



Delegate Guidelines

Meeting expectations:

1. The meetings should be kept friendly in tone. Your goal is to engage legislators and their staff in positive conversations about the importance of the university and to highlight the current issues facing it.
2. The size and composition of your delegation will change with each legislator appointment.
3. Changes in legislators' schedules will occur throughout the conference. Be patient and flexible.
4. Do not be disappointed if a legislator cannot meet with you and suggests that you visit with his or her staff. Staff members act as the legislators' eyes and ears, and are important players in the legislative process. Staff members are sometimes elected to public office at later dates!

Meeting preparations and guidelines:

1. Arrive early for your appointments; use the time to get acquainted with your team leader and other meeting participants.
2. If the legislator is not able to see you due to last-minute changes, ask to meet with an aide. If that is not possible, leave a note for the legislator from the group along with the meeting materials.
3. Follow the discussion set by your team leader. Team leaders are identified by an asterisk (*) on the list of legislator appointments contained in your packet.
4. Although the legislator should be allowed to discuss any topic that he or she wishes, you should discuss the topics that have been identified. Use the color-coded talking points that match the issue papers in your briefing packet as guides for what to discuss during a meeting. You are in the meeting as a supporter of UC; issues of personal concern should be left to another meeting.
5. Be brief, factual and to the point. Do not assume that your legislator knows your subject.