

Worksheet for Leveraging Town Halls (virtual, phone or in person)

Attending town halls and asking effective questions pulls many levers of political will. CCL leaders, liaisons, group leaders, chapter members and prospective volunteers can help:

- Demonstrate broad bipartisan district support for prioritizing climate action.
- Further build your relationship with your member of Congress.
- Hearing that fellow community members have climate concerns gives neighbors “permission” to be concerned and speak up.
- Encourage more volunteers to join your chapter.
- **Model democracy as it should be**--respectful, appreciative and participatory.

Step 1. Add an item to your next chapter meeting’s agenda to plan coordinated CCL attendance at town halls, teletown halls, forums, etc.

Step 2. Plan outreach to all chapter members with calls, emails and texts to recruit a large group to join this effort. Review [Attending Town Halls](#) and read the “teletown hall” tips.

Step 3. Confirm roles, events, attendance and list of questions. Attend and report back!

Meeting Roles

- ☐ **Coordinator(s):** Work with your group's leadership (group leader, liaison, etc.) to determine who can be the main contact to assign roles, confirm attendance and share this worksheet.
- ☐ **Researcher(s):** Town Hall Event Researcher to find upcoming events, sign up for notifications, and alert others.
- ☐ **Scribe:** Prepare the list of questions you agreed upon (at least 10)
- ☐ **Minute taker:** For logging report/attendance in Action Tracker; town halls are logged in “Contact with Legislator”
- ☐ **Question Askers:** (5-10 or more suggested)

Advance Preparation Checklist (delegate!):

- ☐ Email, text or call all chapter members to see who is interested in participating in town halls. Recruit folks from Earth Day events. Ask CCLers to invite friends.
- ☐ Update the research on your MOC’s policy positions. (See [Know Your Congress member](#) for tips on research).
- ☐ Designate someone to find upcoming events, sign up for notifications, and alert others. Create a list of town halls and who can attend. Designate a lead contact for each event.

- ☐ Prepare open ended questions to encourage the MOC to prioritize solutions to climate change. Consider the goals for each MOC and the best approach to develop trust while asking for climate action.
- ☐ Have everyone on your team sign up for their MOC's e-newsletter with your current email and phone number.
- ☐ Confirm event location, sign up procedure and instructions to join the queue to ask a question.
- ☐ Plan a rehearsal or confirm via email that everyone understands the plan, respectful approach and questions to ask. Keep the liaison in the loop if they can't participate.
- ☐ For unannounced telephone town halls, ask your team to have their question list easily accessible in case they are called by an MOC to join a call.

Sample [Town Hall Questions](#). Create your list here:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Additional resources:

[Attending Town Halls](#)

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