



# The Ins and Outs of Legislative Meetings

## **Preparing for the meeting**

- Know the current issues facing charter schools. NYCSA will help you research a particular bill, and provide talking points for your meeting.
- Have a specific objective in mind. What do you want your representative to do? Support a bill? Vote against a bill?

## **At the meeting**

- Be on time for your meeting. Be patient if your representative is late—they are often on tight schedules.
- At the office, introduce yourself and indicate what charter school you represent.
- Each group member should introduce him/herself and explain his/her relationship with the school.
- *Keep the meeting brief*, focus on your main points.
- Provide personal and local examples of the impact the legislation will have on charter schools.
- At the end of the meeting give your representative background materials.
- Thank them for their time and attention.

## **Post meeting**

- Remember to send any materials requested from the legislator that was not available at the time of the meeting.
- Determine the next course of action you'd like your legislator to take to ensure a favorable outlook on charter school policy.
- Update NYCSA on your visit, reporting on the discussions and the legislator's position on the issues.
- Send your legislator a note thanking him/her for the meeting.

**New York Charter Schools Association**  
120 Broadway, Albany, NY 12204

Phone (518) 694-3110  
[www.nycsa.org](http://www.nycsa.org)