



Citizen's Guide to House Committee Meetings

Louisiana House of Representatives

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:**
 - Committee meetings are held in Committee Rooms 1-6 . Rooms 1 & 2 are located in the ground floor in Bigby Hall. Rooms 3-6 are located in Alario hall on the basement floor.
 - If you enter the building through the main entrance, take the elevator or stairs down one floor and enter Bigby Hall on your left.
 - To access Alario Hall, take the stairs down at the end of Bigby Hall.
 - 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. 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. _____ SB No. _____
HCR No. _____ SCR No. _____
HR No. _____ other: _____

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

PLEASE PRINT:
Name: _____
Representing: _____
Address: _____
Phone: _____ E-mail: _____

I hereby affirm that the written or oral testimony I give before this committee will be true and correct. By signing my signature below, I acknowledge that I will be giving sworn testimony, under oath, and that any intentional false statement material to the matter or issue before this committee is a violation of that oath.

Signature of Witness: _____

This is a public record. Information contained on this card is subject to disclosure.

HOUSE WITNESS CARD - AFFIRMATION - IN OPPOSITION

Committee: _____ Date: _____

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

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

PLEASE PRINT:
Name: _____
Representing: _____
Address: _____
Phone: _____ E-mail: _____

I hereby affirm that the written or oral testimony I give before this committee will be true and correct. By signing my signature below, I acknowledge that I will be giving sworn testimony, under oath, and that any intentional false statement material to the matter or issue before this committee is a violation of that oath.

Signature of Witness: _____

This is a public record. Information contained on this card is subject to disclosure.

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.