

Preparing for Your Legislative Session

To gear up for your legislative session, here is a sample timeline with three key activities each month:

August

- ⇒ Identify all the possible legislative recommendations that you might consider making to legislators during the session.
- ⇒ Gather background information on the legislative process, the timing of moving a bill through the legislative process, and the key players on the committees that would have the jurisdiction over your proposed legislative recommendations.
- ⇒ Find out which of your allied statewide organizations have scheduled advocacy days at the capitol in this year's session.

September

- ⇒ Schedule a meeting with your core group to decide on and prioritize your legislative recommendations.
- ⇒ Contact allied statewide organizations that have scheduled advocacy days at the capitol in current year's session and see if you can get your legislative recommendations on their agenda.
- ⇒ Map out your base of allies with all the key legislators who have decision-making power over your potential legislative recommendations.

October

- ⇒ Host a legislative strategy session with your core group and allies to decide how you will push your agenda.
- ⇒ Create an Action Team with your core group and allies to build and strengthen relationships with key legislators.
- ⇒ Write your legislative recommendations into legislative language or ask an attorney to write on a pro bono basis.

November

- ⇒ Organize a legislative training session for your Action Team.
- ⇒ Identify who may oppose your legislative recommendations and discuss how you will overcome that.
- ⇒ Create and/or update your media contact lists.

December

- ⇒ Share your bill(s) with other groups and line up their support.
- ⇒ Identify and recruit legislators who will sponsor your bill(s).
- ⇒ Create a timeline for moving your bill through the legislative process.

January

- ⇒ Create a fact sheet on your bill(s).
- ⇒ Write a media release and develop a social media toolkit to use to promote the introduction of your bill(s).
- ⇒ Draft an action alert to send to your networks to encourage others to support the bill once introduced.