

Step-by-Step Legislative Scheduling Guide 2023

2023 – Requesting a Virtual Meeting

1. Find your Legislators for both your home and your work-place address:

Assembly Member search here: <https://nyassembly.gov/mem/search/>

Senator search here: <https://www.nysenate.gov/find-my-senator>

\*You can also use our Find Your Legislator Tool - <https://p2a.co/sLFV25Y>

2. Click the legislator name to visit their webpage and find contact information.

(If your lawmaker is recently elected and their contact information is not easily located, please

reach out to Meg at meverett@leadingageny.org)

3. Call their Albany or their district office to speak with someone and get the process started. Some

lawmakers have their scheduler based in Albany, and others are based in the district. Either one will be

a good start to steer you in the right direction.

4. On the phone:

• Say that you are a constituent in the district and name your organization

• Being brief, explain what you do and the services you offer to the community at large

• Say that you would like to set up a virtual meeting for our 2023 Virtual Advocacy Week Feb. 13-

17th.

5. They will either schedule a meeting with you over the phone or ask that you send an email to the

scheduler. \*Make sure to ask for the scheduler’s email and name if you need it\*

6. Sample Email for Scheduler:

Hi \_\_\_\_\_\_\_\_\_,

(Mention who you are, your organization and the services you provide)

My association, the Adult Day Health Care Council, is hosting a virtual Advocacy Week in mid-February and I am reaching out in hopes of setting up a meeting with Senator/Assembly Member \_\_\_\_\_\_\_\_\_. We would use this time to discuss some of our key budget priorities, including a long over-due increase to the adult day health care Medicaid rate, As of now, our availability for the week of Feb 13-17 is:

• (list available times to meet)

• (you can also share dates outside of our advocacy days that would work well for you and your

team)

• (be as flexible as possible so that you have best odds of meeting with the legislator themselves)

Please let me know as soon as possible if the Senator/ Assembly Member is available to meet with us.

7. If you do not hear back from the office in 3-4 business days, feel free to call/email to follow up, as

these offices are quite busy.

8. Conference Lines/Zoom Meeting Information

• Once you have a meeting time, the Legislative office will likely either provide their own meeting

information or ask you to send a Zoom/Virtual meeting invitation.

• If you would like to hold the meeting on Zoom for face-to-face interaction but don’t have your

own account, ADHCC would be happy to create a meeting link for you. Simply reach out

to Meg at meverett@leadingageny.org

9. Once your meetings are confirmed, please send your meeting schedule for the 2023 Advocacy Week

to me and I would be happy to join you for the meeting.

Thank you for your participation in advocacy!

Contact: Meg Everett, 518-867-8871, meverett@leadingageny.org