

2025 Legislative Session: Training

December 18th, 2024
Employee Roundtable Session

Roadmap:

- Upcoming Events
- Key Resources
- Testimony Guidance

Upcoming Hearings and Events

Jan 23rd

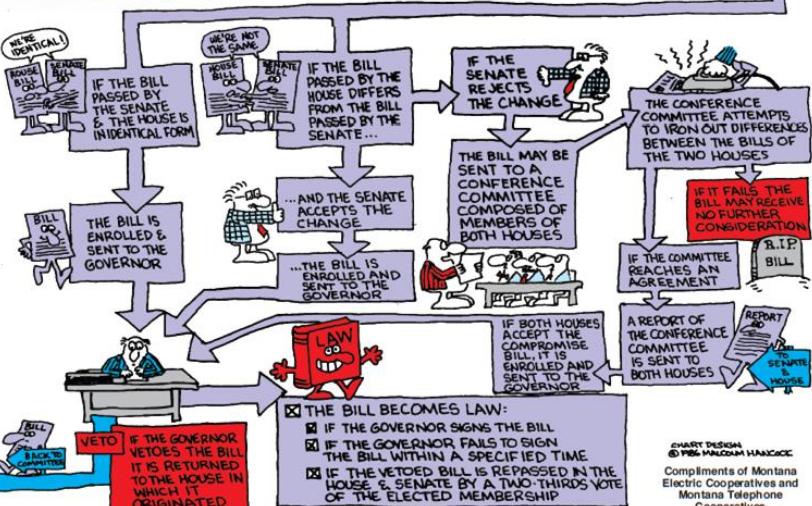
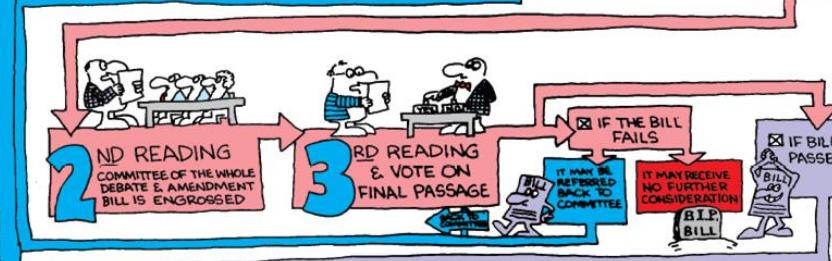
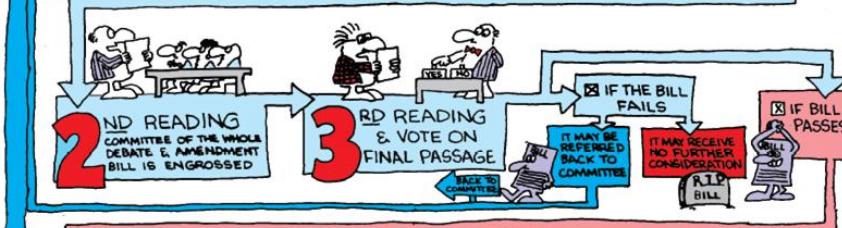
- CD Awareness Day at the Capitol Rotunda
- Legislative Meet and Greet (evening) at The Union (Helena)

Hearings and testimony

- To be announced once the session begins!

PASSAGE OF A BILL

IN THE MONTANA LEGISLATURE



Resources

- Check for updates on the MACD Policy Blog <https://policy.macdnet.org/>
- Legislative Resources Hub <https://macdnet.org/resource-hubs/legislative-resource-hub/>
- Weekly Legislative Committee calls - Tuesdays at 7am
- Bill tracker/updates (Switching from a spreadsheet to Bill Tracker software that will generate reports to be shared with districts)
- Testimony guidance
- Talking points
- Legislative brochure (MACD)
- Montana Legislative Guide
- old testimony (videos)

When you leave today...



Access tools on the legislative website



Register to testify via Zoom



Understand scheduling and logistics



Testimony guidelines and tips



Hearing day – what to expect



Practice with Zoom

Raise Hand
Audio Settings
Video Settings

leg.mt.gov



Watch/Listen To Meetings (old version)



Jan 2021

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Watch/Listen To Meetings

Joint Subcommittee on General Government [Room 350] Not Started



Joint Subcommittee on General Government - Video
08:00-13:00

Joint Subcommittee on Health and Human Services [Room 102] Not Started



Joint Subcommittee on Health and Human Services - Video
08:00-13:00

Joint Subcommittee on Health and Human Services Not Started

Joint Subcommittee on Judicial Branch, Law Enforcement, and Justice [Room 317A] Not Started



Joint Subcommittee on Judicial Branch, Law Enforcement, and Justice - Video
08:00-13:00

Joint Subcommittee on Long-Range Planning [Room 317B] Not Started



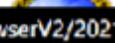
Joint Subcommittee on Long-Range Planning - Video
08:00-13:00

Joint Subcommittee on Natural Resources and Transportation [Room 317C] Not Started



Joint Subcommittee on Natural Resources and Transportation - Video
08:00-13:00

Senate Business, Labor, and Economic Affairs [Room 422] Not Started



Senate, Labor, and Economic Affairs - Video

sg001 harmony.sliq.net/00309/Harmony/en/PowerBrowser/PowerBrowserV2/20210119/ 1/39651



December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
		<div>09:00 AM</div> <div>01:00 PM</div> <div>01:00 PM</div>	<div>09:00 AM</div> <div>01:00 PM</div> <div>02:00 PM</div>			
8	9	10	11	<div>09:00 AM</div> <div>11:00 AM</div>	<div>10:00 AM</div>	<div>08:00 AM</div>
15	16	17	18	19	20	21
	<div>08:00 AM</div> <div>08:00 AM</div>	<div>08:30 AM</div> <div>09:00 AM</div>	<div>10:30 AM</div>			
		+10 more				
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Legislative Meetings & Events

DEC 18	10:30 am - 12:30 pm	Senate Committee on Committees
JAN 3	9:00 am - 3:00 pm	Optional Legislator Training
JAN 6	12:00 pm - 2:30 pm	House Floor Session
JAN 6	12:00 pm - 2:30 pm	Senate Floor Session
JAN 7	1:00 pm - 3:00 pm	Senate Floor Session
JAN 7	1:00 pm - 3:00 pm	House Floor Session

click on event you want to watch



Tracking a bill

<https://bills.legmt.gov/>

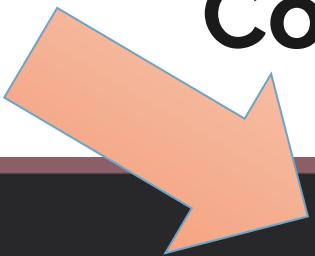
 Montana Legislative Services [Bill Tracker Login](#)

2025 (REGULAR) Session [BILL EXPLORER](#) i ?

[COLUMNS ▾](#) Previous 1 2 3 42 Next ▼ FILTERS EXPORT ▾

Bill #	LC #	Short Title	Primary Sponsor	Status Date	Status
SR_1	LC2244	Senate rules resolution	Tom McGillvray	12/12/24	(LC) Draft Delivered to Requester
SJ_1	LC2243	Senate joint rules resolution	Tom McGillvray	12/13/24	(LC) Draft Delivered to Requester
SJ_2	LC0321	Resolution disapproving of montana supreme court rules	Barry Usher	12/06/24	(LC) Draft Delivered to Requester
SJ_3	LC0180	Provide for a joint resolution on CDLs	Barry Usher	12/13/24	(LC) Draft Delivered to Requester
SJ_4	LC0675	Joint resolution calling for convention of the states to require a bala...	Mark Noland	12/16/24	(LC) Draft Delivered to Requester
SB_1	LC0082	Revise definition of "blighted area"	Greg Hertz	11/19/24	(LC) Draft Delivered to Requester
SB_2	LC0081	Revise treatment of tax increment upon expiration of tax increment ...	Greg Hertz	11/19/24	(S) Introduced
SB_3	LC0083	Require advisory committee for districts that use tax increment fina...	Jeremy Trebas	11/19/24	(LC) Draft Delivered to Requester
SB_4	LC0085	Revise taxation of homesite on certain agricultural property	Becky Beard	11/19/24	(S) Introduced
SB_5	LC0087	Revise compensation for county tax appeal board members	Becky Beard	11/19/24	(LC) Draft Delivered to Requester
SB_6	LC0239	Establish criminal justice data warehouse priorities	Barry Usher	11/19/24	(S) Introduced

Contacting legislators at any time



Legislators

Columns ▾		Per Page ▾	Export CSV	Export Excel	Export PDF									Search: <input type="text"/>
First Name	Last Name	Email	Telephone	Address - Line 1	Address - Line 2	City	State	Postal Code	Title	Chamber	District	Party		
(o) Eric	Albus	Eric.Albus@legmt.gov	406-648-7494	PO Box 289		Glasgow	MT	59230		House	House District 28	Republican		
(p) Brad	Barker	Brad.Barker@legmt.gov	406-426-1034	PO Box 1242		Red Lodge	MT	59068		House	House District 55	Republican		
Denise	Baum	Denise.Baum@legmt.gov	406-208-0345	PO Box 81112		Billings	MT	59108		House	House District 45	Democrat		
Becky	Beard	becky.beard@legmt.gov	406-479-3048	PO Box 85		Elliston	MT	59728		Senate	Senate District 38	Republican		
David	Bedey	david.bedey@legmt.gov	406-381-2059	PO Box 692		Hamilton	MT	59840		House	House District 86	Republican		
Ivn	Rennett	Ivn.Rennett@legmt.gov	406-890-4468	PO Box 3017		Columbia	MT	59912		House	House	Republican		

TESTIMONY



Keep remarks brief



Detailed Schedule



Who will Testify and
How?



Written Testimony
and Handouts



3 Ways to Testify:

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

TESTIMON Y



SPOKEN:

- ✓ Good Morning/Afternoon Mister/Madam Chair and members of the committee.
- ✓ For the record, my name is _____ . Spell LAST NAME.
- ✓ I am here today representing _____ (entity + brief description).
 - ✓ Actual Testimony
 - ✓ PROPONENT / OPPONENT / INFORMATIONAL
- ✓ Thank you for your time. I am available for any questions you may have.
- ✓ Question: Thank you for the question, Mister/Madam Chair(man/woman), Representative _____ or Senator _____ (who asked the question)...

WRITTEN:

- ✓ Written testimony – Chair(man/woman) _____ and members of the _____ Committee...

IN PERSON TESTIMONY

Committee Rules vary
Changing Rules
Limited seating
Mask requirements
No DNRC Staff Present – Detailed Schedule
Logistical challenge of when to join
Public Comment



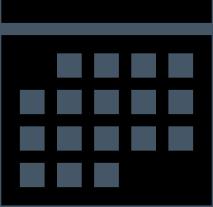
There are new ways to participate with new remote capabilities!

Request To Testify Remotely/Upload Your Testimony

- You will be able to select from the bills that are currently scheduled for hearing for the next 3 days.
- **By noon the day before** the hearing, you will be able to submit your written testimony, write a brief message, or request a Zoom link to testify in the bill hearing.
- Fill out the form with the pertinent details and submit. You will receive an email confirmation.
- You do not have to testify in order to submit written comments. Written comments received by the deadline will be distributed to all committee members. However, if you request a Zoom link, we request that you write a brief message in the event of technical difficulties so that your name will be entered into the record.
- Written testimony that is submitted after the deadline or submitted at the hearing will only be included in the minutes.
- Rules of decorum must be followed and the Presiding Officer will call on you when it is your turn to speak. Follow the Zoom directions and raise your hand to let the Remote Committee Coordinator know when you want to speak. We will not assume that because you requested the Zoom link that you automatically want to testify. There may be limits placed on how many people are allowed to testify remotely on each bill.



Zoom Testimony



3 Days – 24 Hours Before Hearing
(48-hour window to register)

REQUIRED. Specify which bill(s), which program(s).

- ✓ Confirmation Email
- ✓ Zoom Invite Email

You can attach multiple documents for the committee.



UPLOAD DOCUMENTS

You **must provide brief written** comments if you are requesting to testify via zoom - in the event that technical issues should arise and you cannot provide verbal testimony during the zoom meeting.

Write your Comment or Testimony in the Field Below. If you will have more than one person testifying from a single link, you must include the names of those who may potentially testify in the box below. (Any links will be disabled, type in the entire URL)

If you have testimony or supporting documentation in electronic format - upload it here. (Only PDF File format will be accepted and the total size of files is limited to 10 MB.)

Choose Files No file chosen
[Uploading multiple files.](#)

Would you like to request to testify before the committee via Zoom? Yes No

Submit

Zoom Testimony



- ✓ Don't panic if there is a delay or tech issues...
- ✓ To Start: Mister/Madam Chair (or just 'Chair'), can you hear me? Wait for a response. Try unmuting yourself. Turn off all other screens.
- ✓ If there is a delay: Mister/Madam Chair, thank you for being patient...

Phone Testimony



- *6 to unmute
- (This is different than mute/unmute on your phone)
- *9 to 'raise hand'
- To Start: Mister/Madam Chair, can you hear me? Wait for a response. Try unmuting yourself. Turn off all other screens.
- If there is a delay: Mister/Madam Chair, thank you for being patient...

If you don't receive your Zoom link...

- Check your confirmation email and verify your request was sent by NOON the day before the Committee is scheduled. If your request was sent by NOON the day before the scheduled meeting the zoom link should be received by 5PM the day before the bill hearing.
- Check your junk folder in case the reply didn't make it to your inbox.
- If you did submit by the NOON deadline and have not received anything contact the Information Desk for further assistance at (406) 444-4800 .

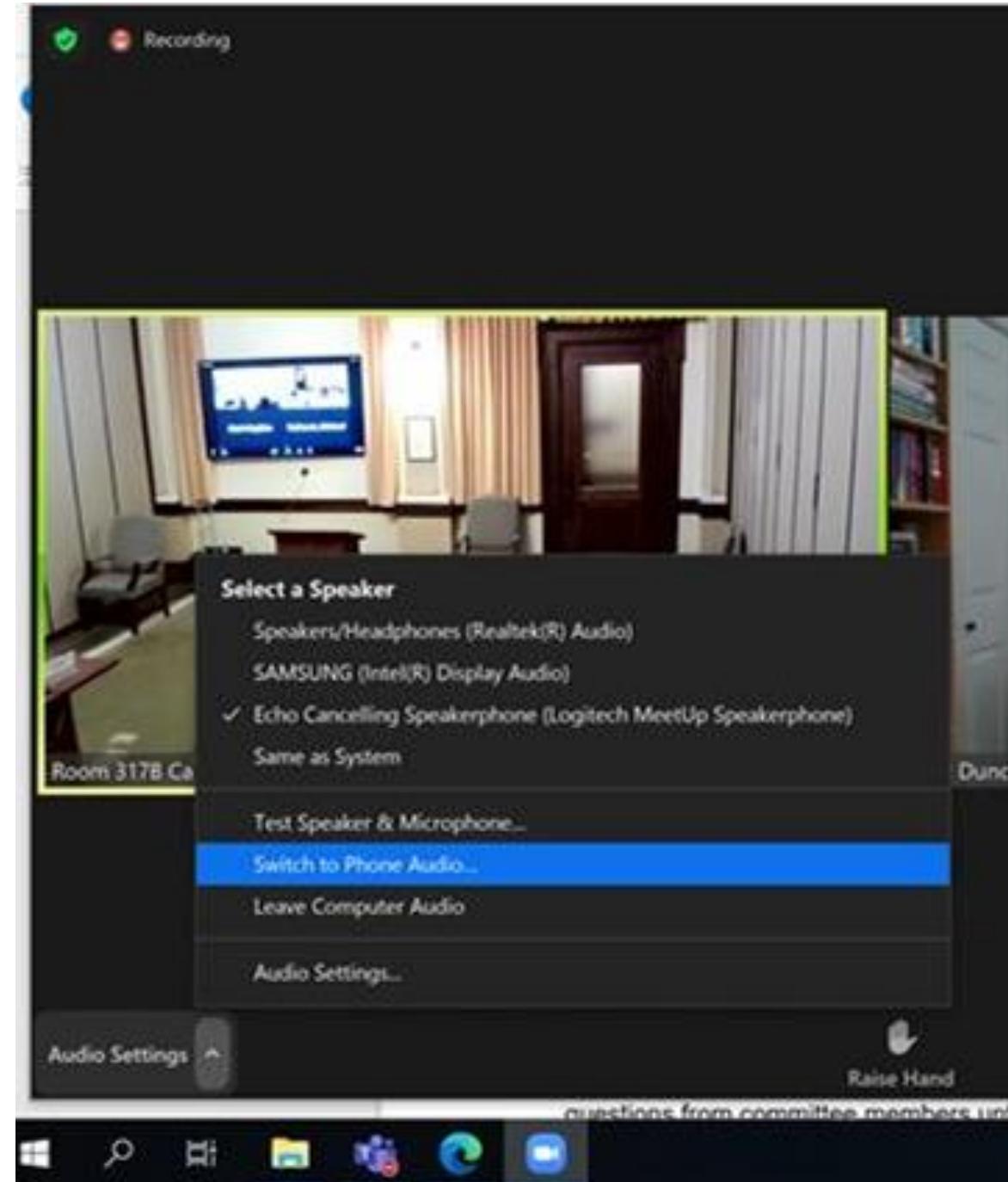


ZOOM Invitation

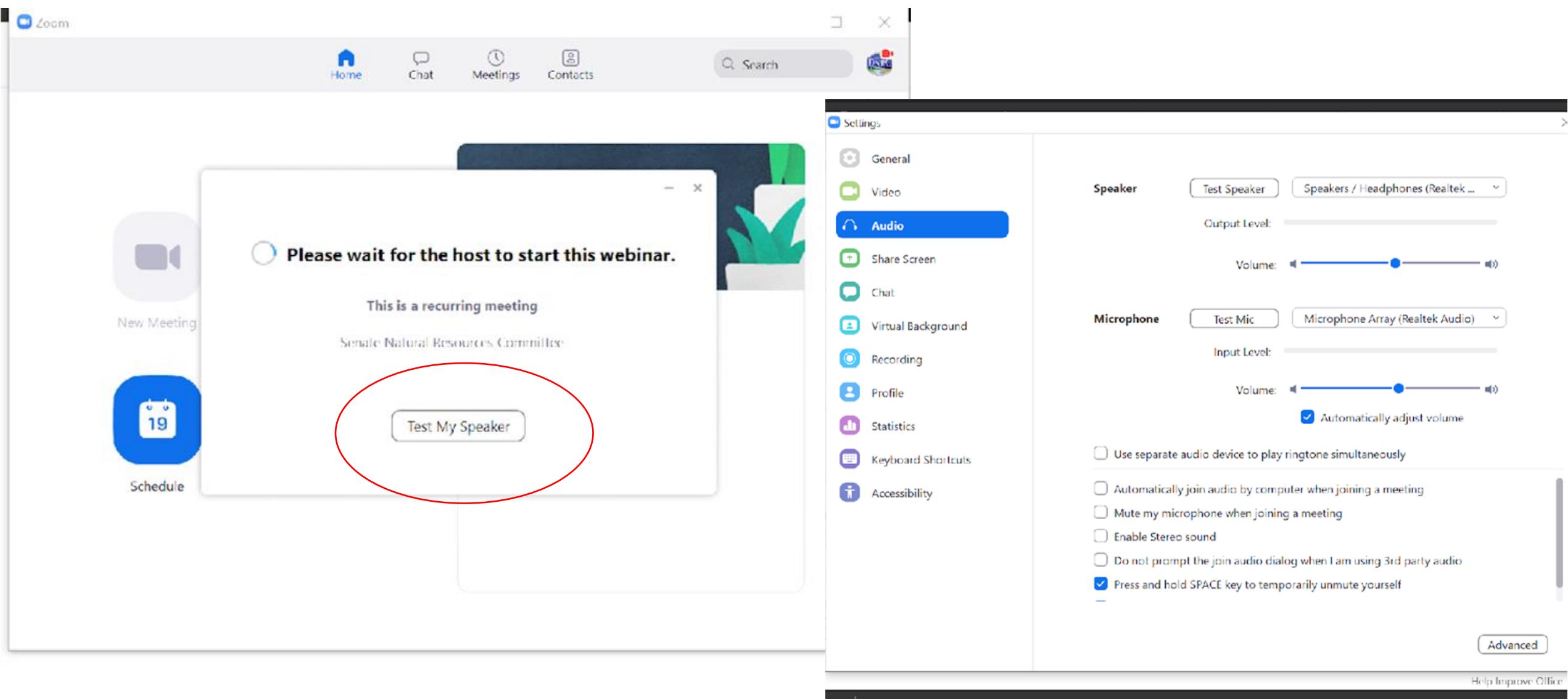
- ✓ Click: 'Join from browser' or 'download the desktop application'
- ✓ Enter: Email and Name (*This will help us identify you as registered public guests*)
- ✓ When the presiding officer calls for public comment, click the raise hand button located on the lower menu bar to indicate you wish to testify during the appropriate time for proponents, opponents, or informational witnesses depending on which you are.
- ✓ When it is your turn to speak, a button will appear allowing you to unmute yourself.

ZOOM Audio and Video Settings

Log in early and test your audio!



ZOOM TOOLS



The image shows the Zoom application interface. On the left, the main window displays a message: "Please wait for the host to start this webinar." It also shows that this is a recurring meeting for the "Senate Natural Resources Committee". A red circle highlights the "Test My Speaker" button. On the right, the "Settings" menu is open, specifically the "Audio" tab. The "Speaker" section shows "Test Speaker" and "Speakers / Headphones (Realtek ...)". The "Microphone" section shows "Test Mic" and "Microphone Array (Realtek Audio)". A checkbox for "Automatically adjust volume" is checked. Other settings include "Output Level" and "Input Level" sliders, and checkboxes for "Use separate audio device to play ringtone simultaneously", "Automatically join audio by computer when joining a meeting", "Mute my microphone when joining a meeting", "Enable Stereo sound", "Do not prompt the join audio dialog when I am using 3rd party audio", and "Press and hold SPACE key to temporarily unmute yourself".

Zoom

Home Chat Meetings Contacts Search

New Meeting

Schedule

Please wait for the host to start this webinar.

This is a recurring meeting

Senate Natural Resources Committee

Test My Speaker

Settings

General

Video

Audio

Share Screen

Chat

Virtual Background

Recording

Profile

Statistics

Keyboard Shortcuts

Accessibility

Speaker

Test Speaker

Speakers / Headphones (Realtek ...)

Output Level

Volume:

Microphone

Test Mic

Microphone Array (Realtek Audio)

Input Level

Volume:

Automatically adjust volume

Use separate audio device to play ringtone simultaneously

Automatically join audio by computer when joining a meeting

Mute my microphone when joining a meeting

Enable Stereo sound

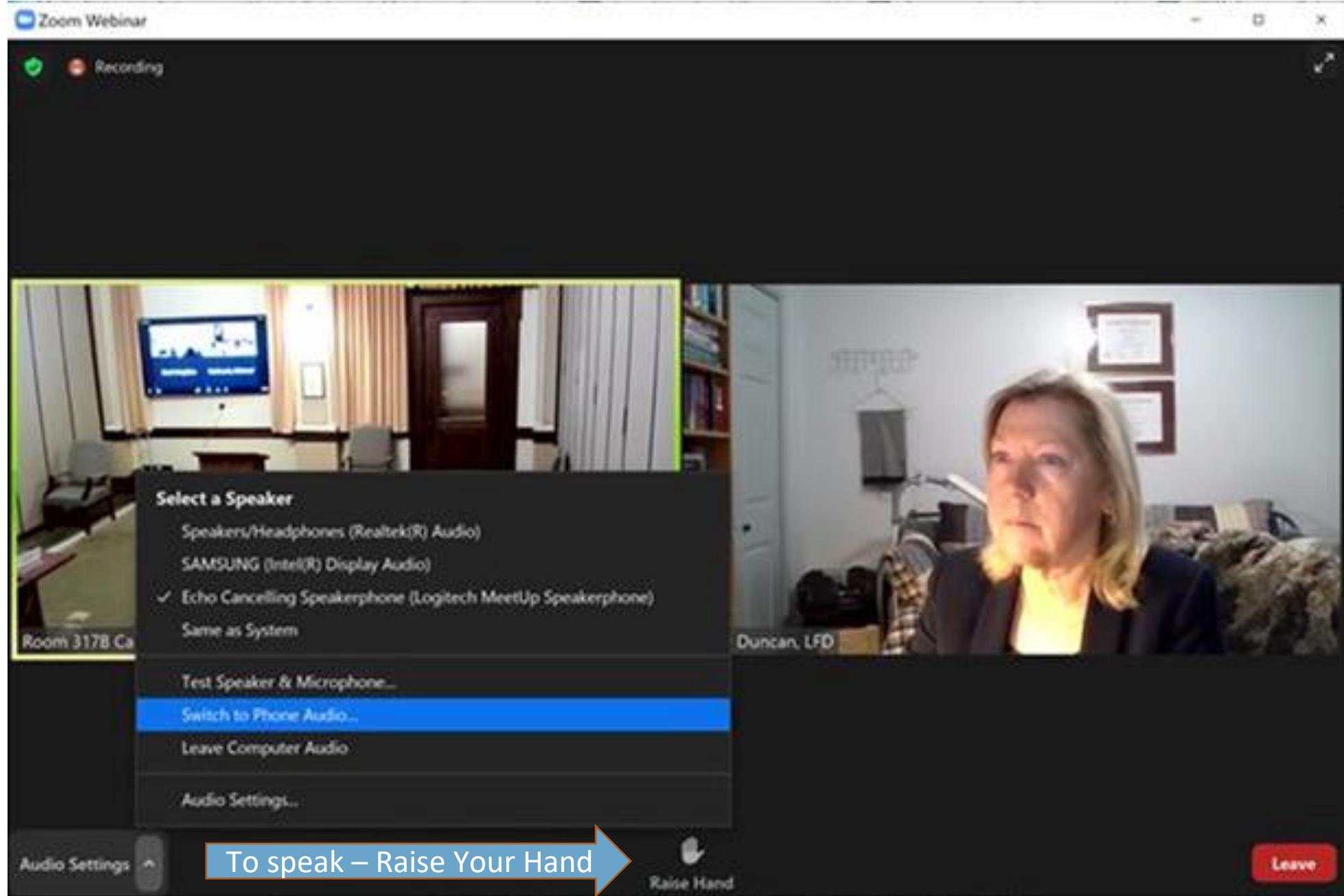
Do not prompt the join audio dialog when I am using 3rd party audio

Press and hold SPACE key to temporarily unmute yourself

Advanced

Help Improve Office

PARTICIPANT IN ZOOM WEBINAR



CHANGE FROM
ATTENDEE TO
PANELIST IN ZOOM
WEBINAR

The image shows a screenshot of the Zoom web interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts, and a search bar. On the far right, there is a user profile icon for 'DNRC' and a gear icon for settings. The main content area shows a large button with a camera icon labeled 'New Meet'. Below this button is a blue button with a calendar icon and the number '19', labeled 'Schedule'. To the right of the 'Schedule' button is a 'Share screen' button with a dropdown arrow. A large, semi-transparent overlay box is centered on the screen, containing a circular progress bar with the text 'Rejoining...'. In the top right corner of this overlay, there is a small image of a green plant in a white pot. The background of the overlay is dark, and it obscures most of the main content area. In the bottom right corner of the overlay, there is a small icon of a calendar and the text 'Add a calendar'. The overall interface is light-colored with blue and grey accents.

PANELIST IN ZOOM
WEBINAR

Recording

Speaker View



Room 317B Capitol



Anderson Folnagy, Heidi



Rothrock, Michael



Cathy Duncan, LFD



Jason Harlow



Quentin Kujala



Ken McDonald



Ryce, Eileen



Beth R. Shumate

Autumn Coleman

Chair Hopkins

UNMUTE

Unmute

Start Video

Participants 22

Share Screen

Record

Leave

Question & Answer



REBECCA BOSLOUGH

REBECCA@MACDNET.ORG

PRACTICE

