



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 why the legislators might be interested in your position, from a local or issue-related point of view.
8. If you have allies, tell them who they are.
9. If they agree with your position, 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 Chief of Staff to House Majority Leader Hale Boggs (D-Louisiana) and Speaker of the House Thomas P. "Tip" O'Neill (D-Massachusetts) and is well known as one of the most effective Washington, DC insiders.**