

# 2023 Lobbying Step-by-Step Guide

**On Advocacy Day, you'll want to make an appointment to visit your Assemblymember and/or Senator in Albany.** This guide will provide suggestions for the best way to do so.

If you have questions regarding the information or lobby visits call Mark Streb at 418-432-6757 or email [execdir@npcnys.org](mailto:execdir@npcnys.org).

## 1. First, identify the state legislators representing your NPC.

Visit the NPC website to view [Assembly and Senate Districts by NPC](#). **Download the PDF** to determine which district(s) include the footprint of your NPC.

(Every NPC is represented by at least one Senator and one Assemblymember. However, some NPCs may be represented by numerous Senators and Assemblymembers.)

**After downloading the PDF**, use the district numbers to lookup your representatives and their contact information. **(You will be clicking on the links on that web page to visit the websites of Assemblymember(s) and Senator(s) representing the district(s)).**

## 2. Schedule a meeting.

Legislators' websites will list email and phone numbers, with some having numerous offices and phone numbers. Though legislative offices work differently, each has a staff person that handles scheduling. Calling the District Office and asking to speak with the scheduler is often the most direct route.

## 3. When you make your call or email, it's critical that you identify who you are and the name of your NPC. Make sure you tell them your NPC is within the representative's district.

"Hello, my name is [Name] and I represent [name of your organization] and I would like to schedule a meeting with [Senator/Assemblymember] to discuss our organization and **The Neighborhood Preservation Coalition.**"

When you are able to talk with the scheduler, tell her/him you'll be attending the **Coalition's Advocacy Day for NPCNYS** on February 13th and ask if the Senator/Assemblymember has time to meet with you that day. If so, make the appointment.

*(The week prior, you might want to call the scheduler to confirm your appointment for Monday, the 13th.)*

If the representative can't meet you on February 13th, ask if you can have an appointment with a staff member or drop off materials for the Senator/Assemblymember to read.

**4. Be prepared! Be specific when conducting the meeting:**

- One or two people can meet the legislative representative. However, having 3-5 people works best.
- Designate a meeting captain to manage the meeting.
- Ideally, prior to the meeting, run through your meeting agenda with those who will be attending. Practice so that your group presents a strong and cohesive message.
- Suggested draft agenda:

**Introductions:** Each person introduces themselves.

**Highlight your organization and the Neighborhood Preservation Coalition of NYS.**

Provide materials on your NPC and the Coalition. (Will be provided to you in a packet.)

- About the NPC
- Impact of Neighborhood Preservation Companies
- NYS Senate District Community & Economic Health Statistics
- NYS Assembly District Community & Economic Health Statistics

**Make the ask.** Provide the [2023 NPCNYS Budget Advocacy Agenda](#).

**Provide a specific example on how your NPC has benefited the community.**

**Personal stories work best. Remember, all politics are local.** Client or personal staff stories often elicit the best and most memorable examples of community interactions.

**Ask if she/he has questions** or would like additional information.

**Thank her/him** and end the meeting.