



Communications CHEAT SHEET for 2021 Legislative Session

1. <https://www.leg.mt.gov/session/>

The link above takes you to the legislative page for the 2021 Montana Legislature. The Tabs across the top lists the information you will need to advocate for your issues- noteworthy tabs are:

- *Laws & Bills* – use this tab to find existing laws (statutes) and legislative archived information
- *Legislators* - select this tab to find your legislator! You can find a contact phone number and email your Senator or House Rep DIRECTLY from this tab. **Note: Please remember to use your personal email address to contact legislators.**
- *Watch and Listen* – use this tab to access committee hearings and floor sessions
- *Committees* – Legislators are assigned to committees to hear bills before moving to the floor and the next house. This *Committees* tab will help you locate relevant committees including Session/Standing Committees, Joint Appropriations Subcommittees, and other topic specific work groups.




2. Send a message DIRECTLY to a Montana Legislator via the Legislative website:

Follow this link: <https://leg.mt.gov/web-messaging/> to access a <https://leg.mt.gov/web-messaging/> webform to directly send a message to a Montana Legislator.

3. Legislative Desk – Contact by phone at (406) 444-4800

- The legislative desk is staffed regularly during the session. You can call and leave up to FIVE messages for individual legislators or you can leave a message for an entire committee. These messages are delivered to their desks by pages or legislative staff.
- YOUR messages can be as simple as: *“Representative Smith, please vote no on HB#765. Mary Jones, (406) 999-9999”* or *“Representative Smith, I am an RN and live in your district. I would like to discuss HB#765. Please call me. Mary Jones, (406) 999-9999”*.
- Elected legislators tend to focus on certain areas, sponsor certain bills, or sit on certain committees. Your preference may be to contacting your own legislators, but it is permissible to contact ANY Montana legislator working on area of interest. Example of call/email would be: *“Senator Small, thank you for sponsoring the Nursing bill for Montana nurses. I would like to discuss. Mary Jones, (406) 999-9999, and my email is mjones@charter.net”*.
- You can also leave messages for a full committee! These can be as simple as: *“Members of Judiciary Committee: You are hearing the Stopping Violence against Nurses bill today. Please vote with Montana Nurses”*.

 20 Old Montana State Highway ~ Clancy, MT 59634

 406-442-6710  406-442-1841  www.mtnurses.org



4. Contact your Legislator by Text

Most people are comfortable sending or receiving texts. If you have a legislator's cell phone number, texting a legislator is acceptable. **Remember to leave your name and contact information!** Example text would be: "*Representative Smith, Mary Jones here. Please vote yes on HB 999. This is very important to Montana Nurses. Please contact me with questions*"

5. Contact your Legislator by Mail

Here is a sample of how to address your Legislator by mail. Although mail contact is permissible, the legislature moves very fast, and mail is not always the quickest method. Some suggestions for mailing are an invitation for an event or for an issue that is not time sensitive.

*Representative Smith
Montana State Legislature
State Capitol
PO Box 201706*

REMEMBER: The issues presented to legislators are broad and complex. They cannot be an expert in everything, **however YOU are the expert in your field!**

You are building a relationship with them and this is an important step to achieving your goals. A simple note of *introduction* or a *thank you* note from a constituent goes a long towards developing a solid relationship.