Step-by-Step Legislative Scheduling Guide

2022 – 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)

1. Click the legislator name to visit their webpage and find contact information.
2. 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.
3. 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 to discuss ADHC issues as part of ADHCC’s virtual advocacy days.
4. They will either schedule a meeting with you over the phone or ask that you send an email to the scheduler.
5. Sample Email:

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

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

*My association, the Adult Day Health Care Council, is hosting Advocacy Days in this month and I am reaching to set up a meeting with Senator/Assembly Member \_\_\_\_\_\_\_\_\_. We would use this time to discuss some of our key budget priorities, how COVID has impacted our organization and residents, and other regulatory issues impacting adult day health care. As of now, our availability for is:*

* *(list available times to meet)*

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

1. If you do not hear back from the office in 2-3 business days, feel free to call/email to follow up, as these offices are quite busy.
2. Conference Lines/Zoom Meeting Information
   * Once you have a meeting time, the Legislative office will likely either provide their own Zoom meeting information or ask if you would like to use yours. 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 Everett at the contact listed below.
3. **Once your meetings are confirmed, please send your meeting schedule to ADHCC. If you would like me to join your meeting, let me know and I can try to attend.**

Finally,please feel free to reach out to Meg if you would like guidance on what other legislators you may want to schedule a meeting with. The economic impact and services rendered by your organization likely reach well beyond your immediate district.

Thank you for your participation in advocacy!

Contact: Meg Everett, 518-867-8871, [meverett@leadingageny.org](mailto:meverett@leadingageny.org)