

MSPE Best Practices for Chapter Legislative Events

The following information is provided as a guide to assist chapters in holding local legislative events. A critical piece of furthering our society legislative efforts is establishing relationships with our elected officials so that our members may serve as a resource on bills impacting the engineering profession.

Event Types:

- There are different types of events which can be coordinated:
 - 1) Informational Meet and Greets - no to low cost for members and contributions are not made to the Legislator. Multiple legislators are invited and given an opportunity to address the attendees. Meet and greets generally work well in an election year and/or immediately following an election. These are often coordinated with other professional societies (MSPS, AIA, ACEC) to increase the number of constituents attending.
 - 2) Targeted Legislator Fundraiser – members are generally asked to make a PAC donation (personal checks only) and then MSPE will write one check to the Legislator. These events may be for one or more Legislators and can be centered around a specific topic or for general information.

Event Scheduling:

- Meetings can be held at any time of day but member attendance may improve if they are coordinated with “non-work” or transitional times: early morning, lunch hour, or early evening.
- Most Legislators work in their districts on Mondays and Fridays - events held these days have increased participation levels.
- The MSPE Executive Director will assist the chapter in working with our lobbyist to invite the Legislators to the event. It is a good practice to determine a few possible dates and work with the Legislators to pick one that works best for them.
- Events should be scheduled at least one month in advance to increase attendance. (Sample event announcements follow)
- RSVPs should be obtained to ensure there are enough members attending to make it worthwhile for the Legislator to see value in meeting constituents.

Event Details:

- Events should be held at a location that is easy to get to and provides adequate parking. Chapters have held the events at restaurants, conference centers and at offices of our members.
- Beverages and light snacks should be provided if the event is not being held at a restaurant in conjunction with a meal.
- Nametags should be provided for members and Legislators.
- All events should provide adequate time for the Legislator(s) to present to the group.
- 1-2 people should be identified to greet all attendees, coordinate nametags and connect legislators with their constituents.