 285

H 285 [Print Friendly](#)

You are signing up to testify on:

Subject	Description	Meeting Date	Meeting Time
H 285	INITIATIVES AND REFERENDA - Amends and adds to existing law to provide for the registration and training of signature gatherers for initiative and referendum petitions.	Thu., Jun. 8, 2023	9:00 AM MT

Select the manner in which you want to testify:

- For or Against - (No written testimony and will not be testifying before the committee)
- In-Person - (Will be testifying before the committee in-person)
- Phone - (Will be testifying before the committee by phone)
- Remote / Virtual - (Will be testifying before the committee remotely via ZOOM)
- Written Testimony Only - (Will not be testifying before the committee)

Once you have selected the “**Manner in which you testify**”, the **Constituent Information** form is displayed. All fields with a red asterisk (*) must be completed, you must check / agree to the website privacy policies and meeting protocols before you can submit the registration.

Written Testimony is not required; however, we encourage you to enter your testimony so the committee has it in the event of technical issues or in the event there are many testifiers, and the chairman cannot get to all testifiers the committee will have your testimony.

Reminder: On the Constituent Information registration form you **must** enter the same email address as what you use for your ZOOM account.

You are signing up to testify on:

Subject	Description	Meeting Date	Meeting Time
H 285	INITIATIVES AND REFERENDA – Amends and adds to existing law to provide for the registration and training of signature gatherers for initiative and referendum petitions.	Thu., Jun. 8, 2023	9:00 AM MT

Select the manner in which you want to testify:

- For or Against - (No written testimony and **will not** be testifying before the committee)
- In-Person - (Will be testifying before the committee In-Person)
- Phone - (Will be testifying before the committee by phone)
- Remote / Virtual - (Will be testifying before the committee remotely via ZOOM)
- Written Testimony Only - (**Will not** be testifying before the committee)

Constituent Information

Title First Name * Last Name *

In order to accurately determine the legislative district in which you reside, we require that you provide your physical home address.

Physical Home Address *

City * State * Zip * District# *

Phone Email *

Your View * For Against

Representating (Self, Company or Organization) *

Written Testimony *
Registrants may not be able to testify if there are technical issues preventing communication between their remote location and the Statehouse. Due to this possibility, written testimony is recommended at the time of registration.

This is were you would type your written testimony. We encourage you to enter your written testimony so the committee has it in the evet of technical issue or in the event that there are a large number of testifies and the chairman can not get to al testifier the committee will have your testimony.

I have read, understand and agree to the site Privacy Policy and Meeting Protocols.

[Submit / Register](#)

After all, “required” fields have been completed and you have checked that you have read, understand, and agree to the privacy policy and meeting protocols, click the Submit / Register button.

You will get the following confirmation that your submission / registration was successful and that you will be receiving a confirmation email for your registration. This confirmation screen is only displayed for 30 seconds, you will then be taken back to the Legislatures home screen. If you wish to testify on additional bills, please follow the same instructions starting on page 1.

H 285

Print Friendly

You are signing up to testify on:

Subject	Description	Meeting Date	Meeting Time
H 285	INITIATIVES AND REFERENDA – Amends and adds to existing law to provide for the registration and training of signature gatherers for initiative and referendum petitions.	Thu., Jun. 8, 2023	9:00 AM MT

Constituent Information

YOUR SUBMISSION / REGISTRATION WAS SUCCESSFUL!

You will be receiving a confirmation email for your registration. Please check your Spam/junk mail folder if necessary.

You will now be returned to the Idaho State Legislature's home page.

Information Regarding Legislative Accessibility and Public Testimony can be found at the following link: <https://legislature.idaho.gov/resources/leg-accessibility-pub-testimony/>



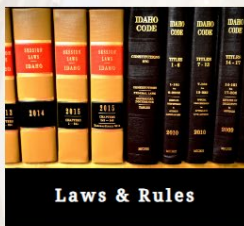
Legislative Sessions



2023 Interim



Committees



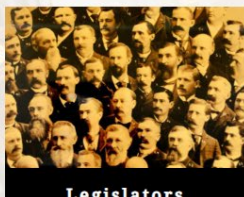
Laws & Rules



Senate



House



Legislators



Capitol



Digital

CALENDAR

June 2023

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

June 2023 Go

View Full Calendar

Live Audio & Video Streaming

Announcements

2023 Interim Administrative Rules Reviewed


Career Opportunity:
Associate Auditor

Interim/Special Meetings
Mon., Jun. 12, 2023 10:00 A.M.
Medicaid Managed Care Task Force

Fri., Jun. 16, 2023 10:00 A.M.
Joint Finance-Appropriations Committee

At the time the “Submit / Register” button is clicked, an email confirmation is sent to the email address entered on the Constituent Information form, DO NOT lose or delete this email, you will need it the day of the meeting; an email confirmation is also submitted to the secretary of the committee. Below are examples of the emails submitted.

Confirmation email sent to the person who registered. Note, there are also instructions in the confirmation email with much of the same information as in this document, in addition, the confirmation email will list how you registered to testify, the committee, the bill number and the date and time of the committee meeting.



Idaho State Legislature
Testimony Registration & Confirmation

Dear Helen Cress,

This email confirms that you have registered to testify **REMOTELY via video conferencing**, to the House State Affairs Committee regarding [H 285](#) - INITIATIVES AND REFERENDA - Amends and adds to existing law to provide for the registration and training of signature gatherers for initiative and referendum petitions. on **Thu., Jun. 8, 2023 at 9:00 AM**.

Please do not reply or send messages to this email address as it is not monitored. You will receive no further reminders regarding your registration.

On the day of the committee meeting, join the meeting at the time indicated above by clicking on the following link. [Join Webinar](#)

IMPORTANT! When the chairman calls your name to testify, you will receive a prompt to "Join as a Panelist" or "Remain as an Attendee", you *must* select "**Join as a Panelist**" in order to testify.

Please be aware that committee meetings can often be delayed, the Committee Chair will call the meeting to order as close to the scheduled time as possible and will call upon each person individually to testify.

Please review the legislative website at <https://legislature.idaho.gov/sessioninfo/> for information regarding the bill you are testifying for or against.


The legislative website also provides helpful tools to get you ready to testify before the committee. The following links are provided for information purposes:

[How a Bill Becomes a Law](#)
[Public Testimony Overview](#)
[Testifying Before Committees](#)

If there are any questions prior to the committee meeting, please email the committee secretary. Committee secretary email addresses are available on the committee webpage at the following links:

Senate Committees - <https://legislature.idaho.gov/committees/senatecommittees/>
House Committees - <https://legislature.idaho.gov/committees/housecommittees/>

Confirmation email sent to the committee secretary:



Idaho State Legislature
Public Testimony Registration as been Submitted

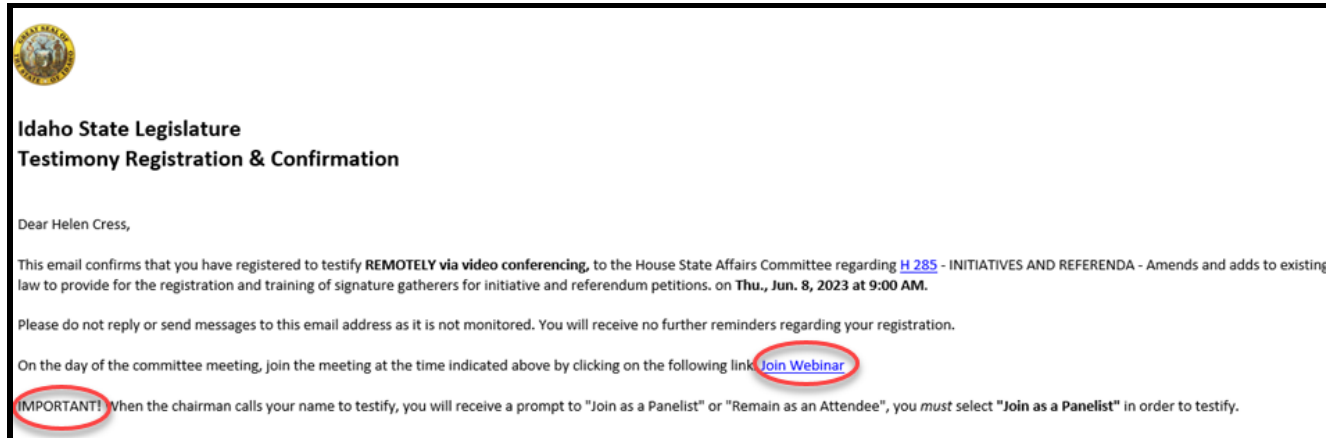
Helen Cress, has registered to testify REMOTELY via video conferencing before the House State Affairs Committee Committee, for the meeting of Thu., Jun. 8, 2023 at 9:00 AM regarding [H 285](#) - INITIATIVES AND REFERENDA - Amends and adds to existing law to provide for the registration and training of signature gatherers for initiative and referendum petitions.

A report comprised of all registrants and their information can be run prior to the start of the meeting.

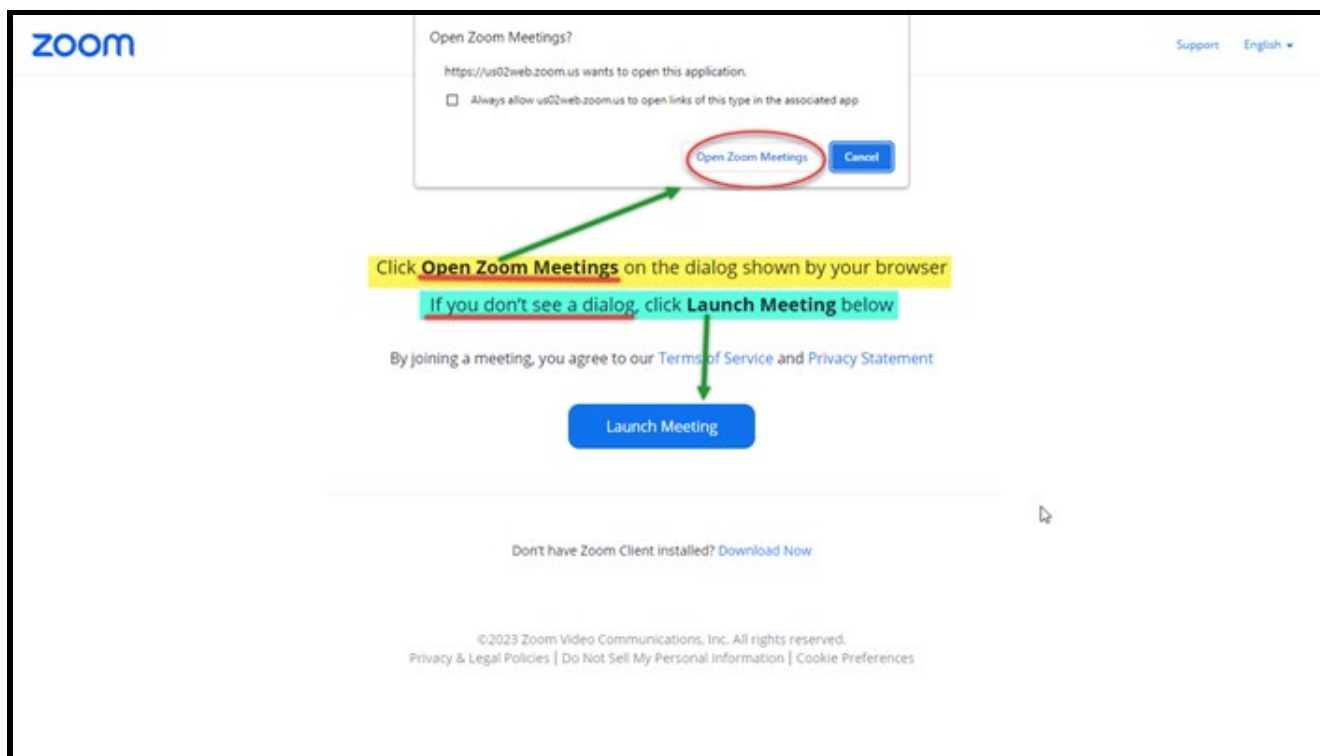
From this point forward instructions will be for **remote testifiers** (Phone” and /or Remote / Virtual) testifiers. On-line “In Person” registration allows you to skip the step of signing-up at the Capitol the day of the meeting and it automatically places your name in the application the Chairman utilizes for testifiers.

Step 1 – On the Day of the Meeting

Locate the **confirmation email** sent when you registered to testify, click on the “**Join Webinar**” link.



Step 2 – Follow the ZOOM instruction / prompts to join the meeting.



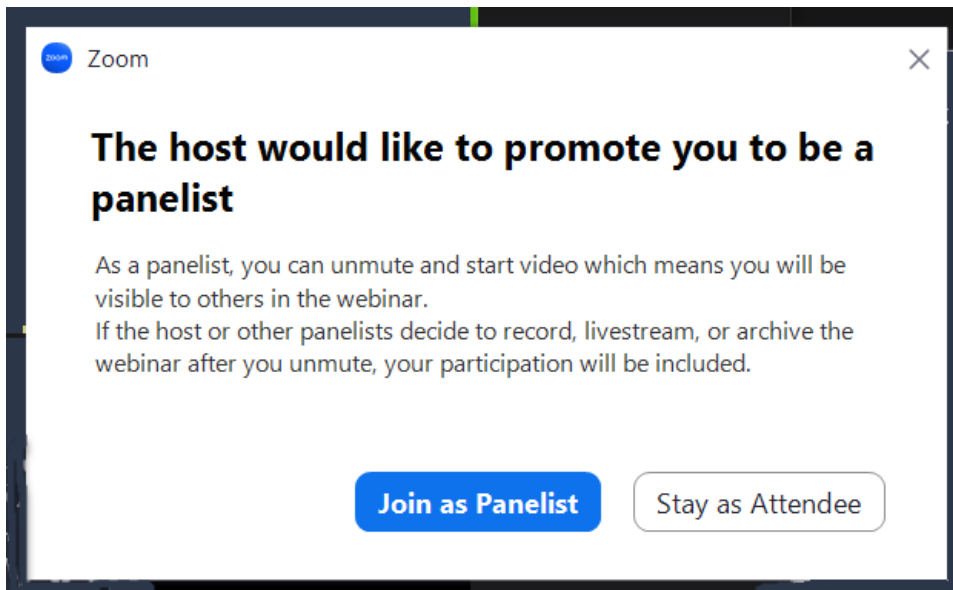
After successfully following the instructions / prompts on the ZOOM screen(s) you will be in the committee meeting as an attendee and will either see / hear the members of the committee or the audience (depends on the camera angle at the time you join).



Step – 3 - When the chairman calls your name and when prompted

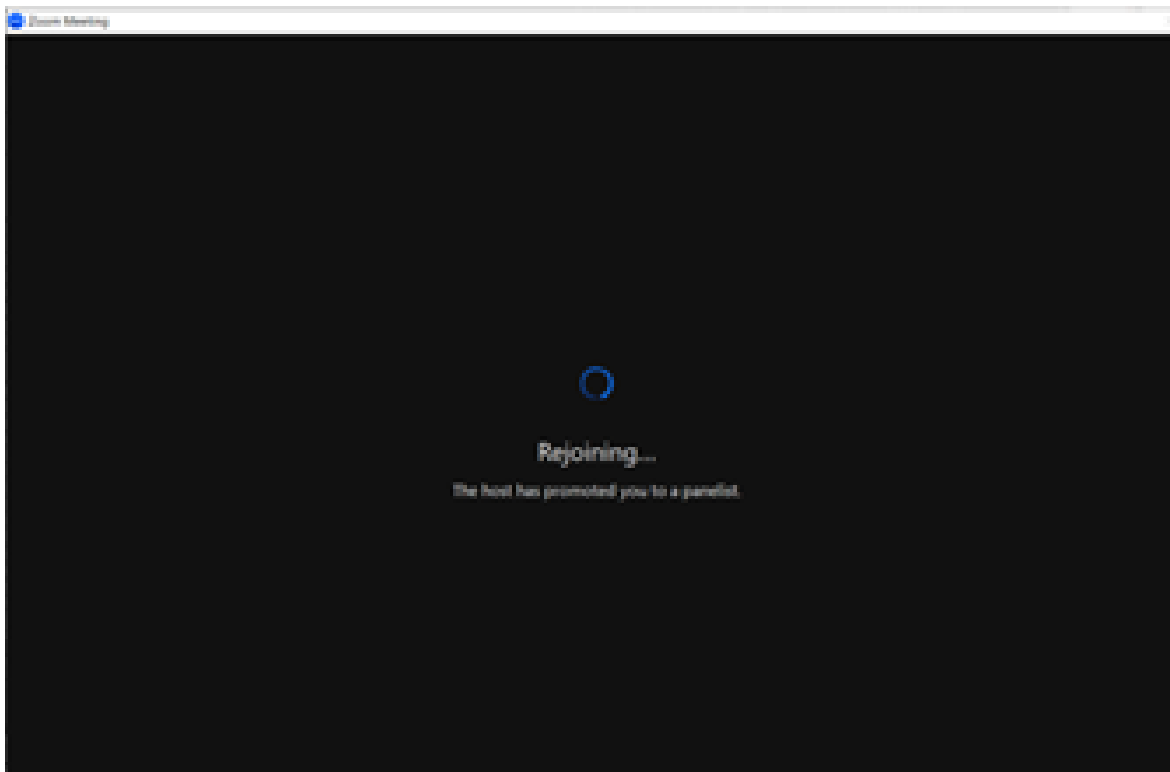
1. Click “**Join as Panelist**” (if you select “**Stay as Attendee**,” **you will not be able to testify**).
2. You may briefly see a “**Rejoining**” message as the host **promotes you to a panelist**.
3. Your microphone will be **unmuted automatically**, but depending on your device, you may need to manually unmute yourself.
4. Click “**Start My Video**” when prompted.

Examples of most common prompts:

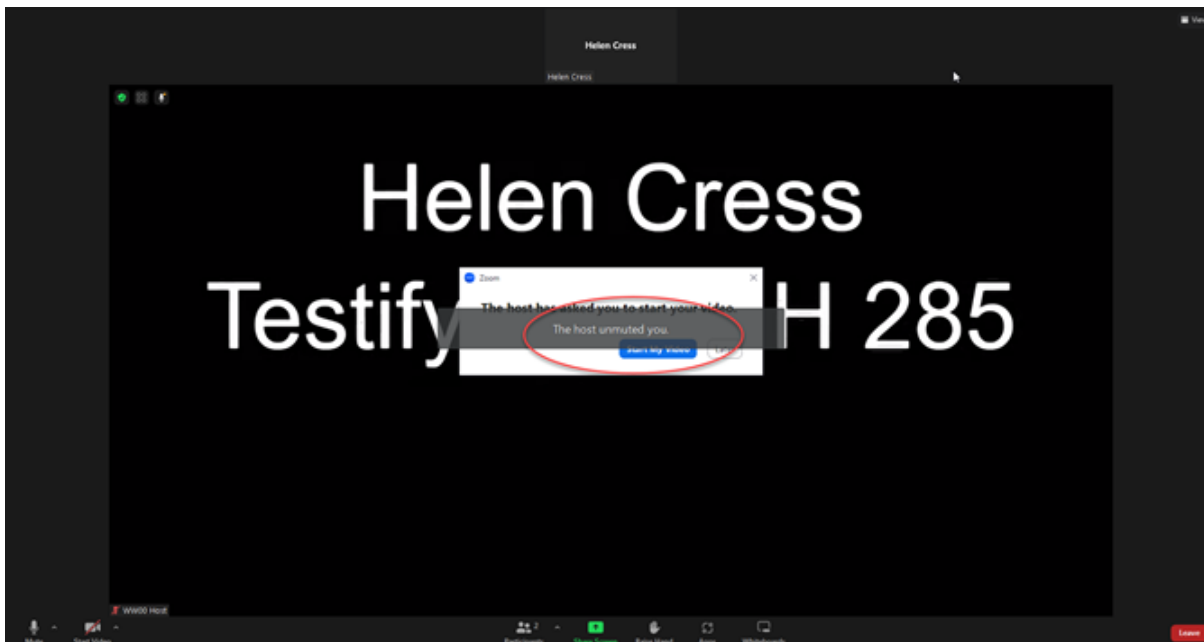


Note: If “Stay as Attendee” is selected instead of “Join as Panelist” you **will not** be promoted to testify, and the Chairman application will place an “**NR**” behind your name indicating you did not respond; The chairman will have the opportunity to try you again later.

After selecting “Join as Panelist” a screen will display for a few seconds; “Rejoining” and “The host as promoted you to a panelist”. **Note: Depending on your internet speed this could take a few seconds.**

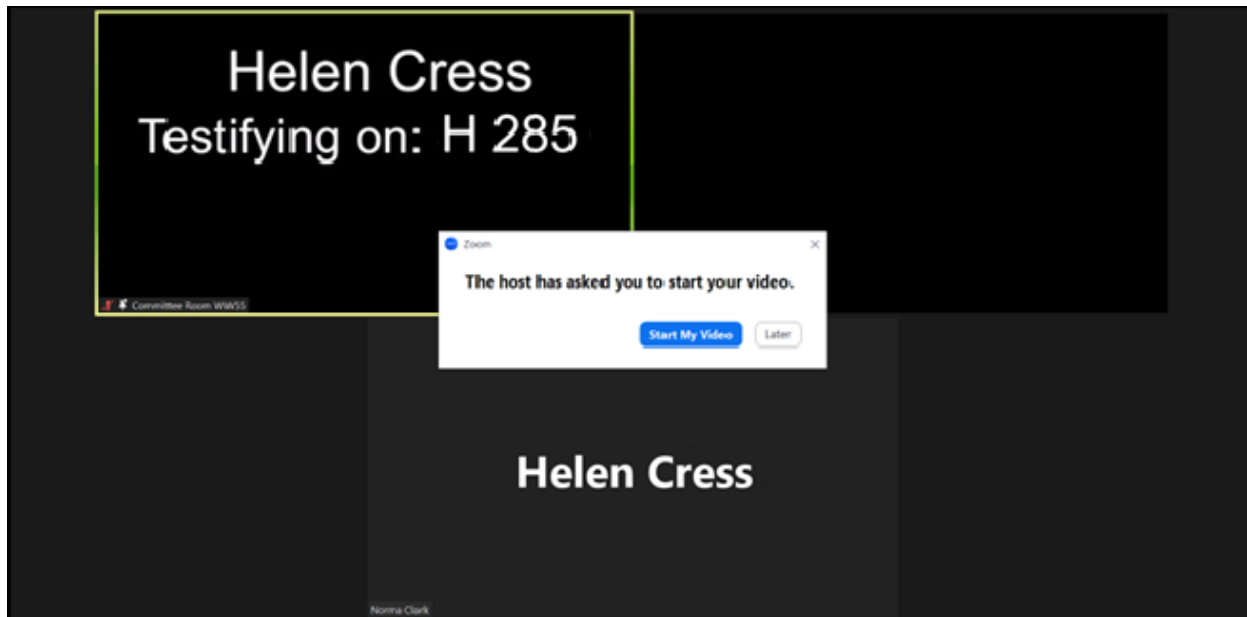


After you “Rejoin” the meeting (screen above), the chairman application will *automatically unmutes your device* (**depending on your device, you may be prompted to unmute yourself**), if you do not unmute the Chairman application will place an “NR” behind your name indicating you did not respond to the prompt; The chairman will have the opportunity to try you again later.



After the host automatically “unmutes” your device (screen above), you will be prompted to start your video and the chairman will be prompted to start the timer. Note: the chairman may start the timer as soon as you are unmuted.

Click on [Start My Video](#).



Step – 4 - The timer Starts:

- **Green light:** Your testimony time has started.



- **Yellow light (15 seconds left):** Time is almost up; please wrap up your testimony.



- **Red light:** Time is up, but you will remain available for questions until the Chairman moves you back to an attendee.

