

Coalition Event with Elected Officials – December 16, 2022, 9:30- 10:30 am

Directions for facilitators:

Breakout rooms will be 20 minutes plus a couple of minutes for everyone to enter and get organized. Once people “show up” in your break out room, do some version of the following:

1. Set up:

- Welcome all and remind them of the zoom requests—(have video on if possible, keep on mute when not talking, rename to include any affiliation that will help us remember, raise hand to be recognized).
- Calculate available time per person to be sure you can manage the discussion and provide equal opportunity to speak. If there are six or fewer participants, each could have about 3 minutes. If more than that, offer 2 minutes max and that should work out. Hopefully there will be time for all. You might let people know you will interrupt if needed so all can speak.
- Remind all that the purpose of the session is for hearing what questions/concerns about housing newly elected officials may have, to share information about the realities of homelessness and what government could do to respond to these realities. We are not expecting the elected officials to state their views or respond to questions at this time. We do want them to let us know what question(s) they have.
- Note: Remember that your role is to ensure that everyone has an opportunity to speak, and encourage all to be brief rather than provide long background.

2. The discussion:

- Ask the elected official to introduce themselves with their name, office, and geographic area served, and stating one or two “burning questions” they have about housing/homelessness.
- Ask coalition members to introduce selves very briefly, with name, affiliation (if any), role, what would help them or their organization respond to the needs of people they assist, and how they would answer the elected official’s question(s).
- If there is time for general discussion, ask members to share additional concerns, ideas, solutions, making sure all have a chance to speak. In case your group may not be very talkative, and you have time left after hearing from everyone, be sure you come to the session with a few questions you might pose to them to prime the pump. Share your ideas if there is time, but be sure everyone else has a chance first.

3. Wrap up and return:

- When all who wish have spoken, or when you see the “one minute remaining” note for closing the session, ask the elected official if they have any final question(s) for the group.
- Once all are back in general session, we will offer each elected official the opportunity to address us for about 2 minutes with what they are taking away from this conversation. Cynthia will call on the elected officials to speak, and if there is time for some general discussion, you might add a comment about your discussion or put something in the chat that thanks the elected official for participating.