****

**How-To Schedule A Virtual Online Legislative Meeting**

The COVID-19 pandemic has drastically changed how people are staying connected and the State Capitol is no exception. Just as businesses have quickly adapted to virtual meetings, lawmakers have done the same – if not more aggressively. Elected officials are actively holding live Facebook Town Halls and conducting virtual online meetings to stay connected with constituents and ensure California reopens safely.

We’re encouraging you to connect online with your local elected officials. Here 8 steps to effectively schedule a virtual online meeting with your legislator:

1. [Contact Your Legislator](https://caiclac.com/contact-your-legislator/) to Schedule a Virtual Online Meeting
2. Determine what online conferencing platform your local official would like to use (i.e., Zoom, gotowebinar, etc.)
3. Contact your members with the virtual meeting information to ensure you have adequate representation at the meeting
4. Contact our CAI-CLAC legislative advocate, Louie Brown, to join your virtual meeting or request your district meeting at 916-448-3826 or [Advocate@caiclac.com](mailto:Advocate@caiclac.com)
5. Confirm your appointment 1-2 days prior with your elected official’s scheduler
6. Download the appropriate meeting software prior to the meeting and conduct a test run with your meeting attendees
7. Follow up your meeting with a thank you and any additional materials discussed
8. Coordinate a “virtual debrief” with CAI-CLAC, delegates and LSC members to discuss meeting pros, cons and next steps

Additionally, you can follow your elected officials on social media. Several legislators are holding Facebook Live Town Halls and soliciting questions online. To connect with your local elected officials, click here: [facebook.com/townhall](https://facebook.com/townhall?__xts__%5B0%5D=68.ARBPLuSPEcX3tKdp8w-o_1jCakUo_ARVsgLoCv0dmMkjo3Z9s-j_sgqDc4Qxx6EjPBfPwgQsu1VFo70rBVzUhLChAodiwBYxCQj2DTvrhO7v1q-y85oeMoVTtHyLeDmYsWt6af-VZyMzUzCWhXMRCq4z1u7HnAAcEzBnu7UCqVEJd9eCHM6Ss_f3xdHtKj_z7SXe4wf3BOxMopKlVoUPJBHVgbWlKoqXY570SmgXllIy0XKbjLrR-yJsupZPudTOpl0391bNFqmoI9l97IOMUzRjrNt75WzeUsv6qgts91KlljDzlxq6DG0wtlP3d2soYHifRPpFKns9EzoG-vUyruds8Q&__tn__=-UK-R).

Thank you for helping to keep legislators informed on the importance of community associations and your ability to self govern. Please keep us informed as you schedule your virtual meeting at [office@caiclac.com](mailto:office@caiclac.com). We are happy to answer any questions and provide more information needed.

Thank you!