

SURVEILLANCE TOOLKIT: SAMPLE E-MAIL MESSAGE SEEKING A MEETING WITH CITY OFFICIALS

Below are examples of straightforward messages you can use to request a meeting with an elected official, and to follow up after the meeting. The blue text should be customized.

MESSAGE REQUESTING A MEETING:

Hi [Councilmember Name](#),

I am a constituent and a member of [a community civil rights coalition](#). I would like to request a meeting to discuss an issue related to the use of surveillance technology in our community. Specifically, I would like to discuss the [city department's](#) acquisition and use of a [surveillance technology](#), this technology's impact on civil rights and members of our community, and the need for city council oversight prior to any decision to acquire or use this technology.

I hope we can meet soon to discuss these important issues. Some times that we are available and my contact information are below. [\[List 3-5 available dates and hour-long windows of time.\]](#)

We look forward to hearing from you.

Sincerely,

[Name](#)

[Organizational affiliation \(if any\)](#)

[Email address, Phone number](#)

MESSAGE FOLLOWING-UP AFTER MEETING:

Hi [Councilmember Name](#),

Thank you for meeting to discuss the [city department's](#) acquisition and use of [surveillance technology](#). I appreciate you taking the time to discuss this issue. I wanted to follow up with some materials that we discussed in the meeting.

As a next step, we would like to ask that you [request additional information from the city department about this technology and to facilitate a public discussion about it at an upcoming city council meeting](#).

I am also attaching the ACLU's draft model surveillance technology ordinance. This ordinance ensures surveillance technology proposals are subject to our local democratic process and that residents have a seat at the table for decisions about technologies such as drones, video cameras, and license plate readers. More than a dozen U.S. localities have adopted a version of this legislation.

Please let me know if you have any additional questions. We will be in touch.

Sincerely,

[Name](#)

[Organizational affiliation \(if any\),](#)

[Email address, Phone number](#)