

Why do we file witness slips for committee hearings?

It proves a particular piece of legislation is important- the more slips, the more they realize they are considering something important to citizens. In addition, you become an official part of the record for that committee hearing and your position on that issue. Most legislators are reluctant to vote for or against legislation that shows overwhelming support/opposition by witness slips and testimony.

How to submit a witness slip for a piece of proposed legislation:

- 1) Go to ilga.gov
- 2) You will see the Senate menu of links- on left side, House menu of links- on right side.
- 3) select [committees] under Senate menu if bill is being heard by a Senate committee OR [committees] under House if bill is being heard by a House committee.
- 4) A full list of all committees will be presented with hyperlinks to the members of each committee, schedule of hearings for that committee and bills to be heard by that committee.
- 5) Select the hyperlink of [scheduled] in the hearing column of the committee hearing your bill.
- 6) A full synopsis of that hearing will appear, date, time, place, bills to be heard, chair of committee, etc. Toward the top right of this “notice of hearing” page – select [create witness slips] button.
- 7) Another overview of this particular hearing’s details appears. There are 2 buttons right below the committee information [view witness slips] and [create witness slip] if you would like to view already submitted witness slips select [view witness slips] DO NOT SELECT THE UPPER button [create witness slip] as this will create a generic witness slip for the entire hearing. The lower “items posted to hearing” section lists exact bills by number to be heard and the buttons for creating a slip for that exact piece of legislation.
- 8) Find your bill on the list, you will see who is sponsoring it and the name. On the same line as your bill, on the far right you will see smaller buttons for that exact bill [view witness slips] and [create witness slip]- select [create witness slip]
- 9) You will be brought to “record of committee witness” for your exact piece of legislation.
- 10) Congratulation! You are now “slipping” a bill! Let’s cover common mistakes made on the form.

Filling out the actual witness slip accurately:

- 1) Section I – Identification. Even though your Union may have encouraged you to “slip” this legislation, you are submitting your support or opposition to a bill as a citizen of Illinois. Please just put Citizen for both “firm, business or agency” and “title”. Give personal email and phone #.
- 2) Section II – Representation. Enter “concerned citizen”- as you are not officially representing any organization, you are filing this as a concerned citizen of Illinois.
- 3) Section III – Position. Original Bill, Amended, ETC? Almost universally, you are weighing in on the original bill. Your State Legislative Board would notify you if that changes- select [original bill]. Are you a proponent, opponent or no position on merits? Just remember, PRO= for something, OPP= opposing something and no position means “I’m watching but I am currently neither for or against this legislation”. Usually, we are slipping legislation because we support it (Proponent)
- 4) Section IV – Testimony. Will you be speaking at the hearing? Will you be submitting written testimony regarding the bill? Or are you just going on the books as officially supporting or opposing the bill? Usually, that’s the case- select [record of appearance only]
- 5) Agree to the terms of use for the Illinois General Assembly, select [create slip] button. You will receive a confirmation email of your submitted witness slip. You have officially “slipped” a bill!