



## Engage the Mayor and your City Councilman/Councilwoman

### THREE STEPS TO A SUCCESSFUL MEETING WITH YOUR ELECTED REPRESENTATIVE

#### 1. Organizing the Coffee

- a. Establish a date and time
- b. Location – preferably a home, community club house, etc.
- c. Provide for light snacks, refreshments
- d. Determine invitees within your city council district
- e. Establish your “agenda” using the Dirty 30 Email package
  - ✓ You may also add other local concerns: street & drainage conditions, utilities, garbage collection, etc.
- f. Ensure someone takes notes or minutes (meetings can be legally recorded)

#### 2. Inviting the Mayor and your City Council Member

- a. Make an initial call to City Hall
- b. Follow up with an email to City Hall
- c. Make a second call if the official is not responsive
- d. Send another email to City Hall referencing the first and second calls
- e. Follow up with a third call to City Hall to confirm or civilly express disappointment for a non-response
- f. Email to confirm the meeting or to again express your dismay about being ignored
- g. In a confirming email, be sure to include date, location, time, etc.
- h. *Log every call and every email with dates, times, outcomes. This is important to establish a publicly accessible record!*

#### 3. After meeting action reports

- a. Document areas of agreement with your council member and/or the mayor
- b. Record action items
- c. Send thank you note to the mayor and/or council member with items they have committed to

#### 4. Report the outcome of your efforts to: Robin Lee, [brightencorners@gmail.com](mailto:brightencorners@gmail.com)