

SCHEDULING A MEETING

- ▶ While the League's Legislative Action Week is March 15-19, 2021, we encourage you to meet with your legislators anytime between now and mid-April. Since meetings are now mostly virtual or by phone, access to legislators is easier than ever.
- ▶ Contact your legislator's assistant to schedule a meeting. You may be asked to request a meeting via email. To identify your legislators and their contact information, go to www.flsenate.gov/Senators or www.myfloridahouse.gov/Representatives.
- ▶ Keep in mind that legislators are in Tallahassee for the legislative session beginning March 2 through April 30 and accessing them for in-person meetings is unlikely given COVID-19 protocols at the Capitol. You may only be available to meet virtually or by phone call.
- ▶ If you would like to include other municipal officials in your meeting, reach out to your colleagues or your local/regional league director.
- ▶ Don't be disappointed if the legislator is not available at the scheduled time and you have to meet with a staff member instead. Continue with the meeting as planned. Legislative aides can be valuable in delivering your message to the legislator.

BEFORE THE MEETING

- ▶ Be familiar with the League's top legislative issues. There are several resources available to you:
 - [2021 Legislative Action Agenda](#)
 - [Talking Points on Issues](#)
 - [On Tap at the Cap weekly newsletters](#)
 - [Monday Morning Call-Ins](#)
 - [Online Legislative Bill Summaries](#) (review the "Radar Bills" specifically).
- ▶ Prepare your city's story as it relates to the issues you want to cover in your meeting. Legislators like to hear specific local examples of how legislation may impact residents or local governments in their districts.

DURING THE MEETING

- ▶ **TELL YOUR CITY'S STORY** as it relates to the issue.
- ▶ **Make the ask.** If you are meeting to ask for their vote, then ask for it. Don't assume they are going to support you because they were nice and you had a pleasant conversation.
- ▶ Don't mistake brevity as rudeness. Their schedules are very busy and they just don't have the luxury of spending the same amount of time with you as they do back in the district.
- ▶ If your legislator does not support your position, ask them to reconsider (if appropriate) and offer to provide them with additional information that might change their mind.
- ▶ If they are firm in their opposition, thank them for their time and their honesty and leave the meeting on a positive note. The fact that they disagree with you on some issues doesn't mean they will on all issues. A memorable way to conclude your meeting is with a "How can I help you?" question. They may respond with "There's nothing right now." But they won't forget that you asked.

AFTER THE MEETING

- ▶ Send a thank you letter or email reiterating what you talked about and heard and/or agreed to during the conversation.
- ▶ Contact Allison Payne at apayne@flcities.com to let her know you held a meeting and provide any helpful feedback you received from the meeting.