



CONGRESSIONAL VISITS

HYMEL'S* TEN RULES FOR DEALING WITH STAFF

1. Keep it short – both your message and your visit.
2. Know the arguments on the other side.
3. Document your position. Prepare a summary and supporting papers. Leave them with the staffer.
4. Promise (and keep your promise) to supply answers and documents requested as follow-up actions from your visit.
5. Never threaten.
6. If you see a member alone, make sure you follow up with a staffer.
7. Tell them who your allies are, if you have any.
8. Tell them why the legislators might be interested in your position, from a local or issue-related point of view.
9. If they agree, leave soon.
10. As former Representative Lindy Boggs said, "Always say please and always say thank you." The basic rules of courtesy apply.

***Gary Hymel served as the Administrative Assistant to Speaker Thomas P. O'Neill and is a well-known student of the Congress.**