

**Legislative Skills Briefing**  
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**How to act like you were “raised right” when at the legislature:  
10 basic “DO NOTS” to remember**

1. Do not forget that you are representing an important organization, cause, point of view, etc. and act accordingly.
2. Do not approach a legislator and start talking or even listening if the legislator is talking with another lobbyist or legislator. It is customary to try to get in their line of vision so that they can talk to you if they wish after they finish the conversation. Contrary to what you might think, confidential discussions are often held in lobbies and hallways.
3. Do not ignore secretaries, interns or others who aren't legislators but who work there. Greet them, introduce yourself when it seems appropriate, etc. Not only is this good manners, it is also necessary as these folks are often gatekeepers.
4. Do not allow your cell phone to go off in a committee meeting, House/Senate session or legislator's office.
5. Don't read newspapers, mysteries, or anything that does not look a lot like legislatively-related material in committee meetings or House and Senate sessions.
6. Do not fall asleep in committee meetings or House and Senate sessions.
7. Do not overly react such as laughing, cursing, clutching your heart or otherwise letting folks know you think what you just heard was hogwash.
8. Don't wear jeans, flip-flops or other really casual attire unless you represent jeans, flip flops or casual attire makers or have been at the legislature for 20 years and just don't care anymore. Men do not exactly have to wear suits and ties all the time and women don't have to wear suits all the time but you should look good. Also, I'm not saying you can't have nose, lip and tongue jewelry, but on the other hand I'm not saying you can. You might take your cue from others who look like they know what's going on.
9. Do not forget to say thank you.
10. Do not forget to treat others as you would have them treat you.

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