



Wyoming State Legislature

COMMITTEE MEETING GUIDELINES FOR CITIZENS

The Wyoming Legislature welcomes your input into the legislative process.

Attending committee meetings to voice your opinion on issues before the Legislature is a great way to participate in the process. Below are a few guidelines to follow when attending committee meetings.

If you have any questions about these guidelines, please contact committee staff.

Please print legibly on all forms.

1. If you would like to attend the Committee meeting ...

When you arrive at the committee meeting room, please sign the official meeting **Attendance Sheet** indicating your attendance at the Committee meeting. You can keep track of the Committee's schedule by reading the notices on the committee room door, by following the daily calendar available in the Senate Lobby, the House Lobby, or Capitol Rotunda, or by checking the Legislature's website.

2. If you would like to provide a handout to the Committee ...

If you would like to provide written information to the Committee and you would like your handout to be part of the official committee record, please fill out the **Committee Handout Form** when you arrive at the meeting room and give the form and a copy of your handout (including an electronic copy, if available) to the committee staff. Please bring enough copies of your information for the Committee, the committee staff, and interested members of the audience.

3. If you would like to address the Committee ...

Citizens who wish to address the Committee will be recognized and called on by the Chairman to speak. After the Chairman has recognized you, please stand and address the Chairman (i.e. "Mr. Chairman"). Then, clearly state your name and the name of the organization you represent prior to addressing the Committee. All comments, questions, and responses must flow through the Chairman by addressing the Chairman each time you wish to speak. This procedure ensures an orderly flow of discussion during the Committee meeting.

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More than a spectator sport -- participate.