Organizing Your Legislative Day Effort

As a local leader for Legislative Day 2014 your responsibilities are two-fold:

- Schedule office appointments with your local legislators. (Some offices may not want to give you a scheduled appointment and advise you just to show up. That’s OK! A typical legislator’s day is very fluid and most business gets done in the hallways between committee meetings. Go with the flow, that type of meeting is just as important as a scheduled appointment.)
- Recruit, assemble and organize a team of your local AIA members to participate in the May 28 Legislative Day event in Raleigh.

Remember 80% of success is just showing up. Member participation is key to making Legislative Day a success!

Scheduling Office Appointments

Contact your local legislators by phone or e-mail. You can use these links to find the legislators contact information:

You can find phone, room and e-mail info on the NC General Assembly web site at the following links, but we’ve also included them in this packet:

House & Senate Phone/Address/E-mail Roster:
- House can also be found at this site: [http://www.ncga.state.nc.us/gascripts/members/reports/room-phone.pl?Chamber=House&viewType=normal](http://www.ncga.state.nc.us/gascripts/members/reports/room-phone.pl?Chamber=House&viewType=normal)
- Senate can also be found at this site: [http://www.ncleg.net/gascripts/members/reports/room-phone.pl?Chamber=Senate&viewType=normal](http://www.ncleg.net/gascripts/members/reports/room-phone.pl?Chamber=Senate&viewType=normal)
- Make your contact as soon as possible.
- Ask for a 15-20 minute office appointment between the hours of 10:00 am and 4:00 pm on Wednesday, May 28. A sample letter is enclosed.
- Get to know the clerk in the legislator’s office. Most legislators have only one assistant and this person handles the legislator’s daily calendar.
- Follow up, as necessary, prior to May 28.
- Put together a group of 2-4 members to visit each legislator.

Recruiting and Organizing a Team of Volunteers

- Actively recruit those members who have a personal relationship with various legislators.
- Stress the importance of arriving at the AIANC Center for Architecture & Design no later than 9:00 am for the breakfast and member briefing on May 28. Directions to the Center can be found here: [http://www.cfadnc.org/visit/](http://www.cfadnc.org/visit/)