



AIA
Iowa

Government Affairs Committee

AIA Iowa Member Legislature Tool Kit

Iowa Legislature Website

An excellent source of information for contacting your legislators is at the Iowa Legislature Website, <https://www.legis.iowa.gov>.

- **Find Your Legislators:** In the navigation ribbon at the top, click on Legislators. Enter your address in the search field and a list of your Legislators will appear.
- **Bill Tracking Tools:** In the navigation ribbon at the top, click on Legislation. Enter a keyword or a bill number in the Bill search option on the right.
- **Iowa Law & Rules:** In the navigation ribbon at the top, click on Iowa Law & Rules. Search here for current law and rules as well as how rules work.

What if the most effective way to contact my legislator?

In-person: A face-to-face meeting with your Legislator is the most effective way to be heard.

1. Call your Legislator to arrange a time to meet.
2. Be clear about what you wish to discuss.
3. Be on time to the meeting and arrive prepared with materials that support your position.
4. Be prepared to concisely summarize your main points.
5. Send a thank-you note after the meeting, summarizing your conversation.

Another excellent opportunity for personal contact is at informal meetings conducted by officials to hear from their constituents. Many of Iowa's state and federal representatives conduct such meetings in their locale every year.

Letter or e-mail: The second most effective way is an individual communication, letter or e-mail...

1. Make it personal and be sure to add your name and contact information.
2. State your purpose in the first paragraph.
3. Identify the piece of legislation or issue that your comments pertain to.
4. Be courteous and concise.
5. Personalize your message to show why the issue matters to you. It is especially effective to use your own business and personal examples to support your assertions.
6. Ask for a reply to your requests or questions.
7. Send a thank-you letter to those who act as you request.

By Phone: Ask to speak directly to your Legislator. If you're commenting on a specific piece of legislation or issue up for a vote, state the reasons you support or oppose the bill.

Strategy

Remember the best time to address an issue is with the Legislator(s) who will or has introduce(d) a bill – you may only have to convince one or a few people. The next best timely approach is to work with the subcommittee to whom a bill is assigned – again, only a few people to convince. If still not successful, it is then time to work with the entire committee to whom the bill is assigned. The last and chance is with the two legislative chambers, where you must convince a majority your concerns – 26 in the Senate, 51 in the House. Depending on the issue, it can in addition be extremely effective to work directly with the majority leadership in each house. Reminder, contact the AIA Iowa office to see what activity has already taken place on an issue to see how your concerns and actions fit within the strategy of the Chapter.

Resources

AIA Iowa has several resources for AIA Iowa members to utilize, including an Advocacy Platform, Issue Briefs, Guides, and Manuals. Please take advantage of this significant member benefit. For additional information on how to contact your legislator or on specific legislation please contact Jessica Reinert, Hon. AIA Iowa at the AIA Iowa office reinert@aiaiowa.org or 515.244.7502.