

Leveraging ChatGPT for State Legislator

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. state government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the State Legislator: support committee preparation, district service, and legislative communication. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

O*NET — Legislators

USAGov — State and local governments

OpenAI — Use ChatGPT

Session preparation

Daily session brief **Best used with:** Chat.

Prepare a daily session brief for the State Legislator in [Jurisdiction], focused on session preparation. Use the pasted [Dated bill summaries and supplied chamber calendar] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Bill summary comparison **Best used with:** Chat.

Prepare a bill summary comparison for the State Legislator in [Jurisdiction], focused on session preparation. Use the pasted [Dated bill summaries and supplied chamber calendar] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Sponsor clarification questions **Best used with:** Chat.

Prepare a sponsor clarification questions for the State Legislator in [Jurisdiction], focused on session preparation. Use the pasted [Dated bill summaries and supplied chamber calendar] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Session preparation

Calendar status table

Best used with: Chat.

Prepare a calendar status table for the State Legislator in [Jurisdiction], focused on session preparation. Use the pasted [Dated bill summaries and supplied chamber calendar] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Session preparation checklist

Best used with: Chat.

Prepare a session preparation checklist for the State Legislator in [Jurisdiction], focused on session preparation. Use the pasted [Dated bill summaries and supplied chamber calendar] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Committee preparation

Committee briefing

Best used with: Chat.

Prepare a committee briefing for the State Legislator in [Jurisdiction], focused on committee preparation. Use the pasted [Committee agenda and published hearing materials] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Witness question outline

Best used with: Chat.

Prepare a witness question outline for the State Legislator in [Jurisdiction], focused on committee preparation. Use the pasted [Committee agenda and published hearing materials] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Testimony theme summary

Best used with: Chat.

Prepare a testimony theme summary for the State Legislator in [Jurisdiction], focused on committee preparation. Use the pasted [Committee agenda and published hearing materials] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Committee preparation

Committee action recap

Best used with: Chat.

Prepare a committee action recap for the State Legislator in [Jurisdiction], focused on committee preparation. Use the pasted [Committee agenda and published hearing materials] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Unanswered policy questions

Best used with: Chat.

Prepare a unanswered policy questions for the State Legislator in [Jurisdiction], focused on committee preparation. Use the pasted [Committee agenda and published hearing materials] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District service

Resident acknowledgment

Best used with: Chat.

Prepare a resident acknowledgment for the State Legislator in [Jurisdiction], focused on district service. Use the pasted [De-identified resident questions and approved state service directory] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency referral draft

Best used with: Chat.

Prepare a agency referral draft for the State Legislator in [Jurisdiction], focused on district service. Use the pasted [De-identified resident questions and approved state service directory] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District issue themes

Best used with: Chat.

Prepare a district issue themes for the State Legislator in [Jurisdiction], focused on district service. Use the pasted [De-identified resident questions and approved state service directory] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District service

Constituent meeting brief

Best used with: Chat.

Prepare a constituent meeting brief for the State Legislator in [Jurisdiction], focused on district service. Use the pasted [De-identified resident questions and approved state service directory] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Service follow-up tracker

Best used with: Chat.

Prepare a service follow-up tracker for the State Legislator in [Jurisdiction], focused on district service. Use the pasted [De-identified resident questions and approved state service directory] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget oversight

Budget hearing questions

Best used with: Chat.

Prepare a budget hearing questions for the State Legislator in [Jurisdiction], focused on budget oversight. Use the pasted [Verified state budget summaries and agency explanations] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Agency budget fact sheet

Best used with: Chat.

Prepare a agency budget fact sheet for the State Legislator in [Jurisdiction], focused on budget oversight. Use the pasted [Verified state budget summaries and agency explanations] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District budget explainer

Best used with: Chat.

Prepare a district budget explainer for the State Legislator in [Jurisdiction], focused on budget oversight. Use the pasted [Verified state budget summaries and agency explanations] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget oversight

Budget terminology guide

Best used with: Chat.

Prepare a budget terminology guide for the State Legislator in [Jurisdiction], focused on budget oversight. Use the pasted [Verified state budget summaries and agency explanations] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Missing budget context memo

Best used with: Chat.

Prepare a missing budget context memo for the State Legislator in [Jurisdiction], focused on budget oversight. Use the pasted [Verified state budget summaries and agency explanations] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public communication

District newsletter **Best used with:** Chat.

Prepare a district newsletter for the State Legislator in [Jurisdiction], focused on public communication. Use the pasted [Approved member positions and dated public source excerpts] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Bill process explainer **Best used with:** Chat.

Prepare a bill process explainer for the State Legislator in [Jurisdiction], focused on public communication. Use the pasted [Approved member positions and dated public source excerpts] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Town hall remarks **Best used with:** Chat.

Prepare a town hall remarks for the State Legislator in [Jurisdiction], focused on public communication. Use the pasted [Approved member positions and dated public source excerpts] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public communication

Constituent response draft

Best used with: Chat.

Prepare a constituent response draft for the State Legislator in [Jurisdiction], focused on public communication. Use the pasted [Approved member positions and dated public source excerpts] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Statement source check

Best used with: Chat.

Prepare a statement source check for the State Legislator in [Jurisdiction], focused on public communication. Use the pasted [Approved member positions and dated public source excerpts] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office coordination

Weekly office priorities

Best used with: Chat.

Prepare a weekly office priorities for the State Legislator in [Jurisdiction], focused on office coordination. Use the pasted [Member priorities and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

District-session handoff

Best used with: Chat.

Prepare a district-session handoff for the State Legislator in [Jurisdiction], focused on office coordination. Use the pasted [Member priorities and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Meeting commitment list

Best used with: Chat.

Prepare a meeting commitment list for the State Legislator in [Jurisdiction], focused on office coordination. Use the pasted [Member priorities and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Office coordination

Staff briefing template

Best used with: Chat.

Prepare a staff briefing template for the State Legislator in [Jurisdiction], focused on office coordination. Use the pasted [Member priorities and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

End-of-session work recap

Best used with: Chat.

Prepare a end-of-session work recap for the State Legislator in [Jurisdiction], focused on office coordination. Use the pasted [Member priorities and staff assignment notes] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.