OFFICE OF THE STATE’S ATTORNEY FOR BALTIMORE CITY

LEGISLATIVE TOOLKIT

A RESOURCE FOR COMMUNITY ADVOCATES
Dear Community Advocates,

I am pleased to present our Legislative Toolkit. My administration has been steadfastly committed to accountability, professionalism and transparency since taking office. These values are the keys to unlocking a future where community confidence in the criminal justice system is restored; violent repeat offenders are held accountable; and our communities feel safe again.

In 2015, I established the Policy & Legislative Affairs Unit to support prosecutors in their zealous advocacy for justice. This Unit works tirelessly to develop and advocate for a robust legislative agenda, based on feedback from constituents and prosecutors, in Annapolis each year. We have created this toolkit to help you—the community—to stay visible and engaged during the legislative session. I encourage you to share this toolkit with your friends, family and neighbors.

Please don’t hesitate to call on the Policy & Legislative Affairs Unit to facilitate your advocacy. I look forward to working with you as we continue to address our city’s public safety challenges. With your support and participation, we can make Baltimore a safer home for us all.

In partnership,

Marilyn J. Mosby
State’s Attorney for Baltimore City
Table of Contents

1. Introduction
2. Maryland General Assembly
   • The Legislative Session
   • How a Bill Becomes Law
   • Important Dates
3. So, You Want to Be an Advocate?
   • Communicating with Your Legislators
   • Written Testimony
   • Oral Testimony
4. Legislative Terms
5. Appendices
   • Calling Your Legislator Worksheet
   • Emailing Your Legislator Worksheet
   • Written Testimony Worksheet
   • Oral Testimony Worksheet
   • Locations & Parking
Introduction

This toolkit provides guidance to community advocates who want to successfully promote their positions on legislation that is proposed during the legislative session.

It includes an overview of the Maryland General Assembly, how bills become law, how to be an advocate, and worksheets to assist you in communicating with your legislators.

We hope you find the information enclosed insightful and useful. We encourage you to share this toolkit with your neighbors, friends and family.

Questions? Contact the Policy & Legislative Affairs unit at the Baltimore City State’s Attorney’s Office at (443) 984-6005.

Exercise your voice. Demand action. Rock the vote.

See you in Annapolis!
Maryland General Assembly

The General Assembly is Maryland’s legislative body. Its members are elected by the people of Maryland. Just like Congress, the General Assembly is divided into two sections—House and Senate. These sections are often referred to as “chambers”.

Chambers

<table>
<thead>
<tr>
<th>The Maryland Senate</th>
<th>The Maryland House of Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>✤ 47 Senators who are elected to four-year terms</td>
<td>✤ 141 Delegates who are elected to four-year terms</td>
</tr>
<tr>
<td>✤ Led by Senate President Mike Miller</td>
<td>✤ Led by the Speaker of the House Mike Busch</td>
</tr>
<tr>
<td>✤ Majority Democrat—70% of the current Senators identify as Democrat</td>
<td>✤ Majority Democrat—65% of the current Delegates identify as Democrat</td>
</tr>
</tbody>
</table>

Maryland is divided into 47 legislative districts. Each district is represented by 1 Senator and 3 Delegates. You can find out which legislative district you live in and who represents you by visiting the General Assembly’s website at www.mgaleg.maryland.gov.

The Legislative Session

The Maryland Legislative Session begins in January and ends in April. Our legislators have 90 days—no more, no less— to draft, discuss, amend, crossover, and approve or kill all of the proposed legislation for the year. Every bill is required to have a hearing, so our legislators often work well into the night. Hundreds of bills are filed and referred to a committee every session. Later in the toolkit, we will highlight some important dates to keep in mind during legislative session.

How a Bill Becomes a Law

1. It all starts with an idea
   • Ideas for bills—or pieces of legislation—come from many sources: voters, the Governor, government agencies, special interest groups, lobbyists, professional associations, etc.
   • Every bill must be sponsored by at least one legislator, called a “sponsor”.
   • At the request of the sponsor, bills are drafted to meet constitutional standards by the Department of Legislative Services (DLS). DLS is a non-partisan government agency.
   • Bills can be introduced in the House, the Senate, or both.
     o If a bill is introduced in the House, it must be sponsored by a Delegate.
     o If a bill is introduced in the Senate, it must be sponsored by a Senator.

2. Legislative Committees are the “gatekeepers”
   • Once a bill is drafted by DLS and approved by the sponsor, it is officially introduced in either the House or the Senate.
   • After introduction, each bill is referred to a Committee for consideration.
     o Legislative Committees are small groups of Delegates or Senators appointed to focus on a specific topic such as the budget, environment, public safety, or health.
Most bills related to crime and public safety are referred to the Judiciary Committee in the House and/or the Judicial Proceedings Committee in the Senate.

There are 7 House Committees and 6 Senate Committees.

Each Committee is led by a Chair and a Vice-Chair. Committee leaders and members appointed by the Senate President and Speaker of the House.

Each Committee holds hearings where the public can speak or submit written testimony for or against bills. Committee schedules are posted online on the General Assembly’s website: [http://mgaleg.maryland.gov](http://mgaleg.maryland.gov). Hearings are also streamed online, so you can also watch remotely.

After the public hearing, the Committee Chair decides which bills to call for a committee vote. The outcome of the Committee’s vote determines what happens next. The Committee may vote:

- **Favorable**: A majority of the Committee supports the bill. The bill then moves onto the House or Senate floor for a vote by the entire chamber.
- **Unfavorable**: A majority of the Committee opposes the bill. If a bill receives an unfavorable vote then it is dead and no further action can be taken.
- **Favorable with Amendment**: A majority of the Committee supports the bill but with changes. The amended version of the bill then moves onto the House or Senate floor for a vote by the entire chamber.
- **No Vote**: The Committee Chairs are not required to call a vote on every bill; many bills die simply because the Chairs do not bring them to a vote.

### List of Committees

<table>
<thead>
<tr>
<th>The Senate Committees</th>
<th>The House Committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget &amp; Taxation</td>
<td>Appropriations</td>
</tr>
<tr>
<td>Education, Health &amp; Environmental Affairs</td>
<td>Economic Matters</td>
</tr>
<tr>
<td>Executive Nominations</td>
<td>Environment &amp; Transportation</td>
</tr>
<tr>
<td>Finance</td>
<td>Health &amp; Government Operations</td>
</tr>
<tr>
<td>Judicial Proceedings</td>
<td>Judiciary</td>
</tr>
<tr>
<td>Rules</td>
<td>Rules &amp; Executive Nominations</td>
</tr>
<tr>
<td></td>
<td>Ways &amp; Means</td>
</tr>
</tbody>
</table>

3. **Once the Committee votes favorably for a bill, then it’s time for you—the advocate—to lobby the entire Chamber!**
   - If a bill receives a “Favorable” or “Favorable with Amendment” vote from a Committee, then it moves to the House or Senate “floor” for a vote by the entire chamber.
   - At this time, any member of the chamber can offer an amendment on the bill. All amendments are voted on by the entire chamber.
   - After all amendments are considered, the final version of the bill is printed and voted on by the chamber. This is known as the bill’s “third reading”. A majority of the chamber must approve the bill for it to pass.

- Once a bill passes its originating chamber, it “crosses over” to the other chamber and is referred to the corresponding Committee in that chamber. Most bills that originate in the House Judiciary Committee are referred to the Senate Judicial Proceedings Committee after they “cross over”, and vice versa.
- The Maryland General Assembly website publishes the “Cross Over Day” deadline each year. This is the final day that a bill can cross over to the opposite chamber without referral to that Chamber’s Rules Committee.
- The process is identical in the second chamber, whether it’s the House or the Senate. The Committee holds a hearing, which may be public (in which stakeholders can testify or submit written testimony) or private (in which only the bill sponsor testifies). The Committee Chair then decides which bills to call for a vote.
- Even though a bill has passed the originating chamber and “crossed over”, the Committee Chair is not required to bring it for a vote. Again, the vote determines the bill’s next steps:
  - Favorable: The bill moves onto the floor for a vote by the entire chamber.
  - Unfavorable: The bill is dead and no further action can be taken.
  - Favorable with Amendment: A majority of the Committee supports the bill but with changes. The amended version of the bill then moves onto the House or Senate floor for a vote by the entire chamber.
  - No Vote: The bill is dead.

5. What happens if the House and the Senate pass different versions of the same bill?

- Each chamber has the opportunity to amend a bill before voting to pass it. If the House and the Senate pass different versions of a bill due to differing amendments, then committee leadership in both chambers will appoint a “conference committee” to reconcile the differences between the two versions.
- The conference committee includes three members from each chamber. They meet and produce a report detailing their consensus.
- Each chamber then votes on the conference committee’s report. If each chamber approves the report, the bill moves forward. If either chamber rejects the report, then the conference committee reconvenes.
- If the conference committee is unable to reach a consensus or if either chamber refuses to approve their report before the end of Sine Die (the final day of session), then the bill is dead.

6. The final decision is up to the Governor—usually.

- All bills, except for the annual budget bill and constitutional amendments (which are rare), must be presented to the Governor for approval.
- The Governor has 30 days from the date each bill is presented to him to review it and veto it. If the Governor does not veto a bill within 30 days, the bill becomes law.
- If the Governor does veto a bill, the General Assembly can vote to override the veto. Three-fifths of each chamber must vote to override the veto—that’s equal to 85 out of 141 Delegates and 28 out of 47 Senators.
The Legislative Process

First Chamber

1st Reading

Referral to Committee

2nd Reading

3rd Reading

Second Chamber

1st Reading

Referral to Committee

2nd Reading

3rd Reading

Consideration in Chamber that Originated Bill

Conference Committee (if needed)

To Governor Signed/Vetoed
Important Dates

First Day of Legislative Session

During the first week of session, advocacy groups and legislators unveil their legislative agenda. This is an important time because bill language is being discussed and finalized. Let the filing BEGIN!

Deadline to Introduce Bills in the Senate

All bills that are being introduced to the Senate MUST be filed by the sponsor by this day or they will not get a hearing. (Unless it passes the House first, then crosses over to the Senate.)

Deadline to Introduce Bills in the House

All bills that are being introduced to the House MUST be filed by the sponsor by this day or they will not get a hearing. (Unless it passes the Senate first, then crosses over to the House.)

Cross Over Day

All bills that have passed either the Senate or the House MUST cross over to the opposite chamber by this day in order to receive a hearing without referral to the chamber’s Rules Committee.

Last Day of Session (Sine Die)

Working against the clock, legislators have until 11:59 PM to pass bills before session concludes. Time is truly of the essence, and emotions run high as legislators, lobbyists, and advocates are rushing to ensure that their hard work pays off. It is an exciting day in Annapolis, filled with both celebrations and grief. The legislative session starts anew every January; there is no continuance or picking up where they left off the year before. Hence, “Sine Die.”

Fun Fact: “Sine Die” is from the Latin “without day” meaning "without assigning a day for a further meeting or hearing."
So, You Want to Be an Advocate?

There are different ways to communicate your support for or opposition to legislation. For example, you could call, email, or meet with your legislators. However, the first thing you need in order to be a successful advocate is to know the names of the legislators who represent you.

• **Get to know your legislator!** Meeting with your Delegates and Senator face-to-face is the most effective way to get your message across.
  - Email or call your legislator’s office in Annapolis and ask for an appointment. Remember to tell staff your district number or share your address.
  - Follow legislators on social media outlets, such as Twitter or Facebook, and attend their events. Invite them to your neighborhood meetings.
  - Remember, each Senator and Delegate in your district is YOUR State legislator; their job to listen and to advocate for you and your neighbors.
  - Find out who your legislator is by visiting the General Assembly website. Go to [http://mgaleg.maryland.gov](http://mgaleg.maryland.gov), select the “Legislators” tab, and then click on the “Who represents me?” icon in the upper right-hand corner of the page.

**Communicating with Your Legislators**

Once you have identified your legislators, there are several ways that you can contact them in order to communicate your position on legislation.

• **Phone Call**
  - Phone calls have a major impact and let your legislator know that certain legislation is important to voters. They are also quick and easy to make! Turn to the end of this guide for a worksheet you can use when you call. Every call received is documented by the legislator’s office.

• **Email**
  - Like phone calls, emailing is an effective way of sharing your opinion with your legislator. Turn to the end of this guide for a worksheet you can use to help draft your email.

• **Face-to-Face Meeting/Event in Annapolis**
  - Whether you’re alone or with a group of passionate advocates, showing up in Annapolis to meet with your legislator face-to-face sends a strong message.
  - **At the meeting, be brief and get to the point quickly.** Know the number of the bill you want to discuss, and state your position clearly.
  - **Directly ask if the legislator plans to vote for or against the bill.** If your legislator’s opinion differs from your own, ask for the reasoning behind their vote.
  - **Be willing to accept an appointment with a staff member if the legislator is unavailable.** The Legislative Session is only 90 days, and the legislators are busy during this time. It is common to assign a staff member to meet with constituents. Share your
message, leave information, and be polite. The representative will share your message with the legislator.

- **If possible, leave a one-page fact sheet or letter with the most important information and your contact information.** Check with the organizations or individuals that are on your side—they likely have a fact sheet you can use. For example, the Baltimore City State’s Attorney’s Office provides fact sheets for bills we champion.

- **Take photos with your legislator.** Post them on social media after the meeting and tag your legislator.

When communicating with your legislator, remember to **keep it relevant!**

- **Keep it relevant to current events.** Pay attention to the current issues that are making headlines in local newspapers, online, and on social media. Connect your issue to these current events and cases.

- **Keep it relevant to your legislator.** Read your legislator’s platform, typically available on their campaign websites. Learn what they care about and connect your issue to their issues.

**Share information on social media.** Ask your family, friends, and social media followers to get engaged. Share information about upcoming hearings, events and votes. Provide your audience with clear requests such as “Contact your legislators” or “Attend the upcoming hearing.” Post photos or videos of your events, such as rallies and town halls. And tag your legislators in your posts to keep your issue fresh in their minds. **Be creative and have fun!**

**Written Testimony**

Bills are not necessarily voted on the day of the hearing, so written testimony is a resource that legislators use to refresh their memories after a hearing has concluded, when the bill is discussed in meetings, and when it is brought to a vote. Written testimony can be submitted in lieu of, or in addition to, verbal testimony.

Written testimony should clearly state the bill’s number, name of the individual or organization submitting the testimony, and the individual or organization’s position (Support, Support with Amendments, or Oppose). It should be short and to the point. At the end of this guide, you will find a worksheet to assist you in drafting written testimony.

### Rules for Submitting Written Testimony

<table>
<thead>
<tr>
<th>Senate Judicial Proceedings</th>
<th>House Judiciary</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Submit <strong>16 copies</strong> to Committee staff <strong>before 12:00 PM</strong> the day of the bill hearing. Need help? Contact our office.</td>
<td>✗ Submit <strong>30 copies</strong> to Committee staff <strong>before 11:00 AM</strong> the day of the bill hearing. Need help? Contact our office.</td>
</tr>
<tr>
<td>✗ Committee staff members are located in the Committee office next to the hearing room.</td>
<td>✗ Committee staff members are located in the Committee hearing room.</td>
</tr>
</tbody>
</table>
Oral Testimony

One of the best ways to make your voice heard on an issue is to testify before a committee in Annapolis. Trust us—it’s not as scary as it sounds!

The General Assembly is required to hold a public hearing for every bill introduced on time. You can find each committee’s schedule on the General Assembly website at http://mgaleg.maryland.gov. Hearings are typically held on Tuesdays, Wednesdays, and Thursdays beginning around 1:00 PM. The schedule of each hearing, including the order in which bills are called, is up to the Chair and subject to change.

Testifying in person helps legislators put a face and a story to the issue. You MUST sign up to testify (ask us for help, if needed!). Each Committee has different rules for testifying. The rules for the two public safety committees are listed on below.

### Rules for Oral Testimony

<table>
<thead>
<tr>
<th>Senate Judicial Proceedings</th>
<th>House Judiciary</th>
</tr>
</thead>
<tbody>
<tr>
<td>❖ The Senate Judicial Proceedings Committee is located in 2 East, Senate Office Building on the 2nd floor.</td>
<td>❖ The House Judiciary Committee is located in Room 101 of the House Office Building on the 1st floor.</td>
</tr>
<tr>
<td>❖ Sign-up screens are located in the lobby outside of the Committee Room.</td>
<td>❖ Sign-up screens are located in the lobby outside of the Committee Room.</td>
</tr>
<tr>
<td>❖ Sign-up is available from <strong>8:30 AM-12:15 PM</strong> on the day of the bill hearing and must be done in person (or you can ask us for help).</td>
<td>❖ Sign-up is available from <strong>8:30 AM-12:30 PM</strong> on the day of the bill hearing and must be done in person (or you can ask us for help).</td>
</tr>
<tr>
<td>❖ Oral testimony is limited to <strong>2 minutes</strong> per person.</td>
<td>❖ Oral testimony is limited to <strong>3 minutes</strong> per person.</td>
</tr>
</tbody>
</table>

### Tips for Oral Testimony

❖ It’s normal to feel nervous before public speaking! However, speaking up for what you believe in is rewarding. Many people feel a sense of pride for helping to make a difference.

❖ Remember, your legislator works for you. He or she wants to hear from you and will appreciate your efforts.

❖ Speak naturally and draw on your own experiences to tell a brief story. The legislators want to know how the bill they are considering will impact you, your family and your community.

❖ Keep your testimony short and simple. Oral testimony is limited to **2-3 minutes.** The Chair will politely ask you to wrap up if you begin to exceed the time limit. This is so everyone gets an opportunity to speak.

❖ Gather your friends who are passionate about an issue, and work as a team! It can be particularly impactful to have groups come to Annapolis to speak for or against legislation.

❖ One person can sign up everyone from your group to testify. That way only one person has to get to Annapolis early to meet the in-person sign-up deadlines in the House or Senate.

❖ If you are submitting both written and oral testimony, **do not read your written testimony.** Your oral testimony should supplement and not repeat your written testimony.

❖ Hearings can last for hours, so remember to bring water, snacks and anything else you might need to be comfortable if you end up waiting a long time for the Chair to call your bill.
**Legislative Terms**


**Amend**: To make a change in a bill or a law.

**Bill**: A proposed law presented for approval to a legislative body.

**Bill Number**: The number the Secretary of the Senate or the Chief Clerk of the House assigns to a bill at the time of introduction. The bill retains the same number if it moves to the opposite chamber.

**Bill Status**: The current standing of a bill.

**Calendar Day**: The 24-hour day as denoted on the calendar.

**Chapter Number**: The number the Secretary of State assigns to a bill after the Governor signs the bill. Chapter numbers are issued in the numerical order in which the bills are signed.

**Committee Report**: The report a committee submits to the chambers listing actions taken on bills (i.e., favorable, favorable with amendments, unfavorable, re-referred, or referred for interim study).

**Committee Reprint**: The reprinting of a bill to include committee amendments.

**Concur**: One chamber approves an action taken by the other chamber.

**Conference Committee**: Three members from each chamber, five in the case of the budget conference committee (appointed by the presiding officers) who work to resolve the differences in a bill passed by both chambers. A bill does not pass the General Assembly unless each chamber passes the bill in identical form.

**Crossover Date**: Each chamber must vote favorably by this date for a bill to move forward.

**Enacted**: A bill is enacted when the bill becomes a law, i.e., is signed by the Governor and takes effect.

**Failed**: A bill does not receive a majority vote on the chamber floor.

**First Reader**: A bill as printed for the first time with its assigned bill number.

**Fiscal and Policy Note**: An analysis prepared by the Department of Legislative Services of a bill’s impact on State and local revenues and expenditures. It also identifies any mandated appropriations in the State budget and any mandates on local governments; describes the impact on small businesses; describes current law; and, if relevant, outlines the background relating to the proposal. A fiscal and policy note is “revised” if it is changed for any reason.

**Guarantee Date**: A bill introduced by this date is guaranteed a committee hearing in the chamber of origin.

**Interim**: The nine months between legislative sessions.
**Joint Resolution:** A resolution both chambers pass making a statement on a public issue, a request of the Governor or a government office, or establishing a task force. With certain exceptions, Joint Resolutions do not have the effect of law.

**Legislative Day:** Length of time from convening a session in the chamber until adjournment; may be longer or shorter than a calendar day i.e., a session that continues into a second calendar day without adjourning is one legislative day. If a chamber adjourns and reconvenes on the same day, that constitutes two legislative days.

**Passed:** When a bill is voted on favorably by the majority of the elected members.

**Prefiled:** A bill the Department of Legislative Services drafts, by request, prior to a legislative session for introduction in that session. Prefiling dates are set by law.

**Reassigned:** Assignment of a bill(s) from one committee to another.

**Referred:** The action of assigning a legislative measure to a committee or committees.

**Referred for Interim Study:** The action a committee takes to refer a bill for committee study during the nine-month interim.

**Re-referred:** The reassignment of a bill to a different committee after the original referral.

**Reject:** The failure of an action (i.e., an amendment).

**Returned Passed:** A bill passed in its chamber of origin is returned by the opposite chamber without amendments.

**Second Reading:** When a bill is reported out of committee and brought to the chamber floor for preliminary approval, or second reading. Committee and floor amendments may be added to the bill at this time. (The bill is not reprinted for second reading.)

**Suspend the Rules:** To set aside the rules temporarily, by a 2/3 vote, to allow a certain action.

**The Code:** The *Annotated Code of Maryland*, the codified statutory laws of Maryland.

**The Floor:** That portion of the chamber reserved for members and officers of the assembly or other persons granted access.

**Third Reader:** A bill that is printed after second reading in the chamber of origin, including adopted amendments.

**Third Reading:** A bill is voted on for the final time in each chamber. The third reading vote is recorded.

**Veto:** Action the Governor takes to prevent enactment of a bill passed by the General Assembly. At the next session the General Assembly may override the Governor’s veto with a 3/5 vote in each chamber (except in an election year when overrides are not feasible).
Appendices

Appendix 1: Calling Your Legislator Worksheet
Appendix 2: Emailing Your Legislator Worksheet
Appendix 3: Written Testimony Worksheet
Appendix 4: Oral Testimony Worksheet
Appendix 5: Locations & Parking
Appendix 1: Calling Your Legislator Worksheet

The legislator’s aide will begin by asking for your name and address.

Name: 
Address: 

Ask to speak with the legislator. If not available, ask to speak with the Legislative Director.

“Hello, I am one of your constituents and I am calling about:

Bill #: SB_____/HB_______
Bill Title: ____________________________________________________

It is my understanding that this legislation:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

(briefly explain what the legislation does)

I strongly urge you to [SUPPORT/OPPOSE] Bill # _____________ because

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

(briefly explain your position on the bill, include what it means to you personally or how others may be affected by their decision)

Thank you for your consideration and I look forward to having you represent my voice on this legislation.”

Call Tracker

Delegate 1: _________________________________, phone #: ______________________
Delegate 2: _________________________________, phone #: ______________________
Delegate 3: _________________________________, phone #: ______________________
Senator: _________________________________, phone #: ______________________
Appendix 2: Emailing Your Legislator Worksheet

Subject: [SUPPORT/OPPOSE] Bill #: SB_____/HB______, Bill Title: ________________________________

Hello,

My name is __________________________ and I live at ______________________________ (Address).

As one of your constituents, I am emailing you today to urge you to [SUPPORT/OPPOSE] Bill #: SB_____/HB______, Bill Title: ________________________________

It is my understanding that this legislation… *Briefly explain what the legislation does:*

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

I strongly urge you to [SUPPORT/OPPOSE] Bill # _____________ because…. *Briefly explain your position on the bill, include what it means to you personally or how others may be affected by their decision:*

_____________________________________________________________________________________
_____________________________________________________________________________________

Thank you for your consideration and I look forward to having you represent my voice on this legislation.

Example:

**Subject: SUPPORT Bill HB301: Courts - Evidence of Sexually Assaultive Behavior - Admissibility**

Hello, my name is Jane Doe and I live at 123 Main Street, Baltimore, MD 00000. As one of your constituents, I am emailing you today to urge you to **SUPPORT** House Bill 301: Courts - Evidence of Sexually Assaultive Behavior - Admissibility (Repeat Sexual Predator Prevention Act of 2018).

It is my understanding that this legislation will allow the court to admit evidence of other “sexually assaultive behavior.” Providing a way to prove a pattern of sexual misconduct by perpetrators would help restore faith in the justice system and encourage more survivors to report their assaults. A repeat predator’s pattern of rape and sexual violence reveals that he is and will continue to be a threat to our community. **I urge you, as my representative, to SUPPORT House Bill 301: Courts - Evidence of Sexually Assaultive Behavior - Admissibility (Repeat Sexual Predator Prevention Act of 2018).**

Thank you for your consideration, and I look forward to having you represent my voice on this legislation.

Sincerely,

Jane Doe
Appendix 3: Written Testimony Worksheet

Committee Name

Bill #: SB______/HB______, Bill Title

Hearing Date

**[SUPPORT/OPPOSE] **

Dear ___________________ Committee Members,

I am writing in [SUPPORT/OPPOSITION] of Bill #: SB______/HB______, Bill Title:
_________________________________________________ that would [insert a brief explanation of bill, typically found on bill’s info sheet found on the Maryland General Assembly website].

Briefly explain who you are and why this bill is important to you:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Explain how this bill impacts you/your community:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Summarize your opinion with a concise sentence:

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

For the reasons stated above, I strongly urge this committee to vote [FAVORABLY/UNFAVORABLY] on Bill #: SB______/HB______, Bill Title: _____________________________________________.

Respectfully Submitted,

[Insert your name here]
Appendix 4: Oral Testimony Worksheet

Below is an outline to help your write your own oral testimony. Remember, your oral testimony should be as brief as possible and complement—not repeat!—your written testimony. Try to speak naturally and avoid reading your notes.

“Good Afternoon Chair, Vice Chair, Members of the Committee…

My name is ______________________ and I am here today representing ________________ (share if you are representing any agency, group, committee, coalition, etc., or simply say that you are representing your community)

I am here to urge this committee to [SUPPORT/OPPOSE] Bill #: SB______/HB_______, Bill Title: ___________________________________________.

If you submitted written testimony, you should mention that here.

I want to highlight the following points about why this legislation is important.

• Share why this legislation is important to you; Consider including a personal story/problem that can be addressed by the legislation:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

• Share how passing this legislation would impact you:

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

• Briefly summarize any additional information you think is important for the committee members to hear:

_________________________________________________________________________________________

_________________________________________________________________________________________

I urge a [FAVORABLE/UNFAVORABLE] report on Bill #: SB_____ /HB_______. Thank you for your time.”

NOTE: Be sure to time yourself beforehand. It is important to respect the time limits (2 minutes in the Senate, 3 minutes in the House) when giving your oral testimony. After you give your testimony, some of the legislators may ask you questions. If you don’t know how to answer, you can tell the committee that you will follow up on the issue and get back to them with an answer.
Appendix 5: Locations & Parking

Locations

Visiting the House: The House Office Building is located at 6 Bladen Street, Annapolis, MD 21401. It is on your left when facing the State House (marked by the white and gray dome with spire).

Visiting the Senate: The Senate Office Building is located at 11 Bladen Street, Annapolis, MD 21401 across from the House Office Building. It is on the right when facing the State House (marked by the white and gray dome with spire).

Parking

There are several parking garages near the House and Senate Office buildings. Rates are hourly. Popular garages include:

- Gott’s Court Garage: 25 Northwest Street, Annapolis, MD 21401
- Whitmore Garage: 25 Clay Street, Annapolis, MD 21401
- Calvert St. Garage: 19 St Johns Street, Annapolis, MD 21401

Street parking is also available along College Avenue, West Street and Main Street. Pay close attention to the parking meters and parking signs.

Navy Stadium & Shuttle

There is also $5 flat rate parking at the Navy Marine Corps Stadium. Shuttles will to take you directly to the legislative buildings. For maps and directions, visit the Navy-Marine Corps Stadium Parking Guide: http://grfx.estv.com/photos/schools/navy/genrel/auto_pdf/AnnapolisParking.pdf
1. Public Parking
   a. Navy-Marine Corps Memorial Stadium. Trolley Shuttle Bus runs from Stadium Parking Lot to downtown Annapolis Monday-Friday, 6:30 a.m.-8:00 p.m., every 10 minutes (more frequently at rush hour), & Saturday & Sunday, 10:00 a.m.-6:00 p.m. No service on State holidays.
   b. Public parking also available off Calvert St.:
   c. Gott's Court Garage (1B)
   d. Whitmore Garage (1C)
   e. Calvert St. Garage (12)

2. Sweeney District Court Building
3. Tawes State Office Building
4. Maryland Judicial Center
   a. Administrative Office of the Courts
   District Court of Maryland headquarters
5. Murphy Courts of Appeal Building
   a. Court of Appeals
   Court of Special Appeals
   State Law Library
6. State Archives
7. Dept. of Budget & Management
8. Goldstein Treasury Building
   a. Board of Public Works
   Comptroller of the Treasury
   State Treasurer
9. State Income Tax Building
10. Data Processing Building
11. Central Services Building
    a. Annapolis Public Buildings & Grounds
   (parking at Lot B by permit only)
12. Calvert Street Garage
13. James Senate Office Building
    a. Senators' offices
    b. Miller Senate Office Building
    c. Committee offices & hearing rooms
14. Lowe & Taylor House of Delegates Office Buildings
    a. Delegates' offices
    Committee offices & hearing rooms
15. Government House
16. Legislative Services Building
    a. Dept. of Legislative Services
    Joint committee hearing room
    Cafeteria
17. Shaw House
18. State House
    a. Senate
    House of Delegates
    Governor's Office
    Information Desk (ground floor)
    Snack bar
19. Old Treasury Building
20. Wineland Building
    a. Secretary of State