

How to Contact Your State Legislators

Identifying your State Legislators

Lookup who your legislators are at the Illinois State Board of Elections website:

<http://www.elections.il.gov/districtlocator/addressfinder.aspx>

Find contact and other information by visiting the Illinois General Assembly's website at www.ilga.gov.

Contacting your State Legislators by Phone

When the legislature is not in session, the best place to call is the district office. If the legislature is in session, call their Springfield office.

You will most likely speak to a legislative aid, even if you're not able to speak to the legislator directly your message will be relayed and your input taken seriously.

Tips for an Effective Phone Call

- Introduce yourself by name & identify yourself as a constituent.
- Identify the bill you are interested in by name and number.
- Briefly explain your position & how you would like your legislator to vote, or what else you would like the legislator to do.
- Remember to be courteous and respectful. If your legislator has supported your cause in the past, show your appreciation.
- If additional information is request, take care to provide it as quickly as possible.
- Keep track of how your legislator votes. Follow up with a thank you note or letter expressing disappointment depending on how he or she votes.

Contacting your State Legislators by Letter or Email

When writing or emailing your legislator, make sure your writing is clear and precise. Include your address and sign your name legibly. Before sending, proofread your letter carefully to make sure the letter appears neat and professional.

Address a letter as:

The Honorable John Doe
State Representative / State Senator
Address

Dear Senator / Representative Doe:

Tips for an Effective Letter or Email

- Use your own words and if possible give examples of how the issue affects you personally.
- Identify a bill by number and title and state what you would like your legislator to do.
- Ask your legislator to explain his/her position in their reply.
- Do not send a postcard or form letter; these are not as effective as an original letter.
- Write each legislator individually; do not send a copy of your letter to other legislators.
- Be courteous. Even if you disagree, never be angry, threatening, or rude.
- Don't begin on a righteous note ("as a citizen and taxpayer" and/or "as a concerned citizen").
- Keep track of how your legislator votes. Follow up with a thank you note or letter expressing disappointment depending on how he or she votes.

