

SURVEILLANCE TOOLKIT: SAMPLE AGENDA FOR A MEETING WITH AN ELECTED OFFICIAL

Below is a sample agenda for a meeting with a local elected official. This sample agenda is focused on a Surveillance Technology Ordinance, but the same basic framework applies to any meeting with a local official. As explained by Part 7 of the Toolkit, an in-person meeting is an opportunity to explain the issues, why they matter and their impact on community members, and to ask for support for your coalition's preferred strategic goal. This sample agenda is designed to help you accomplish those goals. Remember: there is no one right way to run a meeting with an elected official.

Meeting with Councilmember

Date:

Coalition facilitator:

Introductions

1. Thank you, introductions, and note any connections to the elected leader's district, such as number of members within district and whether constituents are present.
2. State the goal of the meeting: To urge the elected leader to support your strategic goal (here, a Surveillance Technology Ordinance), and to answer any questions.

Key MESSAGES

1. Surveillance without oversight makes us less safe and less free. Our communities deserve a seat at the table, and the power to create safeguards and prevent abuse.
2. All of us should feel at home in our own neighborhoods. That's why public safety in the digital era must include transparency and accountability.
3. Decisions about our public safety should be made by the community acting through the local democratic process, not by police and surveillance vendors behind closed doors.

Key FACTS

1. At the heart of this legislation is the basic principle that communities should know about and control what surveillance technology the police are using. It requires a public debate and elected leader oversight over decisions to acquire or use surveillance technology.
2. This legislation makes sure the right questions are asked and answered about surveillance technology from the beginning. It will help us make smart decisions that keep communities safe and their rights intact.
3. This ordinance will build trust and protect our rights by bringing common sense oversight to surveillance in our city.

CLOSING

1. Ask the elected official (or staff) for their thoughts and questions on Ordinance.
2. Ask the elected official (or staff) if they will vote YES on Ordinance. If yes, thank them for their support and ask if they would co-sponsor the Ordinance. If the elected official doesn't commit, ask them if they have additional questions that you can answer and when a good time to follow up with them will be.
3. (Write down any follow-ups you promise in the meeting).

FAQ (try to think of your best answers to questions you expect to be asked)

Who is the legislator sponsoring this ordinance?

When do you expect this to be up for a vote?

Who is in your coalition and supporting this?

What does this legislation cover?

- This Ordinance covers the acquisition and use of surveillance technology by city departments, including the police. It ensures that the community has a seat at the table for these important decisions.
- The Ordinance covers all types of surveillance technologies commonly used in communities, including drones, video cameras, cell phone trackers, social media monitoring software, and predictive policing software.