

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

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

Don't...be vague.

Don't...be late.

Don't...get off topic.

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

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

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

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

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

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

Do...know your legislators.

Do...know your legislation/topic.

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

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

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

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

Do...stay on message.

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

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

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

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

Do...leave behind background materials.

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

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