Best Practices

FOR MEETING WITH TEXAS LEGISLATORS

REALTOR® DAY
AT THE TEXAS CAPITOL



Do these ...

Before the meeting

- **KNOW YOUR ISSUES & LEGISLATOR:** Review the one-pager and your talking points in advance so you're not reading every word! Research the legislator's background, committee assignments, and priorities.
- **USE ONLINE RESOURCES:** Check their website and social media for personal connections to serve as conversation starters (e.g., shared alma mater, interests).
- **DRESS PROFESSIONALLY:** Business or business-casual attire (no jeans or t-shirts).
- **COORDINATE WITH YOUR GROUP:** Some Key Contacts lead the entire meeting, and others assign roles. Either way is fine but decide in advance.
- **KNOW YOUR AUDIENCE:** There's a good chance you'll be meeting with staff; know the names of the chief of staff, legislative director, policy analyst, and scheduler.
- **ARRIVE EARLY & BE FLEXIBLE:** Arrive at least 10-15 minutes early to allow for security checks. Call ahead if running late. Meetings may move or be shortened – adapt and stay professional.

During the meeting

- **USE PROPER TITLES:** Address legislators correctly, e.g., Representative, Senator, or Chair (not Congressman or Congresswoman – that's in DC!).
- **MENTION CONSTITUENCY:** If you live or work in their district, mention it early – constituents' concerns carry weight.
- **SHARE YOUR BUSINESS CARD:** Present your card at the start and sign the guest book.
- **STAY CONCISE & TELL YOUR STORY:** Deliver a clear message using real-life examples to show impact.
- **CLARIFY THE "ASK":** Clearly state your request (e.g., support or oppose a bill).
- **TAKE NOTES:** Write down key takeaways, questions, and any follow-up commitments made during the meeting.
- **RESPECT THE TIME LIMITS:** Meetings are brief, so use time wisely.
- **BE PREPARED FOR COUNTERARGUMENTS:** Acknowledge opposing views, respond professionally, and never be confrontational.

After the Meeting

- **SEND A THANK-YOU NOTE:** Express appreciation and reinforce key points.
- **FOLLOW UP:** Promptly provide any additional information requested.
- **REPORT YOUR VISIT:** Share meeting outcomes and next steps by completing your Texas REALTORS® reporting form—this is essential!
- **BUILD LONG-TERM RELATIONSHIPS:** Advocacy goes beyond REALTOR® Day—stay engaged through town halls, social media, district visits, and campaign involvement to establish credibility and become a trusted resource. Thank them and remind them of their past efforts.
- **TURN A "NO" INTO AN OPPORTUNITY:** If a legislator opposes your position, ask what concerns they have and report the interaction to the Texas REALTOR® lobby team
- **ASK ABOUT NEXT STEPS & OFFER TO HELP:** Ask how you can support them in considering the issue and if Texas REALTORS® can assist. Legislators receive many requests—offering assistance makes you stand out.
- **CAPTURE THE MOMENT:** If time allows, ask to take a photo with the legislator and/or staff to document your visit. Share on social media to amplify the work Texas REALTORS® is doing at the Capitol.
- **COLLECT CONTACT INFO & NOTE KEY DETAILS:** Exchange business cards with staff and legislators to facilitate follow-up. Jot down memorable details from the meeting (such as a shared interest) to reference in your thank-you note to help it stand out.
- **LEAVE HANDOUTS PROVIDED BY TEXAS REALTORS®:** Ensure legislators and their staff receive relevant materials for reference.
- **OFFER TO BE A RESOURCE:** Let them know they can contact you on real estate-related issues beyond this meeting.



REALTOR® DAY
AT THE TEXAS CAPITOL

Don't do these ...

- **DON'T RECORD THE MEETING:** You don't need the recording, and the presence of a video camera will change the dynamic (not for the better).
- **DON'T DISCUSS TREPAC OR CONTRIBUTIONS:** This is illegal.
- **DON'T OVERLOAD WITH INFORMATION:** Stick to key points – avoid excessive details.
- **DON'T UNDERVALUE STAFF:** Regardless of age, staffers hold significant influence and power.
- **DON'T EXPECT LEGISLATORS OR STAFF TO KNOW EVERYTHING:** They are generalists and may have minimal experience with real estate; your expertise helps inform them.
- **DON'T GET DISCOURAGED BY A NONCOMMITTAL RESPONSE:** Legislators and staff rarely commit on the spot.
- **DON'T MAKE PROMISES YOU CAN'T KEEP:** Credibility is key to effective advocacy.
- **DON'T AVOID LAWMAKERS WITH OPPOSING VIEWS:** Policy disagreements are normal – advocacy is about dialogue, not division.
- **DON'T BE NEGATIVE:** Even if they disagree with you, remain positive and professional—today's opponent may be tomorrow's ally.
- **DON'T GUESS:** If unsure, offer to follow up with accurate information and notify Texas REALTORS® staff as soon as possible.
- **DON'T BE OFFENDED BY THE MEETING LOCATION:** Hallway or standing meetings are common. The setting doesn't matter—your message does.
- **DON'T GET OFF TRACK:** Keep discussions focused on official REALTOR® issues—stay on message and avoid personal opinions.
- **DON'T ASSUME THEY REMEMBER YOU:** Even if you've met before, briefly reintroduce yourself and your connection to Texas REALTORS®.
- **DON'T CRITICIZE OTHER LEGISLATORS:** Stay focused on your issue without negatively commenting on other elected officials. Negative comments can backfire and undermine the association's advocacy efforts!
- **DON'T LET A TOUGH QUESTION THROW YOU OFF:** If a legislator challenges your stance, remain calm, reiterate your key points, and promptly notify Texas REALTORS® staff.
- **DON'T DOWNPLAY SMALL INTERACTIONS:** A quick hallway conversation with a staffer can lead to a future relationship—every touchpoint matters!