

# DO'S *and* DON'TS of Lobbying

Do...know your legislators.

Don't...be disappointed if you meet with staff;  
they are often as important as the legislator.

Do...know your legislation/topic.

Do...figure out your "ask" ahead of the meeting  
i.e., what you want the legislator to do.

Don't...be vague.

Do...practice your meeting beforehand: role-play.

Do...plan on 15-20 minutes for your meeting.

Don't...be late.

Do...let the legislator know that you are a constituent.

Do...stay on message.

Don't...get off topic.

Do...be clear and concise, persuasive and focused.

Don't...let the legislator get off topic.

Do...promise to follow up with accurate information  
when you don't know an answer.

Don't...make up answers to questions.

Do...get the legislator to commit to your "ask."

Don't...leave a meeting without a commitment to your "ask."

Do...be conciliatory, even if you don't agree.

Don't...negotiate bills or positions during meetings.

Do...leave behind background materials.

Do...debrief with NYSNA staff or an appropriate facilitator.

Don't...leave without making arrangements to submit your  
individual or group lobby visit report forms.

Do...follow up with your legislators on your meetings and  
throughout the year.

Don't...assume the job is done.