

SAMPLE MEETING AGENDA

1. Thank the parliamentarian for meeting with us.
2. Ask how much time we have for a meeting.
3. Introductions (name, town and why you are involved, personal story, if there is time and if appropriate).
4. Have parliamentarian and staff introduce themselves too!
5. Show appreciation. (Look in the bios).
6. State our purpose.
7. Show the amazing achievements we have accomplished this year: Open Letter and Print Media Hits.
8. Transition into the meeting plan, agenda, and or questions you have prepared.
9. Deliver our Primary Ask using the "Leave Behind".
10. If it becomes clear that they cannot commit to our Primary Ask, State your Secondary Ask(s) (determined beforehand) which are to ask colleagues on the Standing Committees of: (1) Natural Resources and/or Finance to redouble their efforts to eliminate fossil fuel subsidies; (2) International Trade and/or Finance to study border tax (carbon) adjustments. Or introduce colleagues in ridings without CCL chapters to our organization. Ideally, just pick one ask and determine which one is best based on your research of the parliamentarian.
11. If it becomes clear they cannot commit to any of our "asks", ask good questions and listen carefully and try to find out why. Please do not information bomb the parliamentarian.
12. Ask specifically what we could be doing more of in their riding to building political will for a stronger carbon pricing policy in Canada.
13. Ask who do they work across the aisle with?
14. Timekeeper signals the team when there is only five minutes left.
15. Determine how they would like for you to follow-up.
16. Thank them for their time.

ROLES IN A LOBBY MEETING

LEADER: empowers everyone to share and participate, especially the constituents, facilitates transitions in the agenda. The leader makes sure the lobby notes are officially recorded in our database

APPRECIATOR: shows appreciation for something the parliamentarian has recently accomplished. If possible, this should be done by the constituent.

TIMEKEEPER: asks how much time do they have for the meeting. Signals when there just a few minutes remaining.

NOTETAKER: this should be an experienced volunteer. Reviews the notes immediately after with everyone and gets them written and submitted on the same day.

DISCUSSION: everyone is encouraged to participate, especially constituents. Try to identify people who have specific backgrounds that may be suitable for certain discussions such as "CCL expert", "science", "economics", "fossil fuel subsidies", "border tax adjustments"

PRIMARY ASKER: Presents CCL's purpose and our primary ask. If possible this should be a constituent who has a strong grasp of the "leave behind" and carbon fee and dividend. The asker leaves behind the "leave behind".

SECONDARY ASKER: Can be the same as the primary asker OR an alternative.

DELIVERER: responsible for showing the parliamentarian our great accomplishments locally and nationally

FOLLOW-UP: sends thank you cards and follow-up materials.

PHOTOGRAPHER: makes sure there is a picture taken at the end of the meeting and is sent to the parliamentarian and CCL Canada either via twitter or email: #CCCL2017, @CitizensLobbyCa @Parliamentarians handle or canada@citizensclimatelobby.org