



# Legislative Protocol: A Primer

- **Respect the institution** – the government, the legislature, the governor’s office, the political/legislative process. It may not be perfect; but belittling it, rather than working to change it, will not make it more effective.
- **Respect the position if not the person.** Voters elected legislators. They may not all meet one’s personal standards for being a legislator, nor will they necessarily hold the “right” view on the vital issues; but treat each legislator with respect.
- **Know and use legislators’ proper titles – senator, representative, governor – and address written correspondence appropriately.** When speaking to a legislator, let the situation dictate the form of address. While one may be on a first name basis in an informal setting, in public a legislator should be addressed with his or her formal title.
- **When calling on government officials, dress appropriately.** Formal meetings call for professional (business) attire, as do appearances before committees.
- **Know the issues, the pros and the cons.** Legislators are busy people, and few have time for long-winded explanations. Be able to explain the matter at issue concisely and clearly.
- **When dealing with the sponsor of a bill of interest, be clear in expressing concerns.** Know the sponsor’s positions in order to respond directly to them. Know the points on which compromise will be acceptable.
- **When testifying, always thank the committee chair and the committee for the opportunity to present your position, even if they disagree with your position.**
- **Attack the issue, never the person.**

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Working with local, state, and federal lawmakers to help secure the funding, laws, and regulations needed by the Anchorage School District to educate all students for success in life.

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