

## In Person Meeting Toolkit

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### Introduction to In Person Meetings

In person meetings with your legislator can be scheduled to discuss issues before key actions or during the interim. Meeting time should be valued and social pleasantries avoided. Address the issue that prompted the meeting, make your case and ask for action. Listen and then address your objections if you can.

#### Advantages

- Allows you to be in discussion with you legislator.
- You can address objections you have to their response and plans.
- Can be planned before key actions or in the interim to foster a more accountable relationship.
- A group can attend the meeting to support on another and express the more than individual concern.

#### Limitations

- Time. You only get so much time with the legislator to make your case and ask for action.
- It can be difficult to stay on topic and to be confident enough to object to their plans.
- Transport to the Capitol or elsewhere.

### Materials Needed

- Clear information about issues
- Pen and paper for taking notes
- Means of maintain communication
- An individual or group
- Written summary

### Elements of a Meeting

*Introducing yourself*– let the legislator know that you live in their district and are connected to other voters in the community.

*Introduce your issue*– share as many specifics about the issue as you can, particularly the bill number, and what your desired outcome on the issue is.

*Make an ask*– propose the way in which you want your legislator to act. Again, be specific about the bill and your desired outcome.

*Opposing the legislator-* if the legislator is not sympathetic to your asks, do not threaten them with electoral consequences; state clearly your objections to their position and try to negotiate a way for them to support your position.

*Leaving a written summary-* leaving a written summary of the issue discussed, the legislators stance, the action discussed, and any objection you made with the legislator will help to hold them accountable to your meeting.

*Outlet for a response* – ask the legislator if they already have an established position on the issue and record this information, then let the legislator know that you will be in touch with JRLC and other members of your community.

## **Description of Materials**

*Clear information about issues:* Information will always be available at [jrlc.org](http://jrlc.org), though if you do not see something that you are looking for, you can contact us at 612-230-3200 or [info@jrlc.org](mailto:info@jrlc.org). Make extra information about the issues available for volunteers to share with others or to take home with them.

*Pen and paper for notes:* It is important to make a record of what your legislator has to say about the issue you discuss. Additionally this makes leaving a written summary after the meeting easier. It also signals to your legislator that you take the meeting seriously and that they will be held accountable for their responses.

*Means of maintaining communication:* Whether it be a business card, a brochure, a personal e-mail, an organization flyer, or another form, giving the legislator something to maintain communication by helps build your credibility.

*Individual or group:* The people who meet with the legislator should have a good and clear briefing about the issues before the meeting starts. The more informed the participants are the better the meeting will go. Bringing a group allows for different roles to be taken on like scribe, leader, and testimonials.

*Written summary:* Leaving a written summary of the meeting will help the legislator remember your position, their stance, your objections, and their commitments to you. It is also good to make a copy for yourself or your group so that you can recall the meeting's content at a later time.