



TML Legislative Action Day

March 19, 2025

Tips and Frequently Asked Questions

TML Legislative Action Day March 19, 2025

- Set up your own legislative meetings
- Access advocacy resources and discuss priority bills
- Visit in person with the TML legislative team
- Enjoy refreshments at the League’s “Capitol Office”

TML invites member city officials to join us in Austin for the League’s 2025 Legislative Action Day on March 19, 2025. Plan your visit before you arrive at the Texas Capitol on March 19 by following these important steps.

- ✓ Schedule meetings in advance with your legislators and/or their staff at their Capitol office in Austin. TML recommends contacting your legislators in January to request these meetings. (See below for scheduling tips.)
- ✓ Coordinate with officials from your city or region to reduce duplicative meeting requests.
- ✓ Make plans to drop by the Open House at the League’s downtown office at 1005 Congress Avenue, Suite 510, on March 19 between 8:30 a.m.-6:00 p.m. to discuss priority bills with the TML legislative team and enjoy complimentary refreshments. Feel free to drop by before your scheduled delegation meetings or after.
- ✓ Register for the League’s March 6 webinar “Legislative Webinar #2: Keep Your Finger on the Pulse” (<https://tmllegislativeseries.org/two/>) for a status update on the city-related bills that need your attention.
- ✓ Stay informed on city-related legislation with the *TML Legislative Update* (https://www.tml.org/933/_2024) published on Fridays.
- ✓ If you have a relationship with your legislator(s) and/or want to be more involved during session, complete the TML Grassroots Involvement Program (GRIP) GRIP survey (https://tml.co1.qualtrics.com/jfe/form/SV_eLqHoqfMj47Rip8).

Tips for an Effective Meeting with Your Legislator

1. Scheduling a Meeting with Your Legislator

You're an important resource for your state senator and representative, as well as a direct connection to their constituency at home. State legislators enjoy meeting with city officials from their district and will make time for you if their schedule permits.



January 2025

Call your legislator's Capitol (Austin) office scheduler to let them know you will be at the Capitol on March 19, and you would like to meet with the legislator. It's likely the scheduler won't be able to confirm a meeting right away, but they may be able to block out time. Make note of the scheduler's name and email address and tell them you will follow up with them by email in early March.



Tip: Other officials from your city may also want to meet with your legislator(s) which creates a collaborative opportunity that may increase your likelihood of getting that meeting. Consider combining your meeting scheduling efforts with other leaders from your city or region.



March 3, 2025

Email your legislator's Capitol office scheduler to follow up on your meeting request. In your email, include:

- The date and window of time you're available to meet
- The names, titles, organizations for any other local officials who will join you for that meeting
- The meeting topic (a specific bill or issue, local city issue, or general visit)



Tip: You can view a sample email to follow up on meeting request on page 3.



March 10, 2025

If you haven't heard back from the Capitol office scheduler, follow up with a second email or a phone call. It may be that the Capitol office scheduler is waiting for the final legislative meeting schedule to be posted before they can confirm your meeting.

If the Capitol office scheduler says that the legislator is not available, request a meeting with the legislator's assistant. Meetings with staff can be just as effective.

Most meetings with legislators are scheduled for 15 minutes. If scheduling multiple meetings, allow time to get from one meeting to the next.

Sample Email to Follow Up on Meeting Request (send first week in March)

New Message _ ↗ ✕	
To	
Cc	
From	Bcc
<p>Good afternoon, <i>Insert Capitol Office Scheduler's Name Here</i>,</p> <p>I'm reaching out to request a meeting with <i>Insert Representative/Senator Title and Last Name Here</i> on March 19. I will be traveling to Austin on this date for the Texas Municipal League's Legislative Action Day.</p> <p>I would appreciate an opportunity to meet with <i>Insert Representative/Senator Title and Last Name Here</i> to discuss <i>Insert Meeting Topic Here (a local issue, a particular bill or issue)</i>.</p> <p>Joining me in the meeting is: <i>if applicable, list the names and titles of other municipal officials attending the meeting here</i>.</p> <p>Below are the dates and times we are available to meet: March 19</p> <ul style="list-style-type: none">• 10:00 a.m.-noon• 1:00 p.m.-5:00 p.m. <p>Please let me know if a meeting can be scheduled during one of these time windows, <i>and I'll notify the rest of our group</i>.</p> <p>Thank you.</p> <p><i>Insert your first name, last name, title, and city here.</i> <i>Insert your contact phone number here (cell phone is preferable in case there are last-minute meeting changes)</i></p>	
<input type="button" value="Send"/>	🗑️ ▼

2. Prepare for your Meetings with Legislators

Your goal during Legislative Action Day is to help legislators understand how an issue, policy or situation affects residents and businesses in your city. Being prepared for your legislator meetings will make your meetings more effective.

- ✔ Review the *TML Legislative Advocacy Toolkit* to better understand the legislative process and how you can be an effective advocate for your city. (<https://www.tml.org/DocumentCenter/View/4537>)
- ✔ Register for the March 6 webinar “Legislative Webinar #2: Keep Your Finger on the Pulse” for a status update on the city-related bills that need your attention. (<https://tmllegislativeseries.org/two/>)
- ✔ Stay informed on city-related legislation by reading the *TML Legislative Update* published on Fridays. (https://www.tml.org/933/_2024)
- ✔ Before meeting with your legislator, know the issue(s) you want to talk about and have your local impact examples ready. If you are with a group, determine in advance who will talk about what issues.
- ✔ Make the ask. When you meet with legislators or their staff, be specific about what you want from them. And give them an opportunity to answer.
- ✔ If a legislator asks you a question and you don’t have the answer, that’s okay. Tell the legislator that you will get the information for them. Contact the TML legislative team if it’s a question they can assist with.
- ✔ Bring a stack of your city business cards to Austin to hand to the legislators/staff you meet with.

3. After Meeting with Your Legislators

- After your meeting, email a thank-you note to the legislator’s Capitol office address. A note is also an opportunity to follow up on a question that was asked in the meeting.
- Reach out to the TML legislative team if there is a question or discussion with your legislator that you’d like to share. You can reach Monty Wynn at monty@tml.org or JJ Rocha at jj@tml.org.

Frequently Asked Questions

How can I find the legislators who represent me?

Not sure who represents you? Visit <https://wrm.capitol.texas.gov/home>, which provides your state senate and house member as well as other state and federal officials. Just type in your street address, city, zip, or county.

What can I do if I have time between meetings?

- Drop by the TML Open House between 8:30 a.m.-6:00 p.m. on March 19 to network with your colleagues and enjoy complimentary refreshments. The League’s downtown office is located at 1005 Congress Avenue, Suite 510, just a short walk from the Capitol.
- Sit in on a House/Senate Committee meeting. TML’s legislative team will include a list of important House and Senate meetings in *TML Legislative Update*. (https://www.tml.org/933/_2024)
- If there are legislators you did not get an appointment with, stop by their Capitol office and ask if any meeting slots have opened.

Can I schedule a meeting with legislators who are not in my city’s district?

Yes! Consider reaching out for appointments with legislators who represent districts in your county. Keep in mind that legislators tend to have full schedules during session, and they may give priority to meeting with those in their district.

How can I best advocate for my city’s position if the legislator has been hostile on the issue in the past?

If the legislator is firm in their opposition on the issue, thank them for their time and their honesty, and then leave the meeting on a positive note. The fact that they disagree with you on some issues doesn’t mean they will disagree on all issues. A memorable way to conclude your meeting is with a “How can I help you?” question.

Can I invite my legislator to meet for lunch, dinner or coffee?

Yes, meeting outside the Capitol for a meal or coffee is a great way to meet with your legislator in a more casual setting. However, keep in mind the gift law does not allow you to pay for their meal.

What should I wear to the Capitol?

Business professional clothing is recommended when visiting the Texas Capitol. Be sure to wear comfortable dress shoes for walking.

Where do I park on Legislative Action Day?

Parking is available at the Capitol Visitors Parking Garage at 1201 San Jacinto Blvd. Parking is free for the first two hours and one dollar for each half hour thereafter with a maximum daily charge of \$12.

Can I participate in Legislative Action Day without registering for the Midyear Conference?

Yes, please contact JJ Rocha at jj@tml.org to confirm you plan to schedule meetings with legislators and attend the complimentary TML Open House on March 19.

Does the TML Midyear Conference require a separate registration?

Yes, the TML Midyear Conference requires a separate (paid) registration. The Conference will be held on March 20-21 at the Renaissance Austin Hotel (located 10 miles north of downtown Austin). Register for the Midyear Conference and access the information you need to reserve your hotel room online. (<https://tmlmidyearconference.org/>)

TML Legislative Advocacy Toolkit

The TML Legislative Advocacy Toolkit can help make your city’s advocacy efforts even more successful. It includes information on the Texas legislative process, tips for grassroots involvement, guidelines for writing an effective advocacy letter and testifying at the Capitol, key contacts, and legislative resources. View the Legislative Advocacy Toolkit here: <https://www.tml.org/DocumentCenter/View/4537>