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## **Meeting With Your Legislator**

When you meet with your legislator (or aide), use the following as a guide:

Before entering his/her office, be sure your goal is clear in your mind. Remember, your knowledge and input is welcome! By providing information, you can help your legislator look knowledgeable to the legislative leadership and to voters, thereby increasing status and reelection chances.

1. Dress appropriately for the meeting location. A jacket and tie are not necessary, but it won't hurt. BE NEAT.
2. If meeting with a senator or representative as a group, select a group leader BEFORE going in. The group leader will be responsible for keeping the discussion focused on the points you want to make. Try to limit the number of points to two or three.
3. Introduce yourself, and other members of the group. Be sure to mention organization affiliations if you are representing one.
4. State the reason for your visit, (I/we are here to speak to you about the "gun ban") Give the bill number if known (House or Senate #1234). Try to limit your meeting to one topic.
5. Find out where he/she stands on the issue, if you do not already know. If appropriate, thank your legislator for supporting the bill and for any work he/she has done or is doing on it. If your legislator disagrees with your position, ask the basis for his/her opinion. If you have facts to refute his/her position, state them politely.
6. Make your request, but be brief. Ask your legislator to support or oppose the bill. State how the legislation will affect you, your family, your community his/her district and/or the Commonwealth in general.
7. Thank your legislator or aide for his/her time (and support if given). Ask if there is anything else that can be done to help pass or defeat (as appropriate) the bill. If any questions came up that you were not prepared to answer, tell him/her you will find the answers and provide the information shortly. Be sure to follow through!

At the end of the meeting, be sure to make note of the meeting and any matter that needs to be followed up on. A brief note of thanks is not generally necessary, but it may reinforce the points you were trying to make.

## Writing to your Legislator

There are times when you may want to write your senator or representative. When you do, follow these guidelines:

1. Address the letter properly: The Honorable (whether you think so or not) John Doe and begin the letter Dear Senator or Dear Representative Doe.  
Mail to :The Honorable \_\_\_\_\_

State House Room \_\_\_\_\_  
Boston MA 02133

NOTE: room number, if not known can be obtained by calling the State House -(617) 722-2000 for representatives or (617) 722-1276 for senators.

2. Briefly state the action you would like your legislator to take, vote for or against a particular bill, answer questions or provide other information (copies of bills, the status of a bill etc.). Limit your letter to a single issue.
3. Briefly state 2 or 3 reasons for your request, "this is important because" and anything that qualifies you to express an opinion, such as the legislation directly affects you, your business, community, or hobby.
4. Ask for a written reply to questions or his/her position and intended action on the issue. ,5. Thank the legislator for taking the time to read and respond to your letter.
5. REMEMBER:  
Be courteous -insults and bringing into question, a legislators ancestry wo win votes!

Be brief and to the point -legislators are busy people.

If you request a reply, be patient, most legislators want to respond quickly occasionally it may take a bit longer than expected to get the information request (copies of bills for example).

Be sure to include your name and address if you request information or a response.

Legislative Directories are available from the State House Book Store, Massachusetts Sportsmen's Council and Gun Owners' Action League at a nominal cost.

