TESTIMONY GUIDANCE
SPEAKING TO THE MT LEGISLATURE

THERE ARE THREE WAYS TO TESTIFY:

1. In-person
2. Zoom or phone
3. Written

TIPS FOR IN-PERSON OR ZOOM TESTIMONY:

- Keep remarks brief.
- Detailed Schedule - Know when you are presenting (either scheduled or public comment) and arrive early. Committees can run ahead or behind schedule.
- Determine ahead of time who will testify and how?
- If you are testifying in-person, consider bringing handouts or copies of your presentation or testimony.
- Stay until the end of your agenda item, as they may ask you back for questions.

SPOKEN (IN-PERSON OR ZOOM)

✔ “Good Morning/Afternoon Mister/Madam Chair(man/woman) and members of the committee.”
✔ “For the record, my name is ________________.” Spell out your LAST NAME.
✔ “I am here today representing ________________ (entity + brief description).”
  o Actual Testimony
  o PROPONENT / OPPONENT / INFORMATIONAL
✔ “Thank you for your time. I am available for any questions you may have.”
✔ Please note: You can also just say “Chair ___________” or just “Chair” if that is easier for you.

When asked a question:
✔ “Thank you for the question.”
✔ Then address both the chair and the person who asked the question:
  “Mister/Madam Chair(man/woman), Representative/Senator ___________ (who asked the question)” … then state your answer.

If you do not know the answer:
✔ “Thank you for the question, Chair(man/woman), Representative / Senator ___________ (who asked the question).”
✔ “I do not have that information on hand, can I please defer this question to ___________.”
  OR “I don’t know that answer, can I get back to you with a response after this hearing?”

WRITTEN

✔ Written testimony: “Chair(man/woman) ___________ and members of the _________ Committee…”
✔ Make sure to include your name, organization, and contact information

Please go to https://leg.mt.gov/session/have-your-say/ to (1) sign up for zoom testimony or (2) submit written testimony.

Have questions or need assistance? Contact Rebecca Boslough (rebecca@macdnet.org or 406-443-5711 ext 2).