

## Governing Board:

American Cancer Society  
Hawaii Pacific, Inc.

American Heart Association  
of Hawaii

American Lung Association  
of Hawaii

Cancer Research Center  
of Hawaii

Hawaii State Department  
of Education

Hawaii State Department  
of Health

Hawaii Medical Association

Hawaii Medical Services  
Association

Wai'anae Coast Comprehensive  
Health Center

Ko'olaupoko Tobacco Free  
Coalition

East Hawaii Tobacco Free  
Coalition

Kauai Tobacco Free Community  
Coalition

Maui Tobacco Free Partnership

West Hawaii Tobacco Free  
Coalition

Members-at-large:

Fred Holschuh, MD

Mark Levin, JD

Matt Matsunaga, JD

Anthony Saguibo, JD

Elizabeth Tam, MD

Sandra McGuinness, Chair  
Coordinator,  
Maui Tobacco Free Partnership

Kim Ku'ulei Birnie, Vice Chair  
Hawaii Primary Care  
Association

Clifford Chang, MPH, CHES;  
Project Director

Toni Ann Symons  
Grass Roots Advocacy  
Coordinator

Beth Kuch  
Communications Coordinator

Funded in part by the Robert  
Wood Johnson Foundation

## Meeting With Elected Officials

Meet with elected officials (federal, state or local) to discuss their vote on a specific piece of legislation, or to educate them about tobacco control issues in general.

*Call the elected official's office to set up an appointment. It is generally easier to meet with state and federal legislators in their district offices.*

### Before The Meeting

- Research the legislator's support for tobacco control or health issues.
- Ask other supporters to join you, no more than three or four at a time.
- Choose one person to "chair" the meeting. Outline two or three main points to cover during the meeting.
- The fact sheet "Sample Speaking and Writing Points" may be helpful.
- Put a folder or binder together, include brief fact sheets about tobacco or other materials (e.g., brochures, posters, news articles, etc.).

### During the Meeting

- If the legislator cannot meet with you, or cancels the meeting, ask to meet with staff. Legislative staff often have a great deal of influence.
- Start the meeting by thanking the legislator or staff person for his/her time, introduce yourself, and explain what you want to talk with him/her about.
- Bring a little information to leave, not too much -- they won't read stacks of paper.
- If you are asked something you don't know, don't improvise! Say that you will get the information to them after the meeting.
- Always be polite and respectful, even when a legislator is being rude.

### After the Meeting

- Send a thank you note or letter of acknowledgement.

*If you can't meet with your legislative representative, send information (e.g., brochures, news articles, etc.) with a cover letter.*

Source: Americans for Nonsmoker's Rights [www.no-smoke.org](http://www.no-smoke.org)