



Best Practices for Meeting with Members of Congress

Reach out.

- Email the office to ask when a member of Congress or their staff is available to meet with constituents.
 - Ideally, two or three League representatives will join to conduct the meeting. Each attendee should know the background material well. Make sure to have a clear and central ask around a single issue or a short list of issues.
- If you cannot get a meeting scheduled, you might drop in to leave printed materials.
 - You can bring a note that briefly outlines your ask or you might talk to the front desk person
 - Plan to include your name and contact information on whatever you leave behind, so they know you are from the district.

Plan in advance.

- Define your roles beforehand: who will do introductions, speak first, ask questions, and make any asks, etc.
- Look up the office's requirements and confirm if appointments are required or if there are restrictions on what you can bring with you into the district office.

Know your legislator: Research the member's biographic history, campaign platform, party affiliation, committee assignments, past voting record, and position on LWV priorities.

Hold the meeting.

- Dress professionally. Consider wearing a League pin or other identifying items.
- Take photos! These can be used as a record but also to share on social media or in newsletters to demonstrate your League's action on behalf of members and voters.

Delivering your material: Before the meeting, read through your talking points to guide your messaging. Feel free to bring notes, but also practice speaking so that you are not reading off the paper.

- Briefly introduce the League and its mission. We often use a version of this statement:

"The League is a 105-year-old nonpartisan, nonprofit membership organization whose mission is to ensure that everyone is represented in our democracy. We are a grassroots organization comprised of over one million members and supporters in all 50 states, with more than 750 local and state Leagues. The League uses advocacy, education, litigation, and organizing to achieve our mission to empower voters and defend democracy. We base our work on our policy positions developed out of multi-year studies and derived through consensus by League membership to ensure our advocacy reflects best practices and a nationwide perspective."

Follow up!

- Please ensure that someone from each meeting sends a follow-up email to the staffer(s) you met to say thank you! You can attach digital versions of any papers you left behind with the offices.

Thank you for meeting with your member of Congress! This action holds members accountable, demonstrates constituent values, and builds stronger relationships with congressional offices.