

# **Guidelines For UUCB Meetings with Elected Officials**

## **Pre Meeting Planning**

- 1) Assemble a team that is appropriate for the meeting
- 2) Agree on the Objective(s) for the meeting
  - a) What do we want out of the meeting?
- 3) Carry out basic research on the official
  - a) Basic bio facts
  - b) Political orientation
  - c) Voting record if applicable
- 4) Develop an agenda (sample below)
  - a) Explain who we are
  - b) Clear “ask” of the official
  - c) Logical , compelling presentation of our case
- 5) Agree on roles and responsibilities for the team in the meeting
  - a) Clarity
  - b) Discipline in staying on message

## **Post Meeting**

1. Debrief
  - a. Were objectives achieved?
  - b. Next Steps
2. Document the meeting and save in Google drive
3. Formally thank the official for the meeting

## **Sample Agenda for Meetings with Officials**

- **Personal Introductions**
- **Statement of objective(s) for the meeting**
  - Why are we here today?
  - What do we hope to achieve
- **Quick overview UU church values and fast facts on UUCB**
- **Establish our Credentials on the Issue at hand**
  - What are we already doing on the issue(s)
  - How does our task force community work relate to the issue
    - Give our perspective and establish (some) moral authority
    - Cite examples of our commitment, engagement and “boots on the ground” involvement
- **Make the “ask” (Clear, concise, unambiguous)**
  - What needs to be done?
  - How do we know this?
  - Why is it needed and why is it the right thing to do?
  - What specifically do we want the official to do?
- **Official response to ask**
  - Provide the space for a clear unambiguous response from the official
  - Listen carefully and ask questions to achieve clarity
- **Wrap up and closure**
  - Briefly summarize what we heard from the official
  - Thank the official