

How to Find a Legislator During the Legislative Session

Revised from copy provided by the NM Coalition to End Homelessness

It's always best to talk with a legislator in person rather than just leaving a note. Tracking down a legislator during the session can be challenging, but with a little persistence, you should be able to find him/her in the capitol. Here are a few tips on how to do so.

- 1) **Find out where your legislator's office is located.** Best to check the printed directory that you can obtain in the lobby of the Roundhouse. The people at the information desk can also help.
- 2) **Go the legislator's office and ask the legislator's secretary if you can meet with your legislator.** You do NOT need an appointment to meet with your legislator. If your legislator is available, he/she will meet with you. The earlier it is in the morning, the more likely it is that you will find your legislator in his/her office.
- 3) **If the legislator is not in, ask the appropriate secretary where to find him/her.** When not in their offices, legislators are usually in committee meetings or on the floor of the Senate or House Chambers.
- 4) **If the legislator is in a committee meeting:** Ask the secretary which room the committee meeting is being held in. Go to the committee room and check things out. If the committee meeting has not started then you might be able to talk with your legislator. If the meeting has started, you can wait for him/her to step out of the room or you can wait for the committee meeting to end and approach your legislator as he/she is leaving.
- 5) **If the legislator is on the House or Senate Floor, and it is not in session:** If the House or Senate is not in session, you are usually welcome to walk onto the floor and find your legislators (made easier with the signs on their desks). If the legislator is free just approach him/her and ask if you can have a few moments to explain why you are there.
- 5) **If the legislator is on the House or Senate Floor, and it is in session:** Most legislators will leave the floor in order to meet briefly with their constituents. Go down to the House or Senate chambers. There will be a staff person at the entrance. Let him/her know who you would like to see and give your business card (or your name and address on an index card). The staff person will go onto the House or Senate floor and let your legislator know that you would like to meet. If the legislator is available he/she will come out and meet with you for a few moments.
- 6) **If you have tried all of these options and still have not found your legislator, return to the legislator's office** and leave the appropriate LWVNM fact sheet or other pertinent information and a personal note containing your contact information with the legislator's secretary.
- 7) Use the email address listed in **LWVNM Voter's Key** and send an email follow-up message.