



HOUSE OF REPRESENTATIVES
COMMITTEE ON VETERANS AND EMERGENCY
PREPAREDNESS

Recommended Written One-Page Formatting

Topic: Explanation of Topic, Title of Proposal

Committee Briefer: Name/professional title

Contact Information: Email address, Standard address, organizational affiliation

Major Points of Testimony: Overview of major points of presentation (1-2 paragraphs; 3-5 sentences per paragraph recommended)

- I. Most important point
- II. Second most important point
- III. Tertiary level (important) point

Evidence/Supporting Material: Citation of sources, annotated list of attachments (if any)

If advocating for passage of legislation include evidence of at least the following:

- A. Significance of the issue
- B. Harm caused by perpetuation of the status quo (not making the changes included in the measure)
- C. Inherency of the problems identified within the status quo
- D. Explanation of how proposal shall improve the situation
- E. Clarification of the likely benefits (outweighing potential costs/risks)

If opposing passage of legislation include evidence of at least the following:

- A. Continuation of the status quo represents the best, most effective/efficient choice at this moment
- B. Proposal requires excessive specific adjustment/improvements for reasonable consideration

If suggesting adjustment/improvements to proposed legislation include the following details:

- A. How adjustment shall improve the proposal
- B. How adjustment shall function: the mechanical aspects of your recommendation
- C. Explanation of the net differences in form, function, and responsibilities (costs)