

# The Legislative Lobbying Process

*Amnesty International USA*

## Preparing for the meeting:

1. **Select an issue**
2. **Schedule the meeting(s):** Contact the officials' district offices or Washington DC offices, send background material, and work with staff members and schedulers to set meeting times and locations. Be persistent!
3. **Know the issue:** Do background research using the resource packet and know your *asks*.
4. **Prepare meeting agendas and leave behind materials:** Send background materials to the person with whom you will be meeting.
5. **Practice the meeting(s):** Meet with your delegation to decide who will say what, practice what each person will say, and brainstorm answers to possible questions from the official or staff member.

## The meeting: Remember the ABCs: Accurate, Brief, and Courteous

1. **Introductions:** Be memorable, human, and friendly. Introduce Amnesty International and its presence in the state or district.
2. **Thank the elected official for previous positive actions**  
Delegation Member: \_\_\_\_\_
3. **Make the ask**  
Delegation Member: \_\_\_\_\_
4. **Give brief background on the issue**  
Delegation Member: \_\_\_\_\_
5. **Discuss the ask**
6. **Arrange follow-up communications**  
Delegation Member: \_\_\_\_\_

## The follow-up: Develop a relationship

1. **Send a thank you note**
2. **Send responses to questions raised during the meeting:** Contact your AIUSA Legislative Coordinator for help answering questions.
3. **Follow-up on the issue**
4. **Publicly thank the official:** If the elected official takes the requested action, thank him or her publicly, with a letter to the editor or via social media.
5. **Do follow-up actions:** Letter writing, phone calls, letters to the editor, community education sessions, vigils or social media help thank the official or urge him or her to take action.
6. **Contact the office next time the issue comes up:** Provide new information and Amnesty's stance.
7. **Continue to build a relationship with an elected official or staff person**

## Other resources

- **Your AIUSA State Legislative Coordinator:**  
grassroots@aiusa.org
- **AIUSA Raise the Roof video:**  
<http://www.amnestyusa.org/learntolobby>
- **Information on legislation:** <http://thomas.gov>
- **Contact Information and Bios for Legislators**
  - <http://house.gov>
  - <http://senate.gov>