6 Tips on How to Prepare for a Town Hall Meeting

1. Know the Meeting Format
   Find out the procedure for asking a question. For example, some elected officials may require you to submit questions ahead of time or write them out.

2. Be Polite and Civil
   You will have a better chance of persuading others to your point of view if you state your case in a respectful manner.

3. Keep It Concise
   Limit yourself to one question and keep it concise. Give others a chance to ask their questions.

4. Don’t Assume
   If you have a question about specific legislation, briefly explain what the legislation does. In Congress, thousands of bills are introduced every session and your elected official might not remember the bill you are referring to.

5. Encourage Dialog
   Avoid asking a question that can be answered with a simple yes or no. Instead, ask an open-ended question that requires an action. For example, ask your elected official how he or she would solve a particular problem.

6. Share Personal Experience
   Tell your elected official how a policy or issue is affecting you or your town.

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Town hall meetings have long been an excellent way to engage, providing an avenue to ask questions and share viewpoints. If conducted with mutual respect, it’s a great venue for the cordial exchange of ideas that could lead to productive action.

—The State Journal-Register

Sources

More Information
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