



Legislative Meeting Guide



ATTENDEE GUIDE

INTRODUCTION

- At a time when our rights and civil liberties are under attack, we must defend our rights by getting involved in legislative advocacy. We call on our legislators to advocate for a more just California, engaging elected officials with Muslim constituents from their region, voicing our concerns, and flexing the political muscles that our Muslim community has.
- We advocated on issues to promote just, equitable, and progressive policies within the state. We play a critical role in shaping policies that impact all Californians.
- We ask our state senators and assembly members to support or oppose bills CAIR-CA advocates. Check the bills list on our website: [Training Resources | CAIR California](#).
- You do NOT need to be a policy expert to participate in legislative meetings. What's important is that members hear why an issue is important to YOU. YOU are the expert on your own story! The meeting materials are posted on our website: [Training Resources | CAIR California](#).
- This guide provides a general outline and flow of a legislative meeting, but it's important to make it yours! For example, please don't read the text verbatim. Practice ahead of time.

LEGISLATIVE MEETING

- **Know the agenda.** You will receive an email with the meeting details:
 - the name of the Senator/Assemblymember/legislative staff member you'll be meeting with,
 - the scheduled time and room number
 - the names of people who will be attending your meeting, and
 - identify your group leader.

If you have not received an email, contact your local office.

Greater Los Angeles Area 714.776.1847 info@losangeles.cair.com	Sacramento Valley/Central California 916.441.6269 info@sacval.cair.com	San Diego 858.278.4547 info@sandiego.cair.com	San Francisco Bay Area 408.986.9874 info@sfba.cair.com
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- **Roles:** The main role in each meeting are the legislative lead (or "lead"), storyteller, and Note-taker/Closer.
 - Group Leader (typically a senior community member)
 - Responsible for starting the meeting and helping people mute and unmute themselves.
 - Facilitates the meeting, welcomes the member/staffer, introduces the group and the issue, and usually makes the ask (unless otherwise assigned).
 - Storytellers: Share WHY this is important to YOU and why we need this NOW.

- Notetaker/Closer: Writes meeting minutes, questions, comments, and oppose-support bills during the meeting and completes the **meeting survey**.
- **Introductions.**
The group leader will start the meeting by welcoming the members and introducing the group. Then, it will be each person's turn in the meeting to introduce themselves.
 - Give your name, organization, city (if you are a constituent), and a brief—less than one sentence—about your reason for being here today.
 - Group Leader: Be sure to ask a member or staff how much time they have. Often, they only have 20-30 minutes, so it's important that everyone is concise!
 - Also, because we have quite a few people at each meeting, please focus time on constituents who are directly impacted.
- **Share Your Personal Stories (Storytellers).**
This is the most important part! Our real-life experiences are the most important truths and examples we can bring to legislators. If you are directly impacted, discuss how this campaign will help you and your loved ones. What do you want the representative to do? If you are not directly impacted, discuss why these bills are important to you.
 - It's helpful to write down your story beforehand to get some practice. Try to keep your story to 1-2 minutes maximum. Keep it short, simple, and to the point.
- **Ending the Meeting.**
 - Thank the members for the meeting.
 - If appropriate, ask a member/staff for a group photo of the meeting. Ask them if sharing on social media is okay, so we can show our collective power!
 - After leaving the meeting, conduct a group debrief to collect feedback from the attendees to complete the **meeting survey**.
- **Survey.**
 - The designated participant will complete the meeting survey after the meeting. This is very important! We will use your feedback to inform us on how to proceed with each of these bills heading into critical legislative dates.
 - Every attendee completes an event survey to provide feedback on their experience.
- **Spread the Word!** When you're done, please don't forget to share a post on social media! Please refer to our **Social Media Guide** for hashtags and sample messaging.