

2025 Lobby Days

Meeting Dos and Don'ts

Do's

Before the Meeting

- Do some homework. Know where the member stands on AAUW's values.
- Make sure you understand the bills. Review the bill talking points and ask if you're not sure.
- If you are meeting over Zoom, make sure your equipment is working and there are no distractions.

During the Meeting

- RELAX! They're just people!
- Let them know if you are a constituent.
- Let your pride in AAUW shine through.
- Stick to your allotted time.
- It's okay to read from the talking points.
- Give them time to ask questions and listen carefully to responses.
- It's okay to say "I don't know." Tell them you'll find out and that someone will circle back. WRITE IT DOWN!
- Ask if we can count on the member's support.

Don'ts

- If you have been a campaign contributor, DO NOT MENTION IT!
- Don't be late. Check your equipment ahead of time to ensure no computer glitches.
- **Don't join your Zoom any earlier than 5 minutes before the meeting time. If you join too early, you will terminate the previous meeting that is in progress.**
- If the legislator is about to speak or is speaking, do not interrupt.
- Don't ramble.
- Don't eat or drink. It's only 20 minutes!

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Some “Don’t Forgets”

- Designate someone to take a picture of the screen.
- Be flexible.
 - We may have last-minute changes beyond our control.
 - Your member or staffer may be late.
 - Your member or staffer may have to cut the meeting short.
 - There may be technical glitches.
 - Be courteous no matter what.
- Get contact info.
- Make note of questions/concerns/responses.
- Send a thank you email