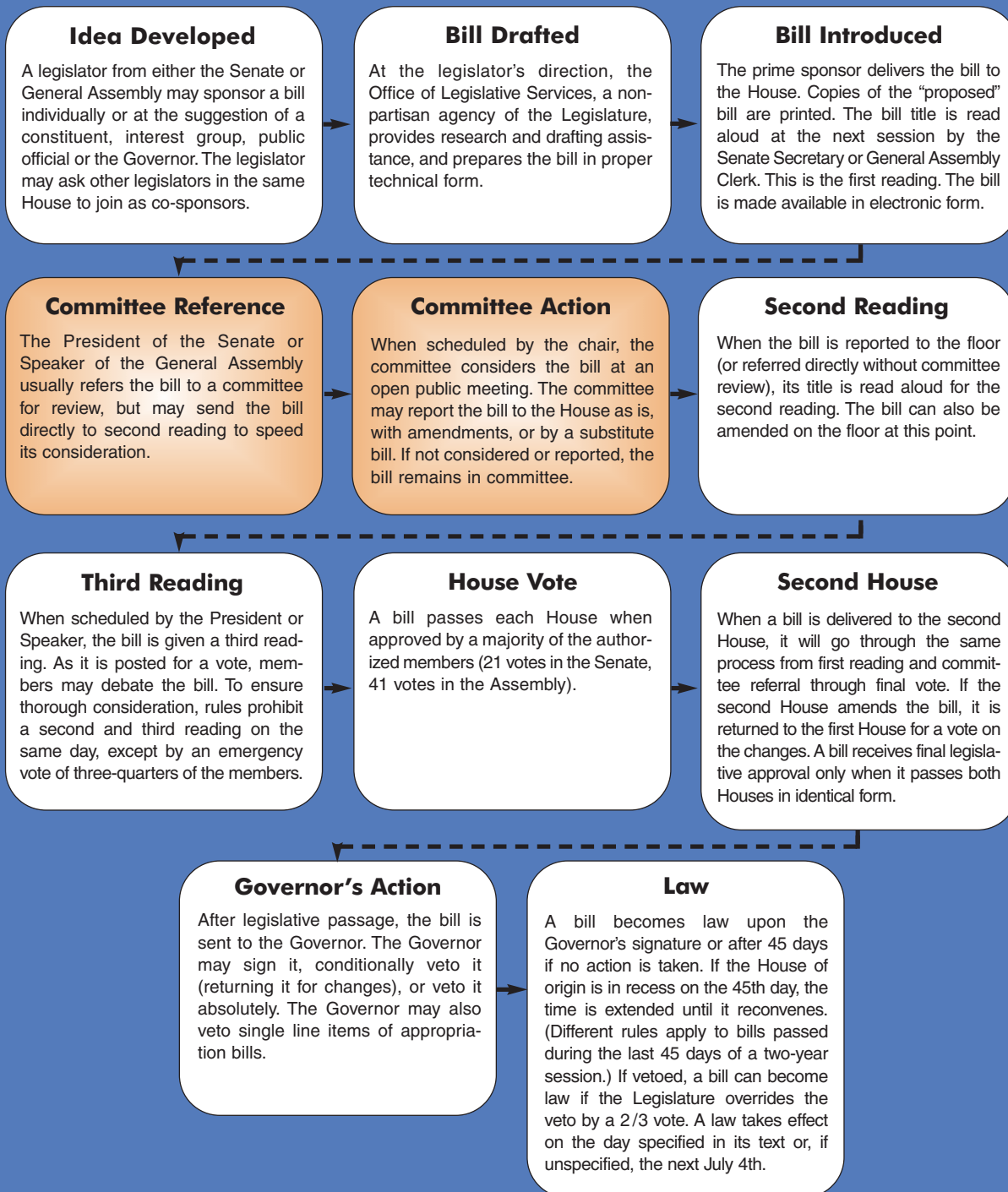


# How Committees Work Within the Legislative Process



## Contacting Your Legislators

Legislators value the opinions and suggestions of their constituents. Through their professionally staffed district offices, legislators respond to requests for information about legislative matters and provide assistance in dealing with State agencies.

To locate your legislator, go to the NJ Legislature's website, [www.njleg.state.nj.us](http://www.njleg.state.nj.us) or request a free *Roster of Members* by calling the Office of Legislative Services, Legislative Information and Bill Room:

Toll-free in New Jersey: 800-792-8630

Hearing Impaired:  
Dial 711 for NJ Relay

E-mail: [leginfo@njleg.state.nj.us](mailto:leginfo@njleg.state.nj.us)

You may call or write to legislators at their district offices or:

c/o New Jersey Senate  
New Jersey State House  
P.O. Box 099,  
Trenton, NJ 08625-0099

or

c/o New Jersey General Assembly,  
New Jersey State House  
P.O. Box 098,  
Trenton, NJ 08625-0098



The Office of Legislative Services  
Office of Public Information  
State House Annex, P.O. Box 068  
Trenton, New Jersey 08625-0068

# MAKING YOUR VOICE HEARD



Understanding the Public's Role in the Legislative Committee Process



Office of Legislative Services  
Office of Public Information  
State House Annex, P.O. Box 068  
Trenton, New Jersey 08625-0068  
[www.njleg.state.nj.us](http://www.njleg.state.nj.us)

## Legislative Committee Structure

The New Jersey Legislature consists of two Houses, a 40-member Senate and an 80-member General Assembly. Each House establishes standing reference committees to consider bills and examine public policy in specific subject areas such as health, human services, environment, education, labor, military and veterans' affairs, and transportation. The Senate and General Assembly also form joint committees with members from both Houses. In a few instances, ad hoc committees may be created, by passing a law or resolution, to address special issues and make recommendations for legislative or administrative action.

The number and scope of committees and their respective membership are established in the rules of the House, and may change in each two-year legislative session.

The presiding officer of the House – the President in the Senate and the Speaker in the General Assembly – appoints committee chairs and committee members from the majority party. The Minority Leader recommends members that represent the minority party. The composition of the membership of the committee reflects that of the House in regard to party affiliation. Legislators are usually appointed to a committee according to their expertise and interest in a particular subject.

The Office of Legislative Services (OLS) and offices of the majority and minority parties assign professional staff to serve as committee aides to provide administrative and research support. Committee aides are key contacts for obtaining information concerning pending committee action and operational protocol.

A list of legislative committees, their members and professional staff aides is available on the Legislature's web site ([www.njleg.state.nj.us](http://www.njleg.state.nj.us)) or in hard copy.

## Committee Action

Much of the discussion on the merits of a bill takes place in committee. The primary functions of a standing committee are to consider bills and

resolutions, and report them to the House; conduct investigations of State departments and agencies; and discern whether an agency's implementation of a law is in accordance with the Legislature's intent.

In considering a bill, a committee may decide to report the bill to the House or take no action. If the bill is reported, it may be advanced with no changes, with amendments, or by a committee substitute bill. All reported bills and resolutions are accompanied by a committee statement that contains a description of the bill's provisions and purpose, the nature of any amendments, and any background information the committee may deem necessary. These statements are convenient sources of information for the public.

If a committee does not report a bill, it remains eligible for committee consideration at another time during the two-year legislative session.

## Public Participation

The public may provide input during most committee meetings and public hearings.

A committee meets at the call of the chair on a day and time set aside by the presiding officer. The rules of both Houses require that official committee action be taken in meetings open to the general public and specify notification timelines. Voting to report a bill out of committee requires a quorum of committee members be present.

Committee meetings are generally held on Mondays and Thursdays during regular business hours at the State House Annex in Trenton.

Public hearings may be held anywhere and at any time throughout the state. Bonds, ballot issues and matters that may have Constitutional significance warrant public hearing. No voting or committee action takes place at the time of the hearing. Registration to provide testimony is generally requested well in advance of the hearing.

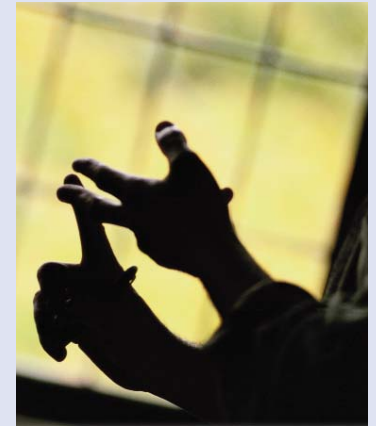
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The *New Jersey Legislative Calendar* lists meeting

## Providing Testimony

Legislators are interested in gathering information and insight from parties involved with an issue. Take the following steps to make your testimony as effective as possible:

- **Become informed.** Track the status of proposed legislation on the Legislature's web site ([www.njleg.state.nj.us](http://www.njleg.state.nj.us)). The web site provides information about the bill history, committee agendas, committee aides, public hearing schedules, and bill sponsorship. If you do not have access to a computer, call the New Jersey Office of Legislative Services, Legislative Information and Bill Room (see contact information below) or your state legislative district office for assistance.
- **Know the issue.** In addition to the original bill or resolution text, be aware of any subsequent amendments or proposed changes. Consider opposing viewpoints and other alternatives, and be prepared to discuss the differences. Make sure that your opinions can be substantiated with as many credible facts as possible.
- **Sign up to be a witness.** The committee chair establishes protocol for public testimony. Witnesses are encouraged to register prior to a public hearing or committee meeting so as to be scheduled in accordance with the chair's preference. In some cases, pre-registration may be mandatory. Contact the committee aide to confirm registration procedures. Generally, registered witnesses are given an opportunity to speak. However, if the issue draws particularly large attendance, the chair may limit the number of witnesses and duration of testimony.
- **Be prepared.** Arrive on time and familiarize yourself with the setting, participants and procedures as they relate to the committee. Be sure to confirm the committee agenda a day before the scheduled meeting. Alert the committee aide in advance concerning any special needs, displays or audio-visual equipment.
- **Presenting testimony.** Provide the committee with written copies of the full text of your testimony. However, your oral presentation should be brief and summarize only key points. Listen to testimony given by others who share your views and try not to repeat their remarks. The most engaging public speakers do not read. Use notes if necessary, but try to maintain eye contact with the committee members. Avoid jargon.
- **Be respectful and courteous.** Public hearings and committee meetings are official proceedings. Refrain from outbursts displaying your support or disapproval.



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**For further information,** call the OLS Legislative Information and Bill Room at 609-847-3905, or toll-free in NJ: 1-800-792-8630. Hearing Impaired: Dial 711 for NJ Relay Internet Address: [www.njleg.state.nj.us](http://www.njleg.state.nj.us)

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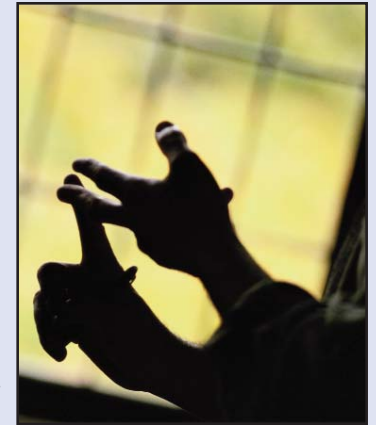
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