



Washington Association of Building Officials

2025 Meeting Tips

Meeting Tips:

- Introduce yourself, and reiterate that you are a constituent
- Share that you are a member of WABO and what you do (Building Official / Plans Examiner / Inspector)
- Use the below/attached talking points to talk about industry issues
- Meetings are typically 10-15 minutes long
- Thank them for their time and offer to be a resource in the future

Example Meeting:

- Thank you so much for meeting with me today.
- I am [name] and am a constituent in your district
- I am here today as part of the Washington Association of Building Officials Virtual Hill Week.
- The Washington Association of Building Officials is a nonprofit, professional association of state, county, city and town officials in Washington State engaged in the development, enforcement and administration of building construction codes and ordinances. Members are building officials and inspectors, plans examiners, architects, structural engineers and others interested in providing safe buildings for our communities.
- I am a [job role] for a local jurisdiction (You can reference your specific city if approved to)
- I wanted to talk to you about issues we are experiencing and hopefully dive deeper into each topic.
- ***Discuss talking points***
- Thank you so much for your time today. If there are any issues I can be helpful to you on or if you have any policy questions in the future, please don't hesitate to reach out.
- Thank you