



Checklist for Emailing the Committee

Why do you contact a committee?

- Unable to provide testimony
- Not enough time for a full testimony during the hearing
- Can't be there in person
- Share comments before a vote
- Thank them for passing your bill

The easiest way to contact a committee is to email the entire group, make sure to:

1. List all **legislators in the committee in the 'to' line.**
leg.wa.gov/ → House of Reps or Senate → Committees → *select committee* → Members+staff
2. List all the **committee staff in the 'cc' line** so they notify legislators.
Best practice is to copy relevant staff on all emails to legislators
3. The **subject should be simple**- tell them what you want!
Ex: HB 1513: Vote Yes + Suggestions, Support for HB 1529, etc.
4. Start the email the **same way you would start your testimony**
Ex: Madame Chair & Members of the Committee, Good morning Healthcare Committee...
5. Explain who you are and **why they should listen**
Legislative District, Organization affiliations, relevant positions, & life experiences. Find your legislative district: <https://app.leg.wa.gov/DistrictFinder/>
6. Explain that you **can't attend the hearing or wanted to share your thoughts** on a bill or issue.
Ex: I'm reaching out because I couldn't attend and testify during the hearing held on 1/25.
7. Tell them if you **do or don't support the legislation**, if you want amendments, or if you're unsure at this time.
Ex1: I'd like to urge the committee to please amend proposed section three to include XYZ...
Ex2: Please vote yes on HB XXXX to bolster the rights of people with psychiatric disabilities
8. Always leave your **contact information.**
Unless your email signature does that for you!



Checklist for Calling Legislators

Why do you call legislators?

- Give a *quick* message on a bill
- Unable to provide testimony
- Can't be there in person
- Share comments before a vote
- Thank them for passing your bill

How do you call legislators?

- **Use the Toll-Free Hotline** to send a message to your Senator or Representative.
 - 1-800-562-6000 (TTY 1-800-635-9993).
 - For non-English speaking callers we offer interpreter services for many languages.
 - *During the Legislative session*, the Hotline is open from: 8:00 a.m. to 7:00 p.m. Monday through Friday
 - *Outside of the Legislative session* the Hotline is open from: 8:00 a.m. to Noon and from 1:00 p.m. to 4:30 p.m. Monday through Friday.
- **Call their office directly**
 - To find a legislators Olympia phone number go to:
<https://app.leg.wa.gov/Rosters/Members>
 - Legislators only answer this phone during the legislative session.

Leave a brief message on voicemail or through a legislative aid:

- 1. If leaving a voicemail, state who the message is for or tell the legislative aid.**
Ex: I'd like to leave a message for xx, this message is for all members of the xx Committee...
- 2. Explain who you are and why they should listen**
Legislative District, Organization affiliations, relevant positions, & life experiences.
Find your legislative district: <https://app.leg.wa.gov/DistrictFinder/>
- 3. Explain that you can't attend the hearing or wanted to share your thoughts on a bill or issue.**
Ex: I'm reaching out because I couldn't attend and testify during the X Committee hearing.
- 4. Tell them if you do or don't support the legislation, if you want amendments, or if you're unsure at this time.**
Ex1: I'd like to urge the committee to please amend proposed section three to include XYZ...
Ex2: Please vote yes on HB XXXX to bolster the rights of people with psychiatric disabilities
- 5. Always leave your contact information.**