



North Carolina Chapter

Scheduling Legislative Meetings

- **Schedule Appointments with your Senators**

Click the link below (while holding the “Ctrl” key) and type your address into the box under “Find Your Legislator.” Your State Senator will be the third result. Their name is a hotlink which will take you to their Bio and their contact information. You can also use the “Member Contact Info” hotlink included below. Be sure to tell them you are a constituent visiting Raleigh, NC for the Appraisal Institute’s Legislative Day and you would like to discuss appraisal issues with them. Legislative staff receive an immense number of emails each day, so be sure to keep it concise and have “Constituent Meeting Request-April 29th” in the subject line.

<https://www.ncleg.gov/findyourlegislators> - Find Your Legislator

<https://www.ncleg.gov/Members/ContactInfo/S> - Senator Contact Information

- **Schedule Appointments with your Representative**

Click the link below (while holding the “Ctrl” key) and type your address into the box under “Find Your Legislator.” Your State Representative will be the first couple of results. Their name is a hotlink which will take you to their Bio and their contact information. You can also use the “Member Contact Info” hotlink included below. Be sure to tell them you are a constituent visiting Raleigh, NC for the Appraisal Institute’s Legislative Day, and you would like to discuss appraisal issues with them. Legislative staff receive an immense number of emails each day, so be sure to keep it concise and have “Constituent Meeting Request-April 29th” in the subject line.

<https://www.ncleg.gov/findyourlegislators> - Find Your Legislator

<https://www.ncleg.gov/Members/ContactInfo/H> - Find the Contact Info for your House Representative

- **Trouble confirming an appointment?**

Some offices are quick to respond, while others may not get back to you until close to the meeting date. It is ok to follow up with another e-mail or phone after some time has passed.

Should any questions arise, don’t hesitate to contact:

Shep Overton, NCAI Government Relations Committee Chair

(919) 818-2541 or shep.overton@colliers.com.

Points To Remember For Successful Legislative Visits

It helps to be prepared for your visits carefully when coming to the State Capitol. Below are items you should be aware of before, during and after your meetings to ensure that your experience goes as smoothly as possible.

Before the Meeting:

- 1) Do Your Homework. Know your legislator's background, and committee assignments, especially if they're on relevant committees (e.g., Financial Services, Banking, Ways & Means)
- 2) Send your fact sheet to the Member ahead of time. It will be very helpful to Members and their staff if you share the general topics of discussion when you are setting up your appointments. We will also supply information for you to give to them during your meeting. This information will be provided to you soon.
- 3) Know your ask. Be clear on your "ask"—what action you want the legislator to take (support a bill, sign a letter, co-sponsor, etc.).

During the Meeting:

- 1) Be on time. Always be on time for a legislative visit, whether in person or virtual. However, remember that Members have extraordinarily crowded schedules, and it is common for them to be running behind. Additionally, don't be disappointed if you end up meeting with staff.
- 2) Get to your agenda quickly. Be prepared to introduce yourself and briefly explain the Appraisal Institute's function and membership. Then move quickly to your priority items. Unfortunately, there may be occasions when your meeting may end up being 5 minutes, as opposed to the 30 minutes you were expecting.
- 3) Be courteous and respectful. Be as diplomatic as possible. Allow the Member to share their insights or counter-arguments—no need to be defensive; after all, your Representative or Senator is there to help you. Give them the opportunity to hear your issues and suggest a course of action. Address the Member as "Representative" or "Senator."
- 4) Don't attempt to answer a question to which you don't know the answer. It's not a good idea to guess an answer or tell the Member what you think they want to hear. Instead, tell the Member you will be happy to get the information from Appraisal Institute staff and send it to them as soon as possible. This is a great way to initiate a second contact with the office and get to know the appropriate staff person better.

After the Meeting:

- 1) Leave your business card with both the Member and the appropriate staff person and be sure to get a business card from the staffer.

- 2) Follow up with a thank you email, mentioning the purpose of your visit, to both the Member and the staff person. Be sure to offer yourself and the Appraisal Institute as a resource in case the Member or their staff has any questions in the future. You are now Key Contact!

- 3) Follow-up with Appraisal Institute staff. Always let the Appraisal Institute leadership and staff know how your meetings went. Was the Member responsive to your positions? Did they vow to help you achieve your goals? Does the Appraisal Institute have to follow up with any questions the Member(s) had?

GOOD LUCK, AND HAPPY LOBBYING!