

## **DO'S & DON'TS FOR LEGISLATIVE MEETINGS:**

### **DO:**

- Turn off or mute all electronic devices.
- Familiarize yourself with your legislator's stance on the issue.
- Introduce yourself with your name and where you're from.
- Be polite, brief, and specific.
- Reference specific bill numbers where relevant.
- Be friendly and positive.
- Be a good listener and take notes.
- Offer yourself as an informational resource.
- Treat staff the same as the elected official
- Leave printed information with the legislator or staff.
- Write a thank you note with your name and the issues you discussed.

### **DON'T:**

- Be late for your scheduled meetings.
- Skip a meeting.
- Be discouraged if the meeting starts late or runs short.
- Be discouraged if the legislator is unavailable and you meet with their staff.
- Be sarcastic, critical, or argumentative. You can be firm yet polite.
- Be misleading.
- Be afraid to say, "I don't know, but I will get back to you with an answer."
- Be surprised if the legislator doesn't agree with our issues.
- Expect miracles.
- Forget to say Thank You.

### **REMEMBER:**

- Reach out to your own legislators.
- Reach out to legislators on committees pertinent to the issue you wish to discuss.
- Ask for the staffer assigned to your subject of interest (i.e. Immigration, Foreign Policy, Energy, etc.)
- Zoom/Teams meetings are great options too, including for meetings with staffers.

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