

# 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://congress.gov>
- **Contact Information and Bios for Legislators**
  - <http://house.gov>
  - <http://senate.gov>