

***The Do's and Don'ts of Lobbying***

<b>DO'S</b>	<b>DON'TS</b>
<p>Thank legislators for meeting you and for their support or consideration, even if your comments are not well received. You may need their vote in the future on another matter.</p> <p>Be professional, courteous, positive, direct, clear, concise, factual, credible, and specific.</p> <p>Do your homework.</p> <p>Always follow up with information you have promised.</p> <p>Be sensitive to partisan politics but always try to come across as non-partisan.</p> <p>Follow up your visit with a telephone call, email or fax. Thank Members of Congress and reinforce your request.</p> <p>Use correct salutations and titles to address Senators and Congressman.</p> <p>Type your fact sheets, letters, and testimony. Be sure they include how you can be reached.</p> <p>Try to establish a relationship of mutual trust with your legislator.</p> <p>Be very specific about action you need from you legislator on an issue. (e.g. vote "yes" next Tuesday on House Bill No. 1.)</p> <p>Remember to get results-not credit.</p> <p>Present a united front. Work out compromises privately.</p> <p>Treat you legislator as a friend, and an intelligent citizen.</p> <p>Establish a reputation for reliability and credibility.</p> <p>Be reasonable, and realize that everyone thinks his or her issue is the most important one being considered.</p> <p>Show your legislator how your legislative platform will help him/her when you can.</p> <p>Pass along anything nice you may have heard about him/her, but don't over do it. Get down to business quickly.</p> <p>Treat your legislator as you would like to be treated. Use common sense.</p>	<p>Don't go public on an issue until you've touched base with all interested parties. Stay on the OVAC message.</p> <p>Don't make decisions on your bill without first consulting the bill's sponsors (the legislators "carrying" it).</p> <p>Don't fail to find out where a bill you are being asked about is in the legislative process.</p> <p>Don't give inaccurate information or purposely lie. It is better to admit that you don't know the answer to a question but will follow-up with additional information.</p> <p>Don't threaten, or be rude to a legislator and/or his/her aide.</p> <p>Don't make moral judgment based on a vote or an issue.</p> <p>Don't ask the public to support or oppose candidates based on their positions on an issue.</p> <p>Don't waste a legislator or aide's time, and don't ignore staff. Staff members are crucial to the decision-making process in any Congressional office.</p> <p>Don't begin by saying "As a citizen and taxpayer ..."</p> <p>Don't write members of the House when the vote is in the Senate, and vice versa.</p> <p>Don't ignore <u>your</u> legislator, and then contact one from another district for help with your issue.</p> <p>Don't publicly or privately complain about your legislator or a member of his/her staff. Never start or carry rumors.</p> <p>Don't hold grudges or give up.</p> <p>Don't be argumentative or abrasive.</p> <p>Don't interrupt him/her when he/she is obviously busy.</p> <p>Don't cover more than one subject in a contact unless asked. Remember, we are here to discuss cancer funding.</p> <p>Don't write a letter longer than one page, if possible.</p> <p>Don't fail to give the legislator the one-page fact sheet when writing or visiting.</p> <p>Don't blame legislators for all the things that go wrong in government.</p> <p>Don't be offended if he/she forgets your name or who you are, even if it is just five minutes after your visit.</p> <p>Don't expect a Congressional meeting to last more than 15 minutes. Therefore, be prepared and concise in your presentation.</p>