

OREGON COALITION OF LOCAL HEALTH OFFICIALS

2021 Legislative Toolkit

Before the Meeting

- Be prepared with a specific issue. Practice your lobby visit in advance of your actual meeting and stay on message.
- Verify what format you will be using to meet with your Legislator (phone, videoconferencing software, etc.). Make sure you have all of the proper technology and accounts set up ahead of time and that all software is up to date.
- Find the quietest place in your home/office for your meeting, and be ready for your meeting early. Be understanding if your Legislator is behind schedule.

During the Meeting

- Use talking points and handouts to make your points as clear, concise, and succinct as possible.
- Be yourself. Talk about why the issue is important to you personally. Use personal experiences to strengthen your case.
- Identify a group leader. Select a person to lead the group but lobby as a team. Give everyone in your group the opportunity to participate.
- Be conversational. Avoid using shorthand terms, acronyms, or jargon that might be unfamiliar to your audience.
- Listen to the Legislator's responses, concerns, and questions. Respond to questions as best you can, but if you aren't sure, **don't guess or make anything up**. It is perfectly acceptable to need to follow up post-meeting to get the Legislator's questions answered.
- Keep things friendly and avoid party politics. CLHO is a non-partisan organization and works with all Legislators, regardless of party affiliation.
- Make the ask. Tell the Legislator what you want them to do, and thank them for considering your request.
- Relax and speak from the heart, even if the Legislators don't say yes to everything you ask.

After the Meeting



For more information please contact Morgan Cowling, Executive Director
morgan@oregonclho.org | 503-329-6923 | oregonclho.org



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- Follow up. Be sure to work with community partners to address the Legislator's questions or requests for additional information.
- Send a thank you email for the meeting.



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