

10 Things to Know For a Legislative Visit

1

Do the research.

Prior to scheduling an appointment, learn some basic information

- What cities and community colleges are in their district
- Have they been in the news lately?
- Are they up for reelection?
- Previous legislative priorities/seniority/committee assignments
- Common connections locally

2

Book appointments in the district office prior to January.

- Begin before session with returning legislators
- New elected officials as soon as elected in November
- Let legislative staff know everyone who will be attending the meeting in advance

3

Manage materials smartly.

- Bring extra copies of materials and business cards - make sure staff have their own copy
- Send electronic versions of files to staff before or after meeting

4

Don't assume knowledge about community colleges.

- Provide each member a list of community colleges in their district and their stats to give them more information about their community college
- Learn their thoughts about the community college(s) in their district

5

Be respectful of staff.

- Find a point person in each office to have a rapport with
 - Especially someone that staffs higher ed, appropriations, or finance

6

Office decorum.

- Be patient
- Don't set up camp or overstay your welcome. If the member is going to be more than a hour delayed, offer to return again at that time and go wait somewhere else
- Don't talk about campaigns or contributions
- If a member is late, reschedule as appropriate (remember they have committee hearings, floor debates and other meetings)

7

Provide contact information.

- Make sure the member and staff have the name and contact information for someone at your college
- If necessary the member's office may need to contact your college with time-sensitive policy issues
- Doesn't have to be CEO; gov't relations, knowledgeable administrator, general council - whoever can answer questions or quickly track down info if needed

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Loop your partners in.

- Bring knowledgeable college staff, or local business partners.
- Try to limit the delegation to three (space is limited in Capitol offices)
- Debrief with each other afterwards on observations and takeaways
- Fill out the meeting form for TACC staff

9

RELAX and enjoy the conversation.

- After an initial meeting, feel free to pop in and say hi or leave a quick note next time you are in the building
- If there's questions you can't answer, let them know you will get back to them with correct info - don't make up an answer or guess

10

Legislative dates to know.

- First day to pre-file legislation: November 14, 2022
- Session starts: January 10, 2023
- Committee assignments: Early February
- Last day to file legislation: March 11, 2023
- Budget Night in the House: mid-April
- Last day to pass HBs out of House: May 12, 2023
- Last day to pass SBs out of Senate: May 25, 2023
- Sine Die: May 30, 2023
- Veto period ends: June 19, 2023