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# How to meet with you member of Congress

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# Setting up a meeting

**Step 1:** Find your Member of Congress and their Office Contact Information.

**Step 2:** Request a Meeting. Call the Office AND send an email.

**Step 3:** Let us know once you have a meeting set up.

**Step 4:** If you don't get a response for a meeting time, you can try to drop-by their office and politely ask for a meeting.

# Preparing for your Meeting

**Step 1:** Research your Representative

**Step 2:** Define your goals

**Step 3:** Identify Roles

**Step 4:** Develop your agenda

**Step 5:** Prepare your follow-up plan

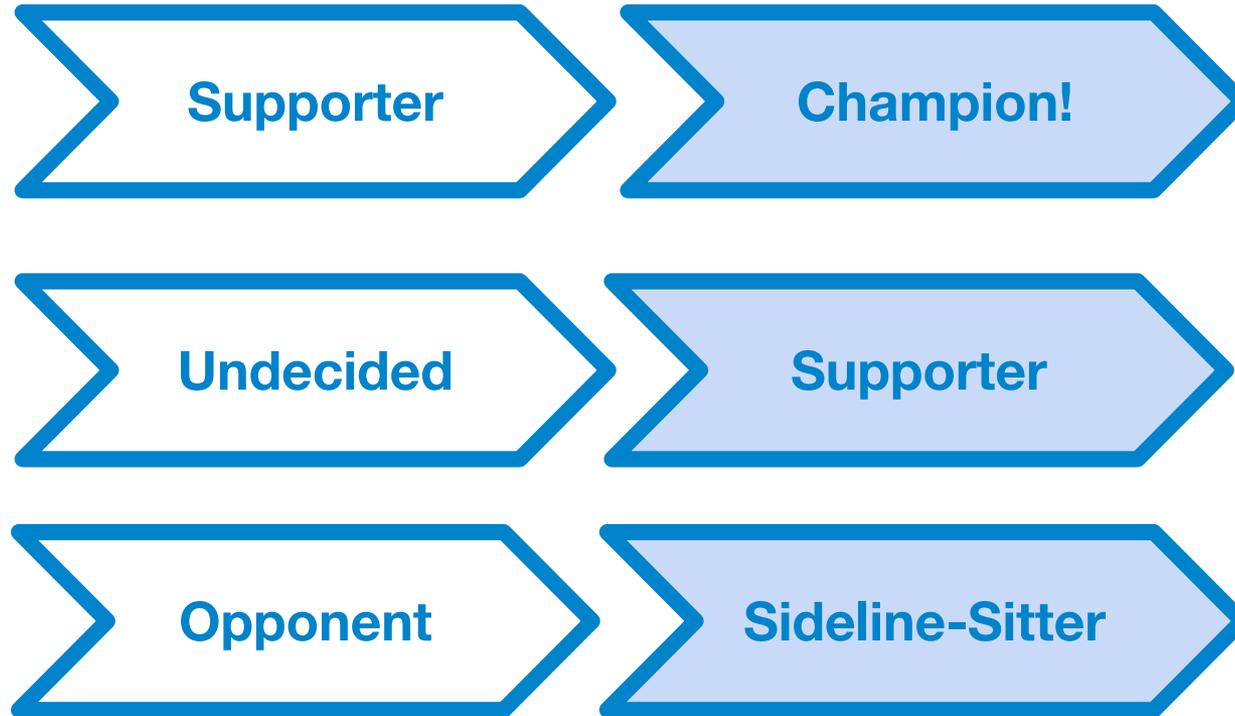
# Step 1: Research your Representative

- What is their voting history and what have they said about impeachment?
- What in their background could be a point of connection on the issue?
- What relationships do they have with individuals/groups related to impeachment?

## Step 2: Define Your Goal

- What do you want to get out of the meeting?
- What questions do you want answered?  
If applicable, know what you are willing to concede on and what you're not.
- What are you going to ask your Representative to do?

# Different Goals for Different People



## Step 3: Identify Roles

- Meeting Leader
- Storyteller
- Pitcher
- Note taker
- Photo documenter
- Supporting Actors

# Step 4: Develop your Agenda

- Introductions
- Introduce the issue--impeachment
- Share your personal stories
- Make “The Ask”
- LISTEN
- Strategic response
- Wrap-up, thank you, and next steps

# Introduce the Issue

- Donald Trump is the biggest threat our democracy is facing and Congress must remove him from office to protect our constitution.
- We care deeply about the vitality of our state, country, and democracy--and Donald Trump is a direct threat to all three.
- He has long passed the threshold for impeachment, but the previous Congress refused to stand up to him.

# Personal Stories

- **Tell your personal story:** Sharing why you support impeachment is a powerful way to advocate and educate members of Congress. Stories provide emotional resonance and breathe life into issues in ways other tactics cannot.
- **Keep the conversation specific to the state or district:** Members want to know how the state or district they represent will particularly be affected by impeachment.

# Making “The Ask”

- An effective meeting with a Member of Congress provides the Member with a clear, firm request.
  - For example, the request may be to vote “yes” or “no” on a piece of legislation or to introduce legislation on a specific topic (i.e. draft articles of impeachment).
  - Or the request may seek their assistance in other ways, such as agreeing to protect the Muller investigation.

# Listen. Better Yet, Actively Listen!

- You want to be talking about 50% of the time and actively listening the rest of the time.

# Your Strategic Response

- Your strategic response should incorporate the concerns that your representative raised--don't just restate your initial ask.
- Try to aim for a firm yes or no in case they don't directly address the impeachment issue
- If you are speaking with an aide, and they say they can't speak on behalf of the rep, ask them if they will recommend support.

# Wrap Up, Thank You, Next Steps

- Before you leave restate/clarify any commitments that were made--either by your lawmaker/staff or your group.
- Reiterate that it is the responsibility of Congress to rein in a dangerous, lawless and reckless president.
- Thank the person for meeting with you and let them know you will be following up.

## Step 5: Prepare your follow-up plan

- After your meeting, be sure to send an email to thank your lawmaker and/or your lawmaker's staff.
- Thank them for taking the time to meet with you and reiterate the asks that you made in your meeting. Send along any additional information that was requested.
- Your legislator and his/her staff will appreciate it – and it is a great way to remind them about your requests!

# Photo & Video How-To

- Make sure your cell phone is fully charged
- Ask before you take photos and videos. Don't film a constituent meeting without consent!
- Shoot videos in landscape
- Keep steady: Brace your elbows against your torso to turn your body into a tripod.



# General Advice for Constituent Meetings

- Practice!
- There's no reason to be nervous when meeting with Members of Congress. Remember, they work for you.
- Arrive on time and be considerate of your Representative's and their staff's time constraints.
- When speaking, be courteous and concise.
- Generally speaking, don't try to film your constituent meetings without consent.

**What's next?**

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