

Community Associations Institute Constituents in Your Community: How to Invite Elected Officials to Your Event

Community Associations Institute (CAI)

Community Associations Institute (CAI) is an international membership organization dedicated to building better communities. With over 50,000 members, CAI has 64 chapters worldwide and relationships with housing leaders in a number of other countries. CAI members include association board members and other homeowner leaders, community managers, association management firms, and other professionals who provide products and services to community associations. CAI provides information, education and resources to the homeowner volunteers who govern communities and the professionals who support them. CAI advocates for and represents the 77.1 million people living and working in America's 369,000 community associations (homeowners associations, condominiums, and housing cooperatives).

Constituents in Your Communities

Community events are a great opportunity for your state and federal elected officials to get to know their constituents, experience their local community spirit, and learn what issues are important to communities like yours. Your elected officials need to hear from constituents like you about important issues impacting those living and working in their districts.

Your voice matters! 94% of lawmakers said an in-person visit from a constituent would influence them on an issue they're undecided on. (From the Congressional Management Foundation, Citizen-Centric Advocacy: The Untapped Power of Constituent Engagement)

Direct constituent interactions have more influence on lawmakers' decisions than any other advocacy strategy. Inviting elected officials to these events is an easy way to build critical relationships with lawmakers and their staff and spread the word about CAI and our resources.

Strategy: Ask Early, Ask Often

When extending an invite to your elected official consider the following: Elected officials are busy and often have appointments booked back-to-back weeks in advance. We encourage you to reach out to your legislator's office early (as soon as you know the date and location of the community event) to maximize your chances of being added to their schedule.

Tip: The scheduler may respond right away or in a few weeks. Both are fine! It's ok to follow up once a week. Remember to be respectful and flexible with elected officials' schedules. Make sure you offer to meet at another time if the legislator is busy during your scheduled event.

Interested advocates and legislators can learn more and sign up here:



Important Information to Give the Scheduler

1. Your name and the name of the group/association hosting the event.
2. Relationship to your community association (e.g. homeowner, community manager, board member, landscaper, etc.)
3. Whether you are their constituent or live/work in an association in their district.
4. Background on CAI as an organization and the important work CAI does in your state/region.
5. Details about your upcoming event (include date, time, location, type of event (e.g. annual meeting, BBQ, pool party, etc.) and who will be there.)
6. Estimated number of people in attendance.
7. Expectations of the elected official (e.g. provide remarks, answer attendee questions. meet with members, speak with the board, etc.)
8. Why they/their staff should attend the event and connect with their constituents.

If you have any questions or concerns, please contact government@caionline.org.

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