

Citizens can and SHOULD contact their legislators to express support or opposition to proposed legislation.

When you do so, there are several things you need to consider:

- Our legislators are EXTREMELY busy during the Legislative Session, so do all you can to conserve their time -- PLAN YOUR MESSAGE AND BE CONCISE!
- Our legislators are all good people who do their best to determine what is or is not good policy. They won't always agree you, but show your appreciation for their efforts --BE RESPECTFUL AND POLITE!
- There are rules that you both must follow --DON'T EVER OFFER ANYTHING IN EXCHANGE FOR THEIR

WAYS YOU CAN COMMUNICATE:

- E-mails-- Remember to SEND YOUR MAIN MESSAGE IN THE SUBJECT LINE! Then expand on your basic message in the body of the e-mail. They do not have a lot of time to read through e-mails, so KEEP YOUR MESSAGE SHORT AND CONCISE (unless you have spoken with the legislator and they are expecting and watching for a long, detailed e-mail from you). Also, Legislators do NOT like to be blasted with mass e-mails. Your personalized e-mails (even if it is just addressing them by name are MUCH more amicably received!
- Faxes -- You can send faxes to the House at 801-326-1544, or the Senate at 801-326-1475. USE A SUBJECT LINE WITH YOUR MAIN MESSAGE and then expand below, but **BE CONCISE**. You **MUST fax to individual legislators**--Staff will NOT copy your fax for delivery to multiple legislators! Faxes are delivered to the legislator's desk, which is better than hoping they will check their e-mails.
- Phone The Capitol Switchboards-- You can call the House Switchboard at 801-538-1029 or the Senate Switchboard at 801-538-1035. The Switchboard Operators will take **up to 5 SHORT messages** at a time which will be delivered to the legislator's desk. This is also a good way to get your message across.

- Personal Phone Calls --Better than a message is an actual conversation. Most legislators have given their phone numbers out so that constituents can call them and discuss concerns, but **keep your message short** because you are interrupting personal time -- be sure to **be respectful and appreciative that they've spent time with you.**
- Personal Notes at the Capitol --When you come to the Capitol, you can pick up Senate Blue Notes or House Green Notes and jot down a quick message to be delivered to the legislator's desk. In the message, **you can just say what you think, ask for a phone call, or ask them to come out and talk with you briefly.** This on of the more effective methods of communication because it shows a greater degree of concern when you make the effort to be there and to be accessible.
- Face-to-Face meetings at the Capitol-- You can call any legislator and ask for a meeting with them, but they are so busy, they can't give you much time. Many times the better thing to do is send the blue/green notes in and wait for them to sneak away for a moment for a brief discussion outside the Senate or House chamber. Be sure to **be familiar with what the legislator looks like so that you can watch for them and approach them to facilitate the meeting.**