

TIPS FOR TESTIFYING

In Person/Virtually

- Sign up with the legislative aid or administrator - 24 hours in advance. There is normally an email link to the administrator/aid on the hearing/committee meeting announcement
- Your testimony can be in support or opposition. Check with the Legislative and Policy Director (Theo) to determine the position of the Council to be in sync
- You will only have a couple of minutes of testimony so be concise and get to the point.
- Keep your message non-partisan per our statute
- Determine your camera angle prior to the hearing/meeting so that when you are speaking you are looking into the camera
- Open with a Greeting to the Chair and the members i.e. Good Morning Chair Moran and Committee Members
- State your name and affiliation i.e. My name is Linda Sloan. I am the Executive Director for the Council of Minnesotans of African Heritage
- Data is great but personal stories are extremely compelling. Put a face to the data. Make the legislators feel the emotion. Live it, see it
- When done, close out with thanking them. Reiterate your position and ask them to pass/support or decline passing the bill

Written Statement

- Your testimony can be in support or opposition. Check with the Legislative and Policy Director (Theo) to determine the position of the Council to be in sync
- Send statement 24 hours in advance of the hearing/committee meeting to the administrator/legislative aid on the meeting announcement. (sample letters/statements can be found on the CMAH website [Letters of Support / Council for Minnesotan's of African Heritage \(mn.gov\)](#))
- Be clear about your purpose, your position
- Include facts/data to support your position
- Have a call to action or desired outcome (You want them to support or vote no on a bill)
- When done, close out with thanking them. Reiterate your position and ask them to pass/support or decline passing the bill

TIPS FOR CONNECTING WITH LEGISLATORS

- Contact information for legislators can be found at the Minnesota legislature website. <https://www.house.leg.state.mn.us/Members/list> <https://www.senate.mn/members?id=alphabetical>
- Send your formal written communication/email to both the legislator and the legislative aid.
- Be persistent. They are busy people and sometimes things get lost in the midst of the chaos. Follow up with the legislative aid if you don't receive a response.
- Have your facts/data available
- Be clear about your purpose (want them to support a bill, want to schedule a meeting to discuss an issue ...)
- Have a call to action or desired outcome
- Thank them for their time, ask about next steps. Follow up appropriately.