

LEGISLATIVE BASICS



Letter Writing

1. Be brief, but informative.
2. Include only one topic per letter.
3. State your reason for letter in first paragraph.
4. be specific and include key information.
5. If you want them to co-sponsor, say so.
6. Sign your name with RN or LPN.
7. Close with a thank you.
8. May be typed or hand written.

ASNA Legislative Guide

Additional Ways to Influence

1. Post Cards:

Legislators need to receive many, and preferably handwritten, to make a difference.

2. Petitions:

Only if you have thousands of names.

3. Telephone Calls:

Be brief and have your facts together. The message will probably be placed on an answering machine or be taken by a secretary. If you want the legislator to return your call, say so; otherwise they will not.

4. Testifying at legislative Hearings:

ASNA will brief you individually.

5. Fax or E-mail:

Refer to www.Nursingworld.org and connect to Capitol Wiz.

Legislative DON'Ts

- ❖ Don't threaten if they do not vote with you.
- ❖ Don't hold a grudge if they vote with the other side.
- ❖ Don't go unprepared.

Communication Tips

Personal Visit

1. Call ahead for an appointment (when possible).
2. prepare in advance; know background of the legislator, such as usual voting history, groups they support, occupation, committee membership, when they will be due for re-election, etc. Also, know history of the legislation – who supports it and who does not; is this ASNA's first attempt with this legislation, etc.
3. Be on time.
4. If going with a group, select one person to speak on behalf of the group. Limit group to no more than 5 individuals (otherwise the legislator will make a speech and not listen to you!).

5. When you meet with the legislator, introduce yourself as a nurse, shake their hand firmly and, if from their district mention this and state why you are there. Be sure to know bill numbers.
6. Ask the legislator their position on the bill. If they are in favor, ask them to co-sponsor (if they have not already agreed).
7. Provide additional clarification about the bill if needed.
8. Offer to be a resource to them about nursing health care, or other issues you feel deeply about.
9. Be courteous no matter how they react.
10. Be succinct – not too technical – and leave a fact sheet about the bill with the legislator.
11. After the visit, follow up with a thank you note.
12. NOTE: If the legislator is not expecting you and is not in their office, leave a brief note stating that you were there, sorry to have missed them, and a request to support your issue.