



FLC Legislative Action Days

Tips and Frequently Asked Questions

New for 2023

The Florida League of Cities (FLC) looks forward to having municipal officials from across the state join us in Tallahassee for Legislative Action Days! Before you arrive at the capital, we want to ensure you're aware of a few changes that we hope will enhance this year's event.



Municipal officials are responsible for scheduling their meetings with legislators. This change will enable you to coordinate with others from your area or your local/regional league to reduce duplicative meeting requests. FLC will provide attendees with a contact list for legislators, a detailed map of the Capitol and a list of municipal officials registered to attend Legislative Action Days.



FLC will hold a "**Know Before You Go**" webinar on Thursday, March 23, at 2:00 p.m. ET and an in-person session on Monday, April 3, at 5:15 p.m. ET. The "Know Before You Go" sessions are for first-time attendees and seasoned advocates looking for a refresher on what to expect during your time in Tallahassee. More details are coming soon!



FLC staff will provide a **tour of the Capitol** on Tuesday, April 4, at 2:30 p.m. ET and Wednesday, April 5, at 10:00 a.m. ET for attendees who have time available.

Scheduling a Meeting with Your Legislator

You are a great source of information for your State Senator and Representative as well as a direct connection to their constituency back home. State legislators look forward to meeting with the municipal officials from their district and will make time to do so. Below are best practices to help you schedule your appointments.



Call your legislator's Capitol office scheduler now, let them know that you will be at the Capitol for FLC Legislative Action Days on April 4-5, and tell them you would like time to meet with the legislator. Most likely, the scheduler will not be able to schedule a meeting right away, but they can block out time because they know municipal officials will be at the Capitol on those days. Take down the scheduler's name and email address. Tell them you will follow up with them through an email one week before you travel to the Capitol.



Several municipal officials from your area may also seek a meeting with your legislator(s), which creates a collaborative opportunity that may increase your likelihood of getting that meeting. Consider combining your meeting scheduling efforts with other municipal officials from your area or local and regional league. FLC will provide you with a list of Legislative Action Days registrants so that you will know who from your area will be at the Capitol. If you coordinate meeting efforts with others in your local/regional league, keep your local league's Executive Director in the loop.



One week before Legislative Action Days, email your legislator's Capitol office scheduler to follow up on your meeting request. You may call a legislator's Capitol office, but most staff members will ask you to email the request to their Capitol office scheduler. In your email, include:

- The dates and window of time you are available to meet
- The names and titles of officials that will join you for the meeting
- The meeting topic (a specific bill or issue, FLC issues, local city issue or general visit).
- You can use the sample email on page 3.

Sample Email

New message _ x

To

Subject

Good afternoon, Insert Capitol Office Scheduler's Name Here.

I'm reaching out to request a meeting with Insert Representative/Senator Title and Last Name Here on either April 4 or April 5. I will be traveling to Tallahassee on those dates for the Florida League of Cities Legislative Action Days. I would appreciate an opportunity to meet with Insert Representative/Senator Title and Last Name Here to discuss Insert Meeting Topic Here (FLC key issues, a local issue, a particular bill or issue).

Joining me in the meeting is: if applicable, list the names and titles of other municipal officials attending the meeting here.

Below are the dates and times available for a meeting.

April 4

- 10:00 a.m. - noon
- 1:00 p.m. - 5:00 p.m.





April 5

- 9:00 a.m. - noon

Please let me know if a meeting can be scheduled during one of these time windows, and I'd be happy to notify the rest of our group.

Thank you.

Insert your First Name, Last Name, Title and Municipality Here
Insert your contact phone number here (Cell phone is preferable in case there are last-minute meeting changes)

Send  |   | 

If you have not heard back from the Capitol office scheduler, follow up with a second email or a phone call. It may be that the Capitol office scheduler is waiting for the final legislative meeting schedule to be posted before they can confirm your meeting.



If the Capitol office scheduler says that the legislator is not available, request a meeting with the legislator's assistant. Meetings with staff can be just as effective!



Most meetings with legislators are scheduled for 15 minutes. If scheduling multiple meetings, allow time to get from one meeting to the next.

Prepare for Your Meetings with Legislators

Your goal during Legislative Action Days is to help legislators understand how an issue, policy or situation affects residents and businesses in your city. Being prepared for your legislator meetings will make your meetings more effective.

- Participate in the League's "Know Before You Go" webinar or the in-person session on Monday, April 3.
- Attend the FLC Legislative Briefing on Tuesday, April 4.
- FLC will provide you with Key Legislative Issues handouts to give to legislators at your meetings. The handouts will be available at the registration desk. Be familiar with the issues on the handout.
- Before going into the meeting, know the issue(s) you want to talk about and have your local impact examples ready. If you are with a group, decide in advance who is going to talk about what issues.
- If a legislator asks you a legislative question and you do not have the answer, that is OK! Tell the legislator that you will ask one of the FLC legislative advocates to follow up with them. Be sure to contact a member of the FLC legislative team to let them know.

- ✓ Make the ask. When you speak with legislators or their staff, be specific about what you want from them. Do not assume they will support your position by the strength of your argument or because you had a pleasant conversation. You must ask them. And give them an opportunity to answer.
- ✓ Bring a stack of your city business cards to Tallahassee to hand to legislators and staff.

After Your Meeting

- ✓ Following your meeting, mail a handwritten thank-you note to the legislator's Capitol office address. A note can also be an opportunity to follow up on a question that was asked in the meeting.
- ✓ Reach out to a member of the FLC Legislative Affairs department if there is a question or interesting comment from your legislator that you would like to share. They can be reached at 850.222.9684.

FAQs

Why should I participate in Legislative Action Days?

FLC Legislative Action Days allows city leaders to show a unified front at the Florida Capitol during the legislative session. Whether you're newly elected or a veteran advocate, all municipal officials are encouraged to participate and show support for Florida's cities, towns and villages at the Capitol.

Is there an easy way to find the legislators that represent my area?

Yes, click [here](#) to view openstates.org, which provides your state Senate and House member. Just type in your municipality or street address. It will search their database and provide your legislators' names with links to their office information, such as staff, contacts and more!

What can I do if I have time between legislator meetings?

- Sit in on a House/Senate Committee meeting. At Legislative Action Days registration, FLC will provide a list of important House and Senate committee meetings.
- If there are any legislators you did not get an appointment with, stop by their Capitol office and ask if any meeting slots have opened up. If not, deliver staff an FLC Key Legislative Issues card with your business card attached. You can also give staff a Legislative Action Days Reception Invitation. The issue cards and Invitations will be included in your Legislative Action Days registration packet.
- Participate in a Capitol tour led by FLC staff. Tours are scheduled for April 4 at 2:30 p.m. ET and April 5 at 10:00 a.m. ET. They will last about one hour.
- Network with your colleagues. Great places to sit and chat are in the cafés on the 10th floor or the 22nd floor of the main Capitol building.

Can I schedule a meeting with legislators not in my city's district?

Yes! Consider reaching out for appointments with legislators that represent districts in your county. Keep in mind that legislators have busy schedules during session, and they may give priority to meeting with those in their district.

How can I best pitch my position if the legislator has been hostile on the issue in the past?

If the legislator is firm in their opposition on the issue, thank them for their time and their honesty, and then leave the meeting on a positive note. The fact that they disagree with you on some issues doesn't mean they will disagree on all issues. A memorable way to conclude your meeting is with a "How can I help you?" question.

Can I invite my legislator to meet for lunch, dinner or coffee?

Yes! Meeting outside the Capitol for a meal or coffee is a great way to meet with your legislator in a more casual setting. However, keep in mind the gift law does not allow you to pay for their meal. For information on FLC President Jolien Caraballo's Common Grounds initiative to have informal meetings with legislators, go to flcities.com/commongrounds.

What should I wear to the Capitol?

Business professional clothing is best when visiting the Capitol. Be sure to wear comfortable dress shoes for walking.

Where do I park on Legislative Action Days?

Public parking is available at the Kleman Plaza Parking Garage for \$7 daily. This underground parking garage is located at 306 S. Duval St. The garage can fill up fast during the legislative session, so arrive early! If the Kleman Plaza Parking Garage is full, there is public parking at the LeRoy Collins Leon County Public Library at 200 W. Park Ave. for \$6 per day. The Library parking lot is at Call Street and Duval Street.

I'm registered to attend FLC Legislative Action Days. If I want to participate in the Florida League of Mayors (FLM) events on April 3 and April 5, is that a separate registration?

Yes. FLM events and FLC Legislative Action Days require separate registrations. To register for FLM events, contact flm@flcities.com.



The FLC Advo-Kit

For more information on how to make your advocacy even more successful, click [**here**](#) to view the FLC Advo-Kit. The Advo-Kit has information on crafting your message; keys to lobbying in person, virtually or via email; and more!