



How to Conduct Legislative Visits

Meetings can typically take 30 minutes to an hour. However, meetings typically never last a full hour and can sometimes be less than 30 minutes depending on how busy their schedule is. The general structure of the meeting should be as follows:

1. Introductions

- a. **Person #1: Group facilitator**
 - i. Thank member/staff for the meeting
 - ii. Share the purpose of the meeting and a few sentences about the group you're representing
 - iii. Introduce everyone in the room (include; names, organizations and pronouns).
 1. *If you are a constituent, mention that during your introduction.*

2. Review the Priorities

- a. **Person #2: Name The Issue (2 minutes max)**
 - i. Provide a summary of the top five issues
- b. **Person #3-6: Storyteller (1 minutes max)**
 - i. Share a personal or professional story to illustrate the importance of our asks, keep it brief! (*i.e. how has viral hepatitis impacted your health? /how has your work as a peer advocate supported the community you serve?*)
- c. **Person #7: Make the Ask (5 minutes max)**
 - i. Tell them what we need from them (*i.e. sign on to a budget letter, champion one of our policy asks*)

3. Summary and Next Steps

- a. **Person #8: Summarizer (2 minutes max)**
 - i. Wrap up the discussion and reiterate next steps

4. Thank you!

- a. **Person #9: Wrap up (5 minutes max)**
 - i. Thank the legislator and staff member for their time

LEGISLATIVE MEETING ROLE PLAY PRACTICE

With your group, divide up the following roles and practice acting out the meeting with your legislator.

- Assign one person in your group one of the following roles. You might be in a small group or in a larger group. You will typically have multiple meetings throughout the day. Your role can shift based on who you're meeting with and group dynamics. That is okay! Be flexible and communicate with your team members!

EVERYONE: KNOW YOUR LEGISLATOR

Did the office co-sponsor any of our bills? Support our work and policies? If they are a co-sponsor of one of our bills or priorities, please thank the legislative office for their support and shift the meeting accordingly

(TIP: Every legislator comes with a different level of knowledge about Hepatitis)

EVERYONE: BE PREPARED NOT TO KNOW!

During your meeting, you might be asked specific questions about policies you don't know the answer to. That's ok! Acknowledge it and promise more information will come:

- *Example:* "I'm not sure, I will discuss it with a colleague and follow up with your office."

Facilitator: ELECTED REPRESENTATIVE

One of our team members will play the role of the elected official.

Person #1: Group facilitator

Start the meeting with a brief round of introductions. If you represent an organization, introduce yourself and tell your representative or staffer about your organization and where it is located.

- Example: Hello Assemblymember/Senator/Councilmember _____. My name is _____ and I live with / provide services for patients or /clients or participants in _____ (name of area) in your legislative district/city council district. I'll let everyone else introduce themselves as well.

Person #2: Name The Issue

Share a brief summary of our top five priorities (no more than 5 minutes).

- Example: I'm here today to talk about _____. This is an important issue to our community because _____. We are here as part of Hep C NY's legislative education day. The Hep C NY is a group of over 150 healthcare centers, hospitals, and community based organizations across New York City and State that are fully committed to realizing the goals of our hepatitis C elimination plan.
- Example: I'm here today to talk about _____. This is an important issue to our community because _____. We are here as part of the Viral Hepatitis Prevention Initiative. Since 2014, this initiative funds community organizations to support programming and services designed to help people at risk for hepatitis B and C overcome barriers to testing, care, and treatment. We are committed to achieving viral hepatitis elimination in NYC with the support of council members, the NYC Health Department and Community organizations.

Person #3: Storyteller

Share a personal story or concrete examples that highlight your experience with the issue and why you care about it.

- Example: (Issue) is important to me because _____ (share a positive story or share a challenge). If (issue / challenge) were to improve, it would help me or my organization better meet the needs of patients. The impact that would have on our community would be _____.

Person #4: **Make the Ask**

Make an explicit “ask.” Pose a direct, yes-or-no question to which the legislator can respond.

- Example: “Can we count on you to support our top five priorities during this year’s budget process?”

Person #5: **Wrap up**

Thank the legislator or aide for their time and hand them the “Leave Behind Folder” with our priorities and one-pagers or the Viral Hepatitis Prevention Initiative Advocacy One Pager.

No matter how their office responds to your “ask”, thank them for their time. If you don’t get a “yes” today, it might be a “yes” tomorrow!