**Tips for Meeting with State Legislators**

Phone calls, emails, and face-to-face meetings are all valuable opportunities for you to express your interests and concerns. Elected officials as well as their staff benefit as they learn about important issues affecting automotive recyclers and constituents in their district.

You are in the unique position to educate them on specific issues impacting the state’s automotive replacement parts industry and recycled parts market. As a constituent, you will provide insight into how their decisions affect your business, employees, consumers, the environment, and drivers in general. Below you will find helpful tips to effectively approach elected officials and their staff.

Before the Meeting:

* Review the biographies of your legislators.
* Be aware of important background information such as party affiliation, previous employment, relevant committee assignments (Transportation, Commerce, Insurance), and legislative positions.
* Prepare your talking points and basic arguments about the major issues.
* Prepare non-argumentative responses to potential questions that may arise during the meeting.

During the Meeting:

* Arrive early but understand that your meeting may be delayed or even rescheduled – it is common for legislators’ schedules to be unpredictable.
* Use proper titles when addressing elected officials (ex: Senator, Chairman, Representative).
* Introduce yourself and your business (number of years in business, number of employees, etc).
* Thank your legislator for taking the time to meet with you.
* Present your talking points and discuss the issues.
* Share personal experiences and examples to make a clear case about how particular pieces of legislation will affect your business and local consumers.
* Remain calm and honest. If you do not know the answer to a question or have time to provide an answer, offer to follow-up with his/her staff.
* Offer to serve as a resource for automotive issues in the future.
* Invite your legislator to visit your facility for a tour.
* Ask permission to take a photo with your legislator.
* Thank your legislator.

After the Meeting:

* Sent a thank you letter and photo within a week of your meeting.
* Be sure to follow-up quickly with any information requested during the meeting.

**Tips for Grassroots Outreach**

Recycler-to-Recycler:

* Strongly encourage your association members to contact their local state representative and state senator with the industry’s position and/or concerns.
* Provide each member with contact information for their representatives. This is based on physical location of the business. Providing contact information will save time for the member and make it more likely that he/she will contact their representatives.
* If there is a public hearing scheduled on the bill, strongly encourage as many of your association members as well as their families and employees to attend in person. Even if they do not give verbal testimony on the bill, the show of support and strong numbers help make the industry’s position stronger.

Recycler-to-Repairer

* Specific to OEM repair procedures legislation, automotive recyclers have had success in reaching out to automotive repair facilities and body shops to ask for their help in contacting state representatives on behalf of the industry.

During the Outreach:

* Prepare your talking points and basic arguments.
* Prepare non-argumentative responses to potential questions that may arise.
* Introduce yourself and your business (number of years in business, number of employees, etc).
* Present your talking points and discuss the issues.
* Share personal experiences and examples to make a clear case about how particular pieces of legislation will affect your business and local consumers.
* Offer to serve as a resource for automotive issues in the future.
* Invite your legislator to visit your facility for a tour.
* Thank your legislator or their staff member.

After the Outreach:

* Email your legislator to thank them for their time and for their consideration of your position.
* Be sure to follow-up quickly with any information requested during the meeting.