



DuPage Mayors and Managers Conference Witness Slip Guide

What Are Witness Slips?

Witness slips provide an opportunity for the public to register their positions on proposed legislation in the General Assembly. When a bill is called in Committee, the chairperson reads into the record the witness slips submitted for and against the bill. Legislators consider witness slips when voting to advance a bill from Committee, and sponsors may use witness slips to discuss and address concerns with bill opponents.

DMMC Action Alerts

When legislation on which the Conference has an official position is called before a House or Senate Committee, Action Alerts are sent to members requesting they file witness slips. Some Action Alerts may include bills without an official position approved by the Board, but which members may consider to be of high enough priority to file slips. Each listed bill includes a direct link to file a witness slip through the MyILGA dashboard at my.ilga.gov.

Filing a Witness Slip

The form to submit a witness slip can be accessed by clicking the link provided in Conference Action Alerts, by navigating to the bill through the Illinois General Assembly website ilga.gov, or via the MyILGA dashboard. Additional guidance on navigating to the form through these websites can be accessed [here](#).

If you do not have a MyILGA account:

- In section I. **Identification**, enter your name, address (this may be your city/village hall address), community name, your title, email address, and phone number.
- In section II. **Representation**, enter your community name.
- In section III. **Position**, select *Proponent* to indicate support for the bill, *Opponent* to indicate opposition, or *No Position On the Merits* to indicate a neutral or no position. In rare circumstances when a bill and an amendment are both being called in Committee, you may need to use the drop-down menu in this section to indicate your position applies to one or the other.
- In section IV. **Testimony**, select *Record of Appearance Only*, then click the button to submit.

If you have a MyILGA account:

- Upon clicking the link, your information should automatically be entered in section I. **Identification** and section II. **Representation**. You may need to log in through the button in the upper right-hand corner of the page. After logging in, click the link in the Action Alert email once again to return to the witness slip form for the bill.
 - Complete sections III. **Position** and IV. **Testimony** as noted above.
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Creating a MyILGA Account

By creating an account, your name, address, organization, and contact information can be automatically entered into each witness slip form, only requiring you to choose your position and the form of your testimony for each witness slip. Your account also includes a record of your submitted slips and allows you to update a previously submitted witness slip up to the conclusion of House Committee hearings or the end of the day for Senate Committee hearings. Register at <https://my.ilga.gov/Account/Register>.
