

Contacting your State Legislators: Quick Tips

Follow this guide to have a successful meeting with your State Representation.

Overview

In Colorado, every individual, business, or organization has **two** state legislators: a State Representative and a State Senator, who represent them in the Colorado General Assembly. Both State Senator and Representative information can be found using [this address-lookup tool](#).

General Process

Each State Senator and Representative has their own webpage on the Colorado General Assembly's website, which will include phone and email information. The best way to get in touch is to reach out using the provided email, and be sure to include **the name of the organization**, the **number of meeting attendees**, and the **specific issue that will be discussed**. It may also be helpful to follow up with a phone call after first reaching out by email.

Best Practices & Other Considerations

- **Be mindful of the Legislative Session.** The Colorado General Assembly meets at the Capitol for its legislative session from early January to early May. When reaching out, be mindful of the [legislative session](#) as this will largely dictate state legislators' schedules. It is generally best to meet with legislators in their Capitol offices during session, and in their home districts outside of session.
- **Look beyond the district.** State officials' districts are very small, and state-level issues are likely to impact many districts throughout Colorado. Prioritize outreach to the relevant State Senator and Representative, and follow up with outreach to state legislators from the surrounding Senate and House districts. It may also be helpful to reach out to legislators who have leadership positions on the relevant committees.
- **Consider the "ask."** It is most effective to not only provide a summary of the relevant issue, but also a proposal for a potential action (or ask). Actions like introducing new legislation, cosponsoring existing legislation, making a public statement, or sending a formal letter are typical actions that officials may take. It can also be helpful to meet on general background and bring awareness to a mission area, but be sure to reference that this is the purpose of the meeting when sending an invitation.
- **Ensure Compliance.** Colorado law considers a single conversation with a state elected official concerning specific legislation as lobbying activity, and requires lobbyist registration and regular disclosures through the Secretary of State's office. If a meeting is scheduled to discuss specific legislation, it may be best to first register as a lobbyist with the Secretary of State to ensure compliance. [Additional information and guidance can be found here](#).
- **Other Requests.** Use the above tips to make other types of requests such as sending formal event invitations and requesting speaking engagements.

Questions?

Contact Jack Murphy, Associate Director of Government Affairs, jmurphy@coloradononprofits.org.