

Louisiana Legislative Committee Witness Cards

Witness cards are available at every legislative committee meeting as a mechanism for the public to express (or request the opportunity to provide testimony in) support or opposition to a legislative instrument (i.e., bill or resolution).

Witness cards come in three colors and are available from the Sargent at Arms:

- **Red** - to express (or request to speak in) **opposition** to a bill and/or issue
- **Green** - to express (or request to speak in) **support** of a bill and/or issue
- **White** - to provide **information only**

[FRONT]

Indicate the name of the committee and the current date

Indicate the number of the legislative instrument to which you want to address

Indicate if you DO or DO NOT want to provide testimony

Provide your name and contact information

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.

[BACK]

Do NOT forget to sign the back of the card. This is your oath that you are providing an honest testimony

Committee Rules - Each committee may adopt rules to govern its procedure and a copy of such rules is available on the House website and upon request.

Amendments - Committee Rules may require that substantive, lengthy, or complicated amendments be requested in advance of the meeting.

Prepared Statements - Any person who files a prepared statement containing data or statistical information must identify the source of such information. (HR 14:33)

Handouts - Any person wishing to have a statement or other handout distributed to the committee must submit to the committee staff a sufficient number of copies for every member of the committee, committee staff, and five additional copies.

Oath of Witness - A person appearing before a committee is required to submit a sworn statement in the form of a signed affirmation that his testimony is true and correct and thereafter, he is considered to be under oath while testifying. (HR 14:32)

I hereby affirm that the written or oral testimony I give before this committee will be true and correct. By ascribing 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

BESE Public Comment Cards

Similar cards are available at every Board of Elementary and Secondary Education (BESE) meeting. There is only one color card with check boxes to indicate whether you are in support or opposition of an issue and/or recommendation.

[FRONT]

Fill in the date at the top of the card

Print your name and the name of the group you are representing

Indicate the name of the committee and the item on the agenda that you want to address

Indicate if you DO or DO NOT want to provide testimony and whether or not you support or oppose the recommendation being made

STATE BOARD OF ELEMENTARY AND SECONDARY EDUCATION
PUBLIC COMMENT CARD DATE: _____

NAME: _____
(PLEASE PRINT)

REPRESENTING: _____
(ORGANIZATION/AGENCY/SELF)

BESE COMMITTEE _____

AGENDA ITEM: _____

WISH TO SPEAK (SUPPORT RECOMMENDATION)
 WISH TO SPEAK (OPPOSE RECOMMENDATION)
 SUPPORT RECOMMENDATION (NO COMMENTS)
 OPPOSE RECOMMENDATION (NO COMMENTS)

Comments are limited to three (3) minutes per person. Comments from groups/organizations that designate one spokesperson are limited to five (5) minutes.

[BACK]

Procedures for Public Comment:

Persons wishing to make comments at a BESE Committee Meeting, Full Board Meeting, Public Hearing, or Special Called Meeting are required to complete a Public Comment Card.

After completing the card, please give it to a BESE staff member to ensure that the card is submitted to the meeting Chairperson.

Comment cards should be submitted at least ten (10) minutes prior to the beginning of the meeting.

Comments are limited to specific items listed on the BESE agendas and the proposed recommendation(s). The meeting chairperson reserves the right to disallow comments that are not germane to the specific item and recommendation.

Comments are limited to three (3) minutes per person. Comments from groups/organizations that designate one spokesperson are limited to five (5) minutes.

The order of speakers may be organized by the BESE meeting chairperson in a manner that will facilitate the orderly and efficient flow of the business of the committee.

Speakers who have provided written comments to the Board are asked to summarize their key points rather than reading the document in its entirety.