



Best practices when contacting your elected officials

Involvement and representation in the legislative process is a right afforded to all of us as citizens of Minnesota. It is important that we communicate our needs and concerns with our elected officials. As MAPE members and employees of the state, it is also important that we communicate appropriately and not violate proper procedures.

Keep in mind the following when connecting with the elected officials:



1. **Use your personal email.** Do not use your work email to send personal communications to your representatives.



2. **Send emails on your personal time.** Avoid emailing during work hours.



3. **Make clear that you are not a representative of your employer.** Always make sure to say you are a constituent. You can include that you are a MAPE member and state your job, however, you are contacting your official in your own capacity, not on behalf of a state agency and that should be made clear.

Best practices when contacting MAPE-represented employees

Broad communication is an important piece in union organizing. Whether it is reaching out to non-members, inviting people to union events, or raising awareness around an issue relevant to our members.

Keep in mind the following when contacting MAPE members and non-members:



1. **Align with MAPE communications plan.** Before sending a group email regarding an event, committee or project at MAPE, check in with the Communications Team lead assigned to that work to ensure it aligns with the existing communications plan on this subject.



2. **BCC on group emails.** Personal emails, phone numbers and residency are private information. MAPE has this information secure, and we share it with staff and members who request specific lists. These lists are not to share broadly, and data privacy forms must be signed before accessing such records.



3. **Have members register first, then group them by district.** When organizing members within geographic boundaries, such as Senate or House districts, it's best practice to first have members register and declare this information, then you can share with others who will be in their group. This maintains privacy for those who do not end up registering and do not want others to know their home districts.