Texas House of Representatives
High-Tech Committees

ELECTRONIC WITNESS REGISTRATION

David Lemons, Project Leader
Texas Legislative Council
System Overview

**House Witness Registration System**
An internal website that allows the public to register to testify or register a position on measures before a committee hearing.

**Committee Member View**
An internal website that allows committee members to view the current proceedings within a committee hearing.

**House Committee System**
A desktop application that provides committee clerks with the functions necessary for managing committee activities.

**Registration Profile Manager**
A public website that allows witnesses to create and manage registration accounts to make registration faster and simpler.
Process Overview

1. Clerks create registration agendas from hearing notices.

2. Clerk open registration.

3. Witnesses register to testify or position only.

4. Clerks update the member view so the chair may call the witness.

5. Clerks mark witnesses TESTIFIED as they answer the call of the chair.

6. Clerks close registration.

7. Clerks generate a witness list from the electronic records.
Witness Registration

Witnesses may register at any one of several kiosks located around the capitol.

Witnesses may also register with a personal iPad provided that they are connected to the Public-Capitol wireless network.
Witness Registration

Witnesses begin the process by selecting the hearing in which they’re interested.

<table>
<thead>
<tr>
<th>Step 1: Hearings</th>
<th>Step 2: Agenda Items</th>
<th>Step 3: Representing</th>
<th>Step 4: Contact</th>
<th>Step 5: Acknowledgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select a hearing</td>
<td>Select an agenda item</td>
<td>State your representation</td>
<td>Provide contact information</td>
<td>Verify and submit request</td>
</tr>
</tbody>
</table>

Select the committee hearing for which you want to register or **Find a Bill**

Showing 1 to 1 of 1 items.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Subcommittee</th>
<th>Hearing Date and Time</th>
<th>Select One</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Affairs</td>
<td></td>
<td>August 15, 2013 - 2:00 PM</td>
<td><strong>Select</strong></td>
</tr>
</tbody>
</table>

Only those hearings opened by the committee clerk appear on the registration page.
Witnesses may select one or more measures. A position and intention to testify must be provided to continue.
Witness Registration

If witnesses represent a group or organization, they must specify the name.

Step 1: Hearings
Select a hearing

Step 2: Agenda Items
Select an agenda item

Step 3: Representing
State your representation

Step 4: Contact
Provide contact information

Step 5: Acknowledgement
Verify and submit request

Do you represent a group, organization, agency, or governmental entity?

*Yes* | *No*

**Enter the group, organization, agency, or governmental entity name:**

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Do you also represent yourself as a private individual?

*Yes* | *No*

Continue to **Step 4 - Contact Information** or **Add Another Agenda Item**

You have 0 pending agenda item selections.
Your current selections are listed below.

Showing 1 to 1 of 1 items.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Hearing</th>
<th>Testify</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 6003</td>
<td>State Affairs - August 15, 2013 - 2:00 PM</td>
<td>Yes</td>
<td>Neutral</td>
</tr>
</tbody>
</table>

Occupation is required if no group is represented or the witness is also testifying on their own behalf.
### Witness Registration

Contact information is required. Witnesses may enter their information or load the information from a registration account.

<table>
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<tr>
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Optional: [Load previously saved witness contact information](#)

First Name: David  
Last Name: Lemons  
Title (optional):  
Contact Address: 123 Main St  
City/State: Austin, TX  
ZIP Code: 78701  
Phone Number: (512) 555-1234  

Optional: [Save the current witness contact information for future registrations](#)

New registration accounts may be created at the time of registration. Existing registration accounts may be updated at the time of registration.
The final step is a disclaimer that must be acknowledged by the witness before the registration may be submitted to the committee clerk.

## Contact Information

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>David Lemons</th>
<th>123 Main St</th>
<th>Austin, TX 78701</th>
<th>(512) 555-1234</th>
</tr>
</thead>
</table>

Showing 1 to 1 of 1 items.

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Bill Caption</th>
<th>Hearing</th>
<th>Position</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 6003</td>
<td>Related to demonstrating Electronic Witness Registration functions.</td>
<td>State Affairs - August 15, 2013 - 2:00 PM</td>
<td>Position: Neutral Testify: Yes Texas...</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Read and acknowledge disclaimer before proceeding:

I acknowledge that by signing or marking this document, I am swearing an oath to tell the truth, the whole truth, and nothing but the truth. I solemnly swear and affirm, under penalty of perjury, that the information entered herein and the testimony I may give in connection with this official proceeding are true and correct.
System Benefits

• Updated witness experience.
• Real-time and historical information available to committee members during hearing.
• Significantly reduced paper consumption.
• Elimination of data entry of registration data.
Summary

- Clerks create and manage registration agendas.
- Witnesses register on iPad kiosks located throughout the capitol.
- Witnesses with their own iPad may register if they’re onsite.

- Registration items are configurable by the clerks and are not limited to bills.
  - Other registration items may be:
    - Substitutes or Amendments
    - Interim charges
    - Other subjects
  - Clerks may sequence the items for display on the registration stations.
  - Clerks may provide notes to the witnesses if an item is closed for registration.

- Committee members follow the proceedings on their iPads.
- Members may see the current measure and witness as well as a list of witnesses previously offering testimony.

- Registration data is automatically imported into the Witness List once the hearing has concluded.