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2011

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Special thanks to American Association of Family & Consumer Sciences Public Policy Committee members, LWV-TX, LWV-HA, TECEC, TAEYC, TCFR, and One Voice Texas colleagues, too numerous to single out, for your inspiration and to the many specific training presentations and/or resources provided by governmental and non-profit entities, associations, organizations and coalitions.

Also, thank you to the my professional associations and organizations that explore issue analysis to establish public policy priorities trying to ensure critical next steps in building a high quality, integrated, family-focused system for individuals ages zero to eternity, families, and communities.

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There is a growing awareness among many families and individuals that forces outside their home affect their lives. This has always been true, but for many years, few people have considered it their place to do anything about these forces. They felt that someone else would take care of the problem. Today is a great time to become more involved in doing something about community problems, especially those that affect families. The challenge is to identify the problems, and understand the underlying issues and ways to effectively address the issues.



Service agencies and organizations provide valuable services to the citizens in a community. In most agencies and organizations, employees, volunteers and board members are in a better position and more knowledgeable about needed public policies and programs than the individuals with the authority and power to make the changes. Therefore, it is critical that those involved in these services become advocates and voices for change. However, the same information would apply to any level of government.

Brief Overview of the Federal government

Democracy by definition reflects the will and action of each generation of engaged citizens. A representative democracy is a challenge to accomplish. America contains people of virtually every possible race, religion, and ethnic group. Americans live in huge cities and small towns; amid mountains and open plains; and on Atlantic beaches and Pacific islands. American workers toil in diverse occupations. Citizen involvement of diverse backgrounds is the key to making our system of representative democracy work.

Executive Branch

In 1787, the Constitutional Convention decided that the primary role of the executive branch should be divided between the implementation of policies and laws passed by the legislative branch and the representation of United States' interests in the international arena. International responsibilities include command of the state's armed forces and the ability to declare war and to establish treaties, although both of these actions must be approved by Congress. In addition to the power to veto legislation proposed by Congress, the executive branch was granted the power to enforce legislation (e.g. the Department of Justice) and to implement federal programs mandated by Congress. Although members of the executive body do not introduce legislation *per se*, any bills passed by the legislative body must be approved by the chief executive before being codified.

Legislative Branch

Section one of Article one of the Constitution declares that, "All legislative powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and a House of Representatives". The two legislative chambers are a result of a compromise between popular and equal representation, whereby the number of representatives is based on a state's population while the number of senators remains fixed at two. The Constitution outlines several responsibilities specific to each house, as well as to Congress as a whole. Either house of Congress has the power to propose legislation, but such legislation must be approved by both houses before it is brought before the President.

The Constitution sets basic Senate and House member qualifications. Members of the House must be 25 years old and United States citizens for at least 7 years; Senators must be 30 years old and U.S. citizens for at least 9 years. You must also be a resident of the state that elects you to serve. But there are also unofficial guidelines. To get elected, you need to be able to build a network of support in your community; raise money to pay for a campaign staff, Web site, pamphlets, mailings, and advertisements; set out clear positions and ideas; and listen to others and understand their concerns.

Members of Congress do not perform these functions alone. House members have an average staff of 17; senators have an average of 40. Congressional staff is divided between Washington and home

district or state offices. The staff on Capitol Hill works primarily on legislative matters; the staff in district and state offices tend to work on local projects and constituent concerns.

Congressional Staff to Know

While your primary point of contact is your member of Congress, you may also find yourself in touch with a variety of Congressional staff:

- Press Secretary: Serves as spokesperson and communicates with local and national media
- Legislative Assistant: Works with the member in Washington to draft and track legislation on specific issue areas
- Field Representative: Serves as a liaison between the member and their district
- Caseworker: Helps constituents obtain information and resolve problems with federal agencies
- Grant Worker: Assists local organizations in identifying and obtaining funding

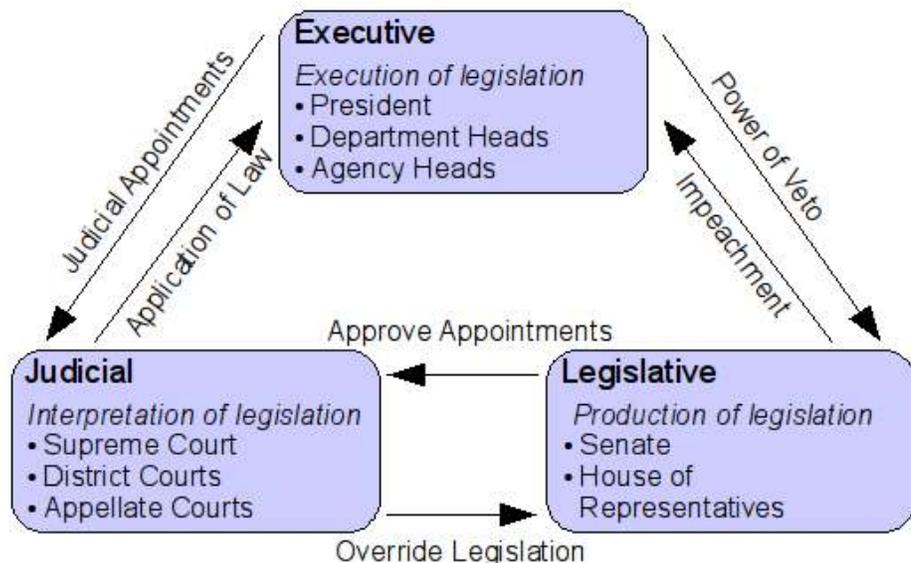
Key Powers Granted to Congress by the Constitution:

- Lay and collect taxes
- Appropriate money for specified purposes
- Regulate commerce
- Establish rules for naturalization
- Declare war
- Raise and support armies

House and Senate **budget committees** look at the overall picture, recommending a financial plan for the government that considers the amounts to be spent in major areas like education or defense. Next, **authorization committees** prepare legislation that defines programs and sets funding levels (e.g., the Armed Services committees work on spending levels for Department of Defense programs). Following authorized guidelines, Congress then appropriates the funds to be spent in a particular year. Both the House and Senate have **appropriations committees** that focus on specific areas. Also noting, all revenue bills must originate in the House of Representatives.

Judicial Branch

The judicial branch evaluates the legislation enacted by the other two branches, and defends the Constitution against subversion. It is also the branch that hears and decides conflicts among the people and between the people and the state. You approach this branch through the courts, typically by filing a civil suit or by defending yourself against criminal charges. If you decide to engage in an act of civil disobedience, then you will likely encounter this branch shortly thereafter.



Graphic: http://www.acontrario.org/index.php?q=img_assist/popup/374

Regional Government

State government

The concept of a strong federal government was one of the most controversial features of the Constitution, and many felt that more power should be granted to the states. The framers of the Constitution had to maintain a delicate balance between state autonomy and federal authority. Although much power has been drawn off into the federal government since 1787, the states were originally granted all powers not explicitly assigned to the federal government in the Constitution. Each of the fifty states has adopted the three-branch model in its state-wide and municipal government. At the state level, the governor represents the executive branch, the state legislative council represents the legislative branch, and the state Supreme Court represents the judicial branch.

Municipal government

The three-branch model extends all the way to the county, township and city level. In these cases, the mayor or commissioner represents the executive branch, the planning council the legislative branch, and the local courts the judicial branch. Your municipal government is responsible for zoning laws and land-use planning, as well as for local ordinances and utilities.

Where do you go first?

The scale of the issue is usually the primary determinant of the level of government you approach. If you are trying to change a local policy, then you would work with your municipal government. If the issue is statewide, then you would approach your state government. Finally, you take national issues to the federal government. The *branch* of government you approach is determined by the nature of the action that you are requesting. If you are challenging a piece of legislation that you believe is unjust, then you will likely go to the judicial branch. If you are attempting to initiate new legislation, then the legislative branch is your most likely target. If you are trying to draw attention or support to a particular issue, you may decide to contact the executive branch.

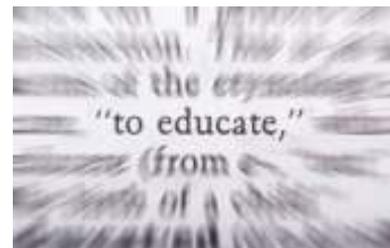
Knowing which official is the appropriate person to approach is not always obvious. While you may be tempted to investigate an issue all the way to the federal level, you will probably find your local government much more responsive and cooperative. Members of your local government will also have connections to other politically active people and organizations in your community, and may be able to help you approach officials at a higher level with a larger and stronger support base. It is always better to build a team to tackle an issue. An entire community is more difficult to ignore than a few advocates.

Many Americans may not recognize the power they have to make a difference. Congress provides us a forum for debate and deliberation, and allows us to settle our differences peacefully and constructively. People may become frustrated by the system and feel that it is stacked against them. The surest antidote for that feeling is learning more about how the system is designed to represent your will, and then taking action.

Overall, the United States continues to aspire to be a land of opportunity, and is just that for many. The U.S. sustainable growth agenda seeks for American citizens to educate and enhance marketable skills, improve wellness and economic well-being, plus create wealth-building opportunities. The challenge in sustaining this agenda is in advocating maintenance during economically turbulent times.

Advocacy

Best short definition of advocacy is brief: Advocacy just means **“speaking up.”** Generally, advocacy could be identifying a problem, proposing a solution and reaching a goal or building support to act on a problem. Technically, advocacy (noun) is the act of pleading or arguing in favor of something, such as a cause, idea, or policy; active support. Unlike propaganda, advocacy is expected to be non-deceptive and in good faith. It can technically also be a verb; advocate is to speak or write in favor of; support or urge by argument; recommend publicly.



That's legal any time, by anyone.

Lobbying is just one form of advocacy, with a very specific definition: communications with elected officials (or their staff) that urges a position on a pending piece of legislation. That too is legal, within specific limits.

To be an effective advocate:

- One needs to know what is the issue/need or problem to be solved.
- What does it take to solve the need/ problem?
- Who makes the decision(s)?
- Understand the legislative rules and process.
- When is the time frame for the decision to be made?
- Who is an effective partner(s) to join in your message?
- How, when and why to communicate and meet with decision-makers and policy-makers.

Lobbying

The legal definition of lobbying usually involves attempting to influence legislation. Advocacy covers a much broader range of activities that might or might not include lobbying. One way to differentiate between the two terms is **to understand that lobbying always involves advocacy, but advocacy does not necessarily involve lobbying.**

Federal IRS Technical Regulations on Lobbying by Nonprofits

In 1976, Congress passed legislation (Section 1307 of Public Law 94-455) that clarified and expanded the extent to which nonprofits could lobby without jeopardizing their tax-exempt status. A nonprofit must elect to come under the 1976 lobby law. Under the law, lobbying by a nonprofit is only the expenditure of money by the organization for the purpose of attempting to influence legislation. When there is no expenditure by the organization for lobbying, there is no lobbying by the organization. The key point to remember is that *lobbying* occurs *only when there is an expenditure of funds* for an activity that meets the other criteria for lobbying.

Public Charities that wish to engage in lobbying may do so legally under one of the following two standards by which compliance is measured by the IRS:

- "Insubstantial Part Test": The Internal Revenue Code has required since 1934 that no substantial part of a charity's activities ... be carrying on propaganda or otherwise attempting to influence legislation. "Substantial" is not further defined, vague and open to interpretation by IRS auditors. Includes both cash and non-cash items, including unreimbursed volunteer expenses. Since the risk is losing exempt status, most charities using this method arbitrarily limit themselves to little or no lobbying activities.
- "Section 501 (h) Expenditure Test" (recommended): Starting in 1976, the IRS set specific dollar limits, calculated as a percentage of a charity's total exempt purpose expenditures, on the amount it may spend to influence legislation without losing its exempt status or incurring penalty taxes.
 - Calculation is clear and easy to compute. Provides substantial benefits over the "insubstantial part" test.
 - Applies to cash expenditures only. There is no limit on lobbying activities that do not require expenditures, such as unreimbursed activities conducted by bona fide volunteers.

All nonprofit organizations certified by the Internal Revenue Service (IRS) as Section 501(c)(3) organizations must let the IRS know the degree to which they might be "lobbying". Nonprofit organizations must comply with federal laws and regulations as well as state laws and regulations governing lobbying.

The federal government and the IRS provide significant latitude with nonprofits *communicating* with their bona fide members about legislation and other governmental matters, particularly when such legislation

or government decisions might affect the existence, powers, duties, tax-exempt status or the provision of charitable contributions to the organization. If you need clarification, you may call the IRS Exempt Organization toll-free line at 877-829-5500. IRS will not do research for paid professionals, but will answer questions for volunteers.

There is less latitude, however, when nonprofits ask their members and/or the general public to *lobby* the government on an issue. Nonprofits that receive federal funds must complete very detailed forms to assure the government that they are not using federal funds to do such lobbying.

The law also defines two kinds of lobbying - **direct lobbying** and **grassroots lobbying**.

Direct Lobbying: when a nonprofit organization encourages its members to contact government officials on legislation, it is considered "direct lobbying". An example of direct lobbying would be when you visit a state Senator about a bill and then contact members of your organization and ask them to contact legislators about the bill.

Grassroots Lobbying: when a nonprofit states its position to the general public and asks the general public to take action to impact specific legislation. It is only when an organization reaches beyond its members to get action from the general public, that grassroots lobbying occurs.

Stating your position to the general public without a "call to action" is not considered lobbying. Examples of grassroots lobbying include:

- Asking the general public to contact a legislator, staff person, or other government official formulating legislation;
- Providing contact information for the person you want to be contacted;
- Providing a petition, postcard or similar item to make the contact; and/or
- Identifying legislators' views on specific legislation.

There are provisions in the law that identifies important exceptions to the "lobbying" definitions. The IRS does **not** consider the following to be lobbying by nonprofit organizations:

- Making available the results of **nonpartisan** analysis, study or research (as long as you are not advocating *legislative* action);
- Providing **technical advice** or assistance to a governmental body or committee, in response to a written request by such body;
- Appearances before, or testimony and other communications to any legislative body, with respect to a possible decision by such body which might affect the existence of the organization, its powers and duties, its tax-exempt status or the deduction of contributions to the organization (the so-called "*self-defense* exception");
- Communications between the organization and its bona fide members, with respect to legislation or proposed legislation of direct interest to the organization and such members, so long as members are not *directly* encouraged to *lobby*;
- Communications with government officials or employees *where the* nonprofit is *not attempting to influence legislation*; and
- Examinations and discussions of broad social, economic and health problems even if the problems are of a type which the government would be expected to deal with ultimately.

Nonprofits **cannot**:

- Endorse or oppose a candidate for elective office;
- Mobilize supporters to elect or defeat candidates;
- Print partisan materials; or
- Contribute money to a political party campaign or political action committee (PAC).



During **election** seasons there are activities nonprofits can participate in and some they cannot. What nonprofits **can** do during an election season:

- Continue normal lobbying activities during a legislative session; and
- Consider conducting nonpartisan election-related activities such as:
 - Candidate Visits and Public Forums: Invitations must be extended to all legitimate candidates for an office; the candidates may not fundraise or campaign on the premises;
 - Candidate Questionnaires: Nonprofits with a broad range of concerns can safely disseminate responses from candidate questionnaires. The questions must cover a broad range of subjects, be framed without bias, and be given to all candidates for an office.
 - Testimony on Party Platforms: Nonprofits may testify before party platform committees at the national, state or local levels; testimony should be offered equally to both parties, and both parties' platform committees should receive copies of the testimony.

What nonprofits **cannot** do during an election season:

- Lend space, equipment, supplies, etc. to candidates or a party - if a nonprofit sells space or a mailing list, it must be at fair market value and available for all candidates;
- Coordinate activities with a political campaign;
- Endorse a candidate; or
- Allow staff to contribute time at the expense of the organization; it must be done on their own time.



There are activities that do constitute active lobbying and are permitted, provided that they fall within the spending ceilings established by the law. The spending ceilings are based on percentages of the nonprofit's budget for the year, beginning at 20 percent of the first \$500,000 and ending at 5 percent of expenditures over \$1.5 million. There is an overall maximum ceiling of \$1 million per year for lobbying expenditures.

LOBBYING CEILINGS UNDER THE 1976 FEDERAL LOBBY LAW

Exempt-Purpose Expenditures	Total Lobbying Expenditures	Amount of Total Allowable for Grassroots Lobbying
Up to \$500,000	20% of exempt-purpose expenditures	One-quarter
\$500,000 - \$1 million	\$100,000+15% of excess over \$500,000	\$25,000 +3.75% of excess over \$500,000
\$1 million- \$1 .5 million	\$175,000 + 10% of excess over \$1 million	\$43,750 +2.5% of excess over \$1million
\$1 .5 million- \$17 million	\$225,000+ 5% of excess over \$1 .5 million	\$56,250 +1.25% of excess over \$1.5 million
Over \$1 7 million	\$1 million	\$250,000

For more specific information about the 1976 Lobby Law please refer to the following resources:

- U.S. Internal Revenue Code of 1986, as amended, especially Sections 501 (a), 501(c)(3), 501 (h) and 4911.
- Public Law No. 94-455, The Tax Reform Act of 1976, approved October 4, 1976, (specifically, Section 1307, "Lobbying by Public Charities").
- House Report No. 94-1210, "Influencing Legislation by Public Charities", June 2, 1976, to accompany H.R. 13500. (H.R. 13500 became Section 1307 of PL 94-455.)
- Senate Report No. 94-938, Part 2, supplemental report on additional amendment to H.R. 10612, July 20, 1976. (H.R. 10612 became PL 94-455.)
- House Report No. 94-1515, conference report on H.R. 10612, September 13, 1976.
- *Election Year Activities and the Prohibition on Political Campaign Intervention for Section 501 (c) (3) Organizations*; Internal Revenue Service, FS-2006-17, February 2006, <http://www.irs.gov/newsroom/article/0..id=154712.00.html>
- *Political Campaign Intervention by 501(c)(3) Tax-Exempt Organizations - Educating Exempt Organizations* (Nov 2009) from <http://www.irs.gov/charities/charitable/article/0,,id=179750.00.html>.
- Compliance Guide for 501(c)(3) Public Charities, Pub 4221-PC (07-2009) from www.irs.gov/pub/irs-pdf/p4221pc.pdf.

Seek Advice First If Lobbying. Rules related to advocacy and lobbying are complex and evolving. Many of the rules apply to fact-sensitive areas and issues. As such, the simple rule of thumb is: A nonprofit organization, or individual representatives of the organization, should check with their legal counsel before embarking on lobbying initiatives.

Special Note to Employees of Nonprofit Organizations: It is perfectly legal for employees of nonprofit organizations to lobby (excluding private foundations, churches, their auxiliaries, and conventions and associations of churches). Alliance for Justice provides free one-on-one technical assistance to nonprofits via phone and e-mail. Call (202) 822-6070, 9:00 a.m. - 5:30 p.m. EST, Monday-Friday, or e-mail through the web site www.afj.org/utilities/contact-us/. Just ask for nonprofit advocacy technical assistance.

In summary, can you lobby or should only provide public education? Whether or not you lobby or provide public education on an issue is based on the specific rules of your place of employment, as well as your comfort level. Begin first by asking your director and/or human resources department what rules your place of employment has regarding lobbying.



Lobbying vs. Public Education

	Attend Press Conference (Officers handles)	Invite to Visit/View Photo Exhibit	Conduct Legislative Visits	Talk to a Legislator About Your Program & the Importance of Your Priorities	Send a "Call to Action" to Colleagues Encouraging Them to Contact Their Legislator	Mention Specific Legislation in a Legislative Visit
Lobbying					X	X
Public Education	X	X	X	X		

Examples of Public Education & Two Types of Lobbying

Public Education	Direct Lobbying	Grassroots Lobbying
<p>General information about a specific issue expressed to the general public or a legislator.</p> <p>For example, "Life skills are critical in terms of improving the school readiness of teens and securing a strong workforce for the future."</p> <p>"My program serves 100 at-risk families and provides parents with the tools necessary to become effective school partners."</p>	<p>Communication to a legislator expressing a view about specific legislation.</p> <p>For example, telling a legislator, "We are asking you today to co-sponsor Senate Bill 123 in support of the Texas Family Coalition legislative agenda."</p> <p>"Senate Bill 123 has a number of important components that will improve secondary education in the state of Texas."</p> <p>*Any mention of a bill number is considered lobbying</p>	<p>Communication to the general public expressing a view about specific legislation requesting a call to action.</p> <p>A call to action includes:</p> <ul style="list-style-type: none"> Telling recipients to contact their legislators (even without providing specific contact information); Providing legislators' specific contact information; Providing a mechanism to contact a legislator (e.g. petition, postcard, link on a website); or Listing names of legislators voting on a bill or those undecided or opposed to the organization's view on the legislation.

CONGRESSIONAL GLOSSARY OF COMMON TERMS

Advocacy: Identifying a problem, proposing a solution and reaching a goal or building support to act on a problem to improve a situation for yourself or others.

Legislative Advocacy: Through persuasive reasoning, working to enact or change laws which will improve a situation for either a specific group or the general population.

Amendment in the Nature of a Substitute - An amendment that would strike out the entire text of a bill or other measure and insert a different full text.

Bill: A proposed law during session for consideration by the legislature.

Designated Abbreviations:

H.R. House Bill
H.RES. House Resolution
S. Senate Bill
S.RES. Senate Resolution



H.CON.RES. House Concurrent Resolution
S.CON.RES. Senate Concurrent Resolution
H.J.RES. House Joint Resolution
S.J.RES. Senate Joint Resolution

Types of Bills:

- **Local Bills:** Bills limited to a specific geographical area of the state, e.g., local government units such as cities, counties, school districts, precincts, etc.
- **Special Bills:** Bills directed toward a select, special individual or entity, e.g., for blind but not other disabled persons.
- **General Bills:** All other bills are "general" bills.

Calendar of Business - A publication sent to each lawmaker's office (and other offices) every day chambers are in session. It contains information on, measures reported from the various standing committees, bills in conference, and the status of appropriation bills.

Calendars Committee: Schedules bills for floor debate in the House of Representatives. All favorably and unfavorably reported bills automatically go to the Calendars Committee. Many bills never arrive for floor debate and do not go beyond this point.



Caption: The first sentence of a bill which may summarize the scope and/or limits of a bill.

Caucus: (1) A closed meeting of a group of persons belonging to the same political party or faction to decide policy, choose candidates or promote certain causes. (2) To meet or hold caucus.

Chubbing: Discussion or debate for stalling purposes on House or Senate floor.

Christmas Tree Bill - Informal classification for a bill on the Senate floor that attracts many unrelated floor amendments adorning the bill to provide special benefits to various groups or interests.

Clean bill - After amendments, the committee chairman may be authorized by the panel to assemble the changes and what remains unchanged from the original bill. Then reintroduce everything to expedite action by avoiding separate floor committee amendment consideration.

Cloakroom - Democratic and Republican cloakrooms adjacent to the chamber serve as gathering places for party members to discuss chamber business privately.

Cloture - The only procedure by which the Senate can vote to place a time limit on consideration of a bill or other matter, and thereby overcome a filibuster. Under the cloture rule (Rule XXII), the Senate may limit consideration of a pending matter to 30 additional hours, but only by vote of three-fifths of the full Senate, normally 60 votes.

Committees: Groups of senators or representatives, who are appointed by their respective presiding officers, hear testimony and/or deliberate on pending legislation in specific areas, e.g., finance.

Committee Markup: Committee members offer changes to a bill before it goes to the full House or Senate for consideration and voting.

Committee Substitute Bill (CSSB OR CSHB): A way of amending a bill in committee which provides for total replacement of a bill with new language, but relevant and within the constraints of the bill caption.

Concurrent Resolution - A legislative measure generally employed to address the sentiments of both chambers, to deal with issues affecting both houses; concurrent resolutions are not submitted to the President and do not have the force of law.



Concurrence Votes: If a bill passes one house and is sent over to the other house where it is amended, the sponsor in the originating house may opt to seek "concurrence." On a vote of concurrence, requiring a majority, the originating house may simply agree to accept the other house's amendments.

Conference Committee: Select members of the House and Senate meet to reconcile differences between bills passed in the House and Senate.

Confirmation: Appointees must receive a two-thirds vote of the Senate to be confirmed.

Congress: The body of elected members in the U.S. Senate and House of Representatives in Washington, D.C.

Congressional Record - Verbatim account of daily floor and committee activities proceedings.

Constituent: A citizen residing within the district of an elected representative.

Enacting Clause: Each bill that becomes law is required to contain an "enacting clause" which must read as follows: "Be it enacted by the"

Engrossed Bill - Official copy of a bill or joint resolution passed by a chamber and certified by the chamber official.

Enrolled Bill - It is a final copy of a bill or joint resolution which has passed both chambers in identical form, printed on parchment paper, signed by appropriate House/Senate officials, and submitted to the President for signature.

Entitlement - A federal program/provision of law that requires payments to any person or unit of government that meets the eligibility criteria established by law.

Filibuster: Allowed only in the Senate. A filibuster occurs when one senator holds the floor through talking or long speeches, without sitting down or leaving the vicinity of the senator's desk. Although the primary purpose of a filibuster is usually to kill a bill, sometimes this is also done to reach a compromise or to delay a vote as long as possible.

Fiscal Notes: One or more pages attached to a bill stating the estimated cost to the state and/or at the local level (city, school district, etc.) if the various provisions of the bill are enacted.

Floor Amendment: In full session, members of the House or Senate can offer changes to a bill under consideration.

Forums: Public meetings for open discussion of issues.

FY: Fiscal Year, accounting period for the federal government which begins on October 1 and ends on September 30 of the following year.

Hearings: Committees or agency boards/committees schedule meetings to hear public comment "testimony" on announced topics, and generally relating to filed or planned legislation, or for agency rulemaking purposes.

Intent Calendar: A schedule of bills to be heard during a daily session.

Interim Study: During the months between regular sessions, members from both the House and Senate hold meetings and public hearings to study and make recommendations to the next legislature on a specific issue.

Joint Resolution - A legislative measure, designated "SJR", which requires the approval of both chambers and, with one exception, is submitted (just as a bill) to the President for possible signature into law. The one exception is that joint resolutions (and not bills) are used to propose constitutional amendments. These resolutions require a two-thirds affirmative vote in each house but are not submitted to the President; they become effective when ratified by three-quarters of the States.

Journal - Senate (and House) is required to keep a Journal of motions and votes taken as official proceedings.

Legislative Council: A support agency for both the Senate and House whose main responsibility is to draft and review bills before they are filed in order to provide accuracy and congruity with existing law.

Lame Duck Session - When Congress (or either chamber) reconvenes in an even-numbered year following the November general elections.

Layover - Informal term for a period of delay required by rule for written report availability.

Leave To Sit - Permission for a committee to meet during the proceedings of the parent chamber.

Legislative Day: From opening to adjournment. This period may cover one, several or part of a calendar day -- which permits another "day" to be opened on the same calendar day.

Line Items: The budget appears as a series of listed items and the amount appropriated for each, line by line. Each project or funded program and its funding level is listed, therefore, on its own "line," and is referred to as a "line item."



Lobbyist: A person who meets with lawmakers with the intent of influencing legislation. Term refers to persons who frequented lobbies or corridors outside chambers waiting to speak with lawmakers.

Majority Leader: Schedules time for floor debate on legislation.

Markups: Senate Finance Committee and House Appropriations Committee each evaluate budget requests, line item by line item. Shifting of available funds occurs during "markup" sessions.

Measure - Term embracing bill, resolution and other matters on which the chamber takes action.

Minority Leader: Advocates for the minority party's concerns and procedural rights.

Motion To Proceed To Consider - A motion, usually offered by the Majority Leader to bring a bill or other measure up for floor consideration.

Nongermane Amendment - An amendment that would add new and different subject matter to, or may be irrelevant to, the bill or other measure it seeks to amend.

Omnibus Bill: Several issues, that may not be related, are grouped together and voted on as a block.

Override of a Veto - Process by which each chamber requires a two-thirds vote on a bill vetoed by the President or Governor.

Parliamentary Inquiry - A question from the floor to the presiding officer requesting a clarification of the procedural situation on the floor.

Pocket Veto - Grants the President 10 days to review a measure passed. If not signed, the bill after 10 days becomes law without a signature. However, if Congress adjourns during the 10-day period, the bill does not become law.

Presiding Officer - Majority-party lawmaker, who presides over the chamber, is charged with maintaining order/decorum, recognizing members to speak, and interpreting the chamber's rules, practices and precedents.

Pro Tempore: Presides over a chamber in the absence of the official in charge.

Pro Forma Session - A brief meeting (sometimes only several seconds) of a chamber in which no business is conducted to satisfy the obligation that neither chamber can adjourn for more than three days without the consent of the other.

Proxy Voting - The practice of allowing a lawmaker to cast a vote in committee for an absent lawmaker.

Public Law - A public bill or joint resolution that has passed both chambers and enacted with nationwide implications.

Reconciliation Bill - Bill containing changes in law recommended pursuant to reconciliation instructions in a budget resolution, but it may not make substantive changes in the recommendations.

Rescission - The cancellation of budget authority previously approved.

Resolution: A formal expression of the opinion or the will of members of the House or Senate, not a legal expression.

Regulation: A rule or order which has the force of law, and is issued by an agency or commission which has been given statutory authority to do so in implementing laws.

Rider - Amendment to a bill that changes the permanent law governing a program funded by the bill.

Sergeant at Arms - The chief security officer of a chamber is the Sergeant at Arms and staff in the office help preserve order in the chamber, galleries, and chamber side of the Capitol.

Sine Die: Latin for "without another day" meaning final adjournment of a regular or special session.

Speaker: Presides over a chamber. Chooses priorities and sets the annual and daily legislative schedule.

Statutes: The compilation of all enacted laws.

Testimony: Comments made by individuals during a public hearing such as before a committee or board, and which becomes public record.

Veto: A president or governor's act which officially negates a piece of legislation, preventing the enactment of law. A veto may be overturned by a two-thirds vote of the membership in both the Senate and the House of Representatives.

Voice Vote: A vote during which the presiding officer will request the members who are voting in favor of a measure or motion to respond collectively by saying "aye" and those who are voting against the measure or motion to respond collectively by saying "nay".

Whips - Assistants to the floor leaders, who are elected by their party conferences, responsible for mobilizing votes within their parties on major issues.



Roberts Rules of Order Basic Review

Source: *Simplified Guide to Motions*



Procedures for Handling a Main Motion:

- I. Obtaining and assigning the floor
 - A. Member rises and addresses the chair.
 - B. Chair recognizes _____.
- II. How the motion is brought before the assembly
 - A. Member makes a motion.
 - B. Another member seconds motion.
 - C. Chair states motion.
- III. Consideration of the motion
 - A. Members debate motion.
 - B. Chair puts forth question and members vote.
 - C. Chair announces result of vote.

Pertinent Facts Regarding Motions:

- A **main motion** brings business before the assembly.
- A **subsidiary motion** assists the assembly in treating or disposing of a main motion and sometimes of other motions.
- A **privileged motion** deals with special matters of immediate importance. It does not relate to the pending business.
- An **incidental motion** is related to the parliamentary situation in such a way that it must be decided before business can proceed.
- Rulings of the chair can be appealed.
- Before a motion has been stated by the chair, it can be withdrawn or modified by the maker. After being stated by the chair, it can be withdrawn or modified only by general consent or a majority vote of the assembly.
- Hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session).

Process of Amending a Motion:

1. To **insert** or to **add** (a word, consecutive words, or a paragraph)
2. To **strike out** (a word, consecutive words, or a paragraph)
3. To **strike out and insert** (which applies to word) or to **substitute** (which is not applied to anything less than a complete paragraph of one or more sentences).

Forms of Voting

- A **voice vote** is the most commonly used form of voting.
- A **rising vote** is the normal method of voting on motions requiring a 2/3 vote for adoption. It is also used to verify a voice vote or a vote by show of hands. The chair can order a rising vote or a single member can call for a **division** of the assembly.
- A **show of hands** is an alternative for a voice vote, sometimes used in small committees **if no member objects**.
- A **count** can be ordered by the chair or by a majority vote of the assembly.
- **General consent** is a vote of silent agreement without a single objection.
- A **ballot** or **roll call** vote can be ordered by a majority.

Ranking Motions

Motions are listed in order of their precedence, with the highest ranking at the top. After a motion has been stated by the chair, higher ranking motions are in order, but not lower ranking motions, except that Amend and Previous Question can be applied to amendable and/or debatable motions of higher rank than themselves.

Meaning of Column Headers and Symbols:

- A – Can be amended.
- D – Is debatable.
- I – Is in order when another has the floor.
- M – Requires a majority vote.
- R – The vote on this motion may be reconsidered.
- S – Requires a second.
- 2/3 – Requires a 2/3 vote.
- + – Usually no vote is taken. The chair decides.
- # - A main motion when no other motion is pending.
- - No vote is taken. The chair responds.
- * - See Robert’s Rules of Order Newly Revised for specific rule. Consult index.
- ** - An incidental main motion which usually requires a majority vote with previous notice or a 2/3 vote without previous notice.



(Columns Headers)

- I = Interrupt
- S = Second
- D = Debate
- A = Amend
- V = Vote
- R = Reconsider

Ranking Motions		I	S	D	A	V	R
Privileged Motions							
#	Fix the time to which to adjourn		S		A	M	R
	Adjourn		S			M	
#	Recess		S		A	M	
	Raise a Question of Privilege	I				+	
	Call for the Orders of the Day	I				+	
Subsidiary Motions							
	Lay on the Table		S			M	
	Previous Question (closed debate)		S			2/3	R
#	Limit or Extend Limits of Debate		S		A	2/3	R
#	Postpone to a Certain Time		S	D	A	M	R
#	Commit or Refer		S	D	A	M	R
#	Amend		S	D	A*	M	R
#	Postpone Indefinitely		S	D*		M	R*
Main Motion			S	D	A	M	R
Non-ranking Motions							
Incidental Motions							
	Appeal	I	S	D*		M*	R
	Close Nominations or Close the Polls		S		A	2/3	
	Consideration by Paragraph		S		A	M	
	Create a Blank		S			M	
	Division of the Question		S*		A	M*	
	Division of the Assembly	I				*	
	Objection to the consideration of a Question	*				2/3	*
	Parliamentary Inquiry	I				-	
	Point of Information	I				-	
	Point of Order	I		*		+	
	Reopen Nominations or to Withdraw a Motion		S		A	M	*
	Request for Permission to Withdraw a Motion	*	*			M	*
	Suspend the Rules		S			2/3*	
Motions that Bring a Question Again Before the Assembly							
	Take from the Table		S			M	
**	Rescind or Amend something Previously Adopted		S	D	A	*	*
**	Discharge a Committee		S	D	A	*	*
	Reconsider	*	S	D*		M	

Eleven Levels of Advocacy Involvement

Consider moving from the Level One, the lowest impact level progressively to more in-depth advocacy. To simplify terminology, the use of lawmaker or legislator refers to an elected official at any level. Adapted from Texas Advocacy Playbook, www.tafcs.org/publicpolicy.htm

Level One: Be Informed.

One of the fastest, most efficient ways to get involved in any movement is through the Internet. Discover links to other organizations and what they are doing to promote their agenda.

U.S. House of Representatives website: www.house.gov

U.S. Senate: www.senate.gov

Legislative Online Contacting Members or Tracking Bills

State	Web Site (State: http://www.ilsdc.org/state-leg/)
ALABAMA	http://www.legislature.state.al.us/
ALASKA	http://w3.legis.state.ak.us/index.php
ARIZONA	http://www.azleg.gov/
ARKANSAS	http://www.arkleg.state.ar.us/assembly/2011/2011R/Pages/Home.aspx
CALIFORNIA	http://www.leginfo.ca.gov/
COLORADO	http://www.leg.state.co.us/
CONNECTICUT	http://www.cga.ct.gov/
DELAWARE	http://legis.delaware.gov/
DIST of COLUMBIA	http://www.dccouncil.washington.dc.us/
FLORIDA	http://www.leg.state.fl.us/Welcome/index.cfm?CFID=197150918&CFTOKEN=24501232
GEORGIA	http://www.legis.ga.gov/en-US/default.aspx
HAWAII	http://www.capitol.hawaii.gov/
IDAHO	http://www.legislature.idaho.gov/
ILLINOIS	http://www.ilga.gov/
INDIANA	http://www.ai.org/legislative/index.htm
IOWA	http://www.legis.iowa.gov/index.aspx
KANSAS	http://kslegislature.org/li/
KENTUCKY	http://www.lrc.ky.gov/home.htm
LOUISIANA	http://www.legis.state.la.us/
MAINE	http://www.maine.gov/legis/
MARYLAND	http://mlis.state.md.us/
MASSACHUSETTS	http://www.malegislature.gov/
MICHIGAN	http://www.legislature.mi.gov/(S(aw5u5yjieukvpdzo0ejpqe55))/mileg.aspx?page=home
MINNESOTA	http://www.leg.state.mn.us/leg/
MISSISSIPPI	http://billstatus.ls.state.ms.us/
MISSOURI	http://www.moga.mo.gov/
MONTANA	http://leg.mt.gov/css/default.asp
NEBRASKA	http://nebraskalegislature.gov/
NEVADA	http://www.leg.state.nv.us/
NEW HAMPSHIRE	http://www.gencourt.state.nh.us/

NEW JERSEY	http://www.njleg.state.nj.us/
NEW MEXICO	http://www.nmlegis.gov/lcs/
NEW YORK	http://www.nysl.nysed.gov/ils/legislature/legis.html
NORTH CAROLINA	http://www.ncga.state.nc.us/
NORTH DAKOTA	http://www.legis.nd.gov/
OHIO	http://www.legislature.state.oh.us/search.cfm
OKLAHOMA	http://www.oklegislature.gov/
OREGON	http://www.leg.state.or.us/
PENNSYLVANIA	http://www.legis.state.pa.us/
RHODE ISLAND	http://www.rilin.state.ri.us/
SOUTH CAROLINA	http://www.scstatehouse.gov/
SOUTH DAKOTA	http://legis.state.sd.us/index.aspx
TENNESSEE	http://www.legislature.state.tn.us/
TEXAS	http://www.capitol.state.tx.us/
UTAH	http://le.utah.gov/
VERMONT	http://www.leg.state.vt.us/
VIRGINIA	http://legis.state.va.us/
WASHINGTON	http://www.leg.wa.gov/legislature/Pages/visitingthelegislature.aspx
WEST VIRGINIA	http://www.legis.state.wv.us/
WISCONSIN	http://legis.wisconsin.gov/
WYOMING	http://legisweb.state.wy.us/lsoweb/session/sessionhome.aspx

How to Contact Your Legislator:

- Using your web browser, go to the state legislative web site
- Generally, you may click on a Legislative member directory.
- Some websites even have a link to send emails to the member. All sites have links to other components of the total State Legislature universe.

How to learn about bills in progress:

- Using your web browser, go to the state legislative web site
- Search bills or tracking bills during a current legislative session depends on the state.

Level Two: Find Out Who Represents You.

An important step in becoming an advocate is knowing who represents you at the local, state, and national levels. They want to hear from you!

Are you registered to Vote? Each state regulates voter registration. Conduct a web search seeking “voter registration (state)”

To register to Vote: Follow the instructions from your state voter registration web site.

Determine Who Represents You: A fast and easy way to find out who represents you is to visit the following web sites:

- Find your Congressional Senator: www.senate.gov
- Find your Congressional House Representative: www.house.gov

To identify your state lawmakers, visit your state legislature web site listed above and search the member directory or navigate to the House and Senate web pages. There you will also be able to look up your legislator. The site typically provides e-mail contact information for your legislator’s office.

Good Things to Know about Legislators: What political issues are important to them? What committees do they sit on? What is their personal background?

Level Three: Share Your Story.

Use your stories to build a stronger voice for your issue. Stories can be as short as a page or as long as you like. In your own words discuss how the issue affects your family's life, or how it impacts your community, or both. If necessary, change the names of people in your story in order to protect their privacy. Include your contact information with your letter. Your legislator may want speak with you more about your story. Use your story to let leaders know why you think your issue is important for the future of families. If you have any stories about community partnerships, leaders may want to know about how partnerships and systems integration work throughout your state.

Level Four: Make the Community Connection.

Connecting to the community means talking to people. Do you make connections at work, at church, in your neighborhood, other organizations with a common mission, or via social internet networks? All of these interactions are opportunities to connect. Connecting to the community becomes a powerful tool when you bring people in on the issue.

Level Five: Communicate with Your Legislator.

One of the best ways to communicate with congressmen or legislators is face-to-face, but arranging a meeting is not always a possibility. Letters, e-mails, and telephone calls can be just as effective and inform legislators about your position and what action you would like them to take on your behalf.

Making congressional contact by mail:

The Honorable (full name of your Senator)
U.S. Senate, Washington, DC 20510

The Honorable (full name of your Representative)
U.S. House of Representatives, Washington, DC 20515

Letters to lawmaker can be effective when:

You are initially trying to build support for an issue.

- You want him or her to take a position or act on an issue or to reverse a position he/she has taken.
- A vote on a bill of importance is pending.
- The legislator is undecided about an issue.
- You want to follow up a personal visit to outline what you heard him/her say and/or align commitment.

Write a letter to your lawmaker. Letters are an effective and essential form of communicating how you feel on an issue with officials.

- A personalized, hand-written letter can really attract attention. Avoid making a letter sound "mass produced".
- Try to keep your letter short and simple. One page is best.
- Be specific and clearly state why you are writing, what you want the legislator to do, where and when.
- If writing about a specific bill, indicate the bill's number, title, author, and the committee to which it has been assigned.
- Provide reasons for your position on the issue or bill.
- Use statistics sparingly and carefully. Attach supporting information rather than including it in the body of the letter.
- Thank them for their attention to the letter and request an answer to your letter.

- Remember that personal stories work best. Tell him/her how the issue affects your clients, your family, or community.
- Send letters regular mail, but if under time constraints, fax the letter.
- You want to say thank you - personal visit, support of an issue, action taken. (Remember to write thank you letters to staff members who help you, with a copy to the legislator.)
- Include your full name and address on all communications.

It is important to address state leader letters correctly, using the following salutations and address formats:

Governor: The Honorable (Full Name) Governor of (State) Dear Governor (Last Name):	Lieutenant Governor: The Honorable (Full Name) Lieutenant Governor of (State) Dear Governor (Last Name):	Speaker of the House: The Honorable (Full Name) Speaker of the House Dear Mr./Madam Speaker:
	Senator: The Honorable (Full Name) (State) Senate Dear Senator (Last Name):	State Representative: The Honorable (Full Name) (State) House of Representatives Dear Representative (Last Name):

Send an E-mail

E-mail is the quickest, easiest way to communicate with your congressman or legislator.

- Put your position in the subject line.
- Keep your message short and concise.
- Do not use e-mail to overwhelm a legislator's in-box. If you do, chances are the communications will be ignored or staff adjusts spam perimeters to filter out mass identical e-mails.
- Use standard punctuation, spelling, and capitalization as you would in a standard letter. Include your signature, address and phone number to make it official.
- It is not the best idea to send a letter as an attachment in an email.

Some possible alternative uses for e-mail include:

- Sending "action" alerts to groups of advocates;
- Contacting a legislative staff member with information on issue development;
- Sharing information on an issue with other agencies or groups interested in similar issues; or
- Sending notices for public hearings or issue meetings to participating advocates.

Congressional Contact via E-mail:

For the Senate: www.senate.gov/contacting/index.cfm

For the House: www.house.gov/writerepm government

Summary of Written Effective Communication Key Elements

The key to effective advocacy is "be prepared". Prepare your message ahead of time. Develop a one to two page "fact sheet" for each priority issue, which includes:

- **Recommendation:** A one-sentence statement.
- **Background:** One paragraph that concisely states the issue background and why it is a problem. Use key statistics, but sparingly.
- **Impact Statement:** State what impacts your recommendation could have on the state or the congressional or legislative district.
- **Supporters:** List supporting organizations, agencies, etc. Do not list names of individuals unless they are well-known and credible to the legislator.

- **Contact Person:** Clearly indicate who should be contacted if further information is needed or there are questions. Include the person's contact information; it is important that the key contact be easily accessible and knowledgeable about the issue.

Make the Telephone Call

Phone calls do not substitute for the more personal contact of visits; however, they can be useful. Make notes in advance about the points you want to make and then make the call when:

- Time is of the essence, e.g., an upcoming vote on legislation.
- Identify yourself, including your hometown and any affiliations that are relevant.
- Be sure to mention if you live in the legislator's district.
- Explain why you are calling. If it is about a piece of legislation, identify it by its bill number and issue area.
- Offer 1 or 2 brief talking points and offer local examples if possible.
- The call will only last 2 minutes so be concise about your message.
- Provide your contact information.
- Calls to the capital office have more impact than call to the district office unless legislators are home in their district on recess.
- Thank the staff member for his or her time.



Congressional Contact by Phone:

U.S. Capital Switchboard: 202-224-3121

U.S. Capital Phone Directory:

http://www.congress.org/congressorg/directory/phone_numbers.tt?show=hill_phone

Level Six: Organize a Letter Campaign.

Letter campaigns are organized efforts to deliver the voice of your community to legislators. Letter campaigns are effective for two reasons. First, letters can get the message to leaders that your community thinks your issue is an important issue. Second, letter campaigns can help you gain support in your community. People who would otherwise remain quiet may be willing to send a letter to a legislator if they know they have your support and guidance. Organizing a letter campaign can be interesting and fun. These tips should give you some help in organizing one of your own in your community.



Steps to Organize a Letter Campaign



Creating a Web-base campaign:

If you have a computer and access to the Internet, you can conduct a letter campaign through email. Email your friends and neighbors with a sample letter for them to send along to their legislators or to use as a guide.

Creating a Community-base campaign:

Pick a location for your campaign. You could host an event at your house. Your event could take place in front of a local business such as a grocery store. Make sure that wherever you host the event, you have permission to do so.

Make sure you have what you need. Prepare a sample letter that is clear and to the point. Bring many copies of the sample letter. Some participants will want to use it as a guide in writing their own letter, but others will just want to sign a copy of your letter to mail. You will need plenty of paper, pens, envelopes, and stamps (you can ask for donations to cover the cost of stamps). You will need a good table and chairs for yourself and for participants. Make sure you have all the legislative addresses you need.

Use the opportunity. Be prepared to discuss the issue you are asking people to write about. Know about the legislators you are asking participants to write to. Create fact sheets and other literature to hand out to participants. Mail the letters.

Keep the connection. Collect participants' phone numbers or email addresses and thank them for their efforts. Ask participants if they would like to hear about other events.

Level Seven: Connect Legislators to Local Efforts.

One of the most effective ways to demonstrate the importance of your issue to elected leaders is to personally invite them to see what occurs on a daily basis in a variety of settings. Legislators like to connect with their voters. Follow this step-by-step guide to successfully bring a legislator to your community program.

Plan an Event:

Partner with others to plan an event in your community. Consider hosting your event on an important holiday or a child/family-related occasion. Examples of events include: A tour of a center or education facility, the opening of a new facility, a PTA meeting, or a holiday celebration.

Make the Invitation:

Work with the legislator's staff to find good dates for the event. Even if you confirm a date, you should formally invite the legislator with a letter from you and others hosting the event. Include a description of the event.

Use the Media to Maximize Attention:

Call local media to let them know about the event. Prepare a press packet to inform the media. At the event create photo opportunities for the legislator.

Bring a Crowd:

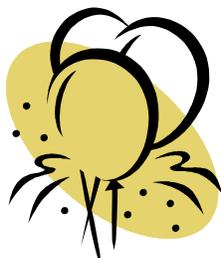
Invite business and community leaders to your event, including city council members and school board members. Invite families to the event. Advertise the event locally.

Bring in Experts:

Contact child/family professionals to bring experts to the event to interact with the media. Designate a leader or identified staff member to interact with the media and provide him or her with informative talking points.

Get out the Message:

Provide talking points to all who plan to interact with the media or the legislator. Choose one informed person to answer the legislator's questions.



Evaluate and Celebrate:

After the event, reflect with participants about what went well and what could be improved upon for your next event. Be sure to write a thank you letter to the legislator and any leaders, parents, or experts that participated in your event. Pat yourselves on the back for pulling off a legislative event!

Level Eight: Work with the Media.

Working with the media can be an excellent way to raise awareness about family issues and education. Leaders monitor the media and tend to respond to its messages. Whether you come to a legislative event at the Capital or you organize an event in your community, the media may want to work with you. Anyone can work with the media, and if you are fortunate to have the opportunity to do so, consider these strategies.

When speaking to media professionals:

Remember that most media professionals are under deadlines and want succinct, understandable information. If a reporter contacts you, try to get back to him as soon as possible. Know in advance 3-4 important points you want to make. Feel free to ask a reporter if you can start over if you make a mistake. Stick to your points. The reporter will ask for more information if he or she needs it. Keep your cool in answering confrontational questions. If you don't know the answer to something, just be honest and refer the reporter to another source. Be yourself! Be friendly!

Letters to the Editor:

Letters to the Editor are quick and easy ways to get your message in print and out into the community. It is best to respond to a timely event or article; be sure to mention the article in your letter. Keep your letter short. Most papers only ask for 250 words. Support your point of view with personal experience or relevant data. It is a good idea to double check grammar and spelling. Mistakes can keep your letter out of the paper. Find and follow the newspaper's instructions for submitting a Letter to the Editor; these can generally be found on the newspaper's website.



Level Nine: Visit Your Legislator.

Whether it is in the Capitol or in a district office, making a visit to a legislator's office can have a great influence on how leaders think about issues. A legislative visit is an opportunity to supply leaders with valuable information and data about community issues. The willingness to make a visit to a legislative office tells leaders how important the issue is to you and your community.

Find Out Who Represents You:

You will want to meet with legislators from your district. You can find out who represents you. Check your congressional or state legislative web page listed on pages 15-16 in this guide.

Get to Know Your Legislators:

Prior to your visit, be sure to find out more information about your legislators. For example, find out current issues most important to them, the committees they sit on, and what they have supported in the past.

Making the Personal Visits

Personal meetings with legislators and their staff members are the most effective way to get your message across. You can meet with them in the capital or their home district offices. You can also invite them to public forums, member meetings or to tour your organization.

Some important rules to remember for personal visits include:

- Be sure to make an appointment as far in advance as possible. **Note:** Even if you try and make an appointment, you may still be unable to meet with the legislator directly. Therefore, you will be meeting with his or her staff. This meeting can be just as effective as meeting with the legislator directly.

- Ask the aide how long the legislator usually takes in routine appointments: generally it is safe to assume you will have anywhere from five to ten minutes.
- Arrive early, but be prepared to wait.
- Introduce yourself and whom you represent. If applicable, legislators are very interested in what is going on in their districts. Share information about your community's children, family, education and resource issue efforts.
- If you are part of a group, choose a spokesperson for the group, or agree on a speaking order. Others may provide additional information, if necessary.
- Avoid using acronyms and "buzzwords".
- Be clear and specific about what the desired action is from the legislator (act on a bill, support increased funding, etc.).
- Do not overload them with too much information.
- Provide summaries of lengthy reports with information about how to obtain the full report if needed.
- Be prepared to answer questions and talk about both sides of an issue so that the legislator can anticipate and prepare for the opposition if necessary. If you do not know the answer to a question, offer to get back to the individual with the information and then do so promptly.
- Always provide information that is accurate.
- Explicitly ask for action.
- Only one action request per visit.
- Take the one page fact sheet about the issue and leave it with the person who met with you.
- Offer to check back later for an answer to your request, if they would like time to study the issue and your fact sheet further.
- Follow up with a letter thanking them for their time and what they agreed to do. Be sure to again provide any materials or information to the legislator or staff member that you said you would during the meeting. Also include a note of thanks in appreciation of the legislator's time.

Level Ten: Testify at the Capital.

Before bills become law, congressional committees invite public testimony for consideration on any proposed legislation. Providing testimony on a bill is a powerful method to be heard on issues. This is an opportunity for you to supply legislators with key information on a specific piece of legislation. It is also an opportunity to speak directly with legislators. Your testimony shows leadership, commitment to the issue, and your personal investment in the bill's outcome.



How to Testify

Congress invites all who are interested to offer testimony on bills through two methods: 1) submitting written testimony and 2) addressing the committee. Both methods require similar steps:

- Know the date, time, and location of the committee hearing.
- Arrive early to the committee hearing and fill out any appropriate statement forms, which includes your identification information.
- On the form, indicate whether you support, or are against the bill you plan to provide testimony. Also indicate if you would like to address the committee or submit written testimony only.
- Statement forms are generally at the back of the room. Be sure the committee clerk receives your completed form. State and federal employees mark the form specifying no position due to your agency representation.
- If you have any accompanying information or which to provide copies of your testimony for each committee member, submit this information with your completed form to the clerk.
- If you are submitting written testimony only, you may leave. If you plan to address the committee you must wait to be called by the Committee Chair. Usually you have a three minute time limit.

Keys to Effective Verbal Testimony

It is helpful to know your topic; give yourself time to prepare. Present your verbal testimony in three minutes or less. Try not to **read** your testimony. State who you are, whom you represent and what your position is on the identified issue or bill.

- Your voice is what matters; don't worry about jargon or technical terms.
- Be respectful and professional –direct replies to all committee members.
- If you have submitted written testimony, do not read your testimony to the committee; speak candidly, but concise, about your views on the legislation. Do not make claims you cannot defend.
- Identify your concerns and how you think the committee could make improvements to the bill, if appropriate.
- Restate your main point at the end of your testimony or what you would like to see accomplished.
- Don't worry if you are asked a question you do not know the answer to. Just say you do not know and offer to follow up later with that information.
- Thank them for their time and consideration of your position.

Outline for Legislative Testimony

“Good morning/afternoon/evening committee members.”

Introduction:

- I am _____.
- Who you represent.
- If speaking to a bill, give number and title of bill.
- Do you support or oppose the bill?

Statement of the Issue:

Present the issue-

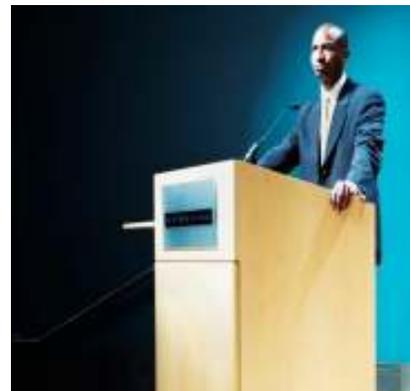
- Does something need to be changed?
- What is your personal or professional perspective?
- Who will be affected, and how will they be affected by the change.
- How are you affected? Is your community effected?

Present a solution-

- What do you want?
- How does the bill bring about this solution/impede the solution?

Conclusion:

- Restate the issue.
- Restate your preferred solution.
- Ask for their support (or vote).
- Thank the legislators for their time.



Public Hearings and Testimony

The purpose of a public hearing is to give individuals and groups an opportunity to express their opinions to state agencies or legislators. A legislative committee or task force may schedule a public hearing before, or during, a legislative session. The hearing may be specific to a particular bill or to several bills that the committee is considering. Most public hearings are held in the state capital city and notices of the hearings are published on the appropriate website.



If available in your state, it is helpful, particularly during a legislative session, to subscribe to the RSS email notification service for bill movement or the committee notification most likely to be assigned bills of interest to you. You will then receive notification of any public hearings scheduled by the committee.

During the legislative session, notice of a public hearing for a bill may be less than 48 hours, so it is important to prepare your testimony ahead of time and be prepared to respond quickly.

Hearings can also be sponsored by agencies as they prepare their federal or state budget appropriations request or during the rule-making process.

You should consider providing testimony at a public hearing when you are knowledgeable about an issue and are prepared to answer questions, or when you have personal experience with an issue or have researched it thoroughly.

Frequently, an alternative to providing testimony is to fill out a testimony card stating that you support or oppose an issue or bill, but do not wish to verbally testify. You can also indicate on the card that you are there in support of the testimony that will be provided by an individual or group whose position on the issue is the same as yours.

Prepare two versions of your testimony: one to deliver verbally and a longer, written version to give to the legislators. The written version should be typed on your letterhead. Take at least 15-20 copies for committee members and their staff.

Written Testimony

The written version you submit to the Committee should be on your letterhead and one page with two sections. The first section should say who you are and whom you represent. The second section should briefly state why you support or oppose the item. If necessary, attach supporting materials, but keep them brief.

Content:

- Identify your concerns and how you think the committee could make improvements to the bill, if appropriate.
- If the legislation is a carefully worked out compromise among several groups, acknowledge this.
- If you have information that explains the effect the legislation could have on each committee member's district, state this. Address each committee member by name.
- At the end of your testimony, state what you would like to see accomplished.
- Offer to answer any questions committee members may have; if you do not know the answer to a question, state that and offer to get a response and follow up with committee members as soon as possible. Do not forget to follow up.
- Be respectful and professional - direct replies to all committee members.
- Offer to assist them and their staff in any way you can to resolve the issue.
- Thank them for their time and consideration of your position.



Level Eleven: Become a Direct Action Organizer.

You plan a strategy for an organization to address an issue. The issue needs to be one that a majority of people will support and is based on the power of the people to take collective action on their own behalf, which will not be actively opposed by organized groups with larger numbers.

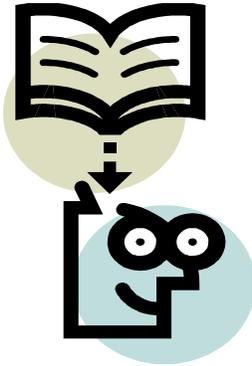
Issue Analysis, Action Plan Development, and Implementation Activity Tool

It is important not to rely on vocal people or the news media to tell you what concerns people in your organization or community. Become aware of what people talk about and what is happening in the community.

Issues grow out of accumulated daily events – concerns people talk about, worries expressed by organization members, friends, neighbors, business people and those in government. Their dialogue provides outcry that, “Something is wrong and something needs to be done about it.”

Issue-Analysis Process

The issue-analysis process offers a way to dig beneath the surface symptoms of a situation and identify the real issue to be resolved. Our focus is to gather information and analyze possible outcomes from many points of view in order to facilitate consensus on a desired course of action.



The “**5 I’s of Policy Analysis**” as an organizing tool:

- Information- the facts
- Issues- identify specific issue
- Impact- what are the consequences
- Implications- what possible effect
- Imperatives-what are we going to do about it!

Defining the problem is a big challenge in starting the public policy problem solving process. A public problem in one situation may not be a problem in another situation. A solution that works well in one situation may not work at all in another. Public policies affect families in both positive and negative ways. Issues are complex. It is necessary to find ways to judge community support and interest in the problems.

So, for public policy problem-solving to occur, you must analyze what is happening and why people react as they do. First, focus on steps for analyzing public policy issues, then go through steps for planning a course of action for being involved in public policy decision-making. Individual action can make a difference in issues that shape our future.

The issue-analysis process offers a way to dig beneath the surface symptoms of a situation and identify the real issue to be resolved. The focus is to gather information and analyze possible outcomes from many points of view in order to facilitate consensus on a desired course of action.

There are seven steps in the process:

- 1. Define the Issue**
- 2. Identify the Interested Parties**
- 3. Gather Perspectives**
- 4. Analyze Viewpoints**
- 5. Form a Position**
- 6. Make an Direct Action Plan (DAO)**
- 7. Take Action**

The Direct Action Organizing Strategy Plan further describes the process to develop a plan to resolve an issue. The following Direct Action Organizing Strategy Plan describes the process. Your collective power has to be equal to your demands, and your tactics must have a direct cost to your target.





Direct Action Organizing (DAO) Strategy Plan

Adapted from Glisen Leadership Training Institute & Midwest Academy

Issue/Campaign:				
Goals	Organizational Considerations	Constituents, Allies & Opponents	Targets (Decision-makers)	Tactics (Activities)
<p>1. List the long-term objectives of your campaign.</p> <p>2. State the intermediate goals for this issue campaign. What constitutes a victory?</p> <p>How will the campaign:</p> <ul style="list-style-type: none"> •Win concrete improvements in people's lives? •Give people a sense of their own power? •Alter the relations of power? <p>3. What short-term or partial victories can you win as steps toward your long-term goals</p>	<p>1. List the resources that your organization brings to the campaign. Include: money, # of staff, facilities, reputation, canvass, etc.</p> <p>What is the budget? Including in-kind contributions for this campaign?</p> <p>2. List the specific ways in which you want your organization to be strengthened by this campaign. Fill in numbers for each.</p> <ul style="list-style-type: none"> •Expand leadership group •Increase experiences of existing leadership •Build membership base •Expand into new constituencies •Raise more money <p>3. List the internal problems that have to be considered if the campaign is to succeed.</p>	<p>1. Who cares about this issue enough to join or help the organization?</p> <ul style="list-style-type: none"> •Whose problem is it? •Into what groups are they already organized? •What do they gain if they win? •What risks are they taking? •What power do they have over the target? <p>2. Who are your opponents?</p> <ul style="list-style-type: none"> •What will your victory cost them? •What will they do/spend to oppose you? •How strong are they? •What power do they have over the target? 	<p>1. Primary Targets: A target is always a person. It is never an institution or an elected body. There can be more than one target, but each need a separate strategy chart as your relationships of power differ with each target.</p> <ul style="list-style-type: none"> •Who has the power to give you what you want? •What power do you have over them? <p>2. Secondary Targets (You don't always have nor need secondary targets.)</p> <ul style="list-style-type: none"> •Who has the power over the people with the power to give you what you want? •What power do you have over them (the secondary target)? 	<p>1. For each target list the tactics that each constituent group can best use to put pressure on the target to win your intermediate or short-term goal?</p> <p>Tactics must be:</p> <ul style="list-style-type: none"> •In context •Directed at a specific target •Backed up by a specific form of power •Flexible and creative •Make sense to the membership <p>Tactics include:</p> <ul style="list-style-type: none"> •Media events •Actions for information and demands •Public hearings •Voter registration and education •Accountability sessions •Negotiations •Elections •Lawsuits •Strikes

RESOURCES

A word of caution when doing internet research, evaluate the reliability of each source. While no method is entirely foolproof, the following should help to guide you to more accurate information:



Check the TLD -- This is the code after the last dot in the web address. While it is only a very rough indication, and many exceptions exist, it can sometimes give you a sense of what to expect from a site. It may also help you rank the reliability of the sites with common TLDs as follows:

1. **edu**: Educational institution, often a University.
2. **org**: Non-profit organization.
3. **gov**: Government site, typically U.S.
4. **com/net**: Commercial or private venture.

Count and check the sources -- Authors will almost always cite other sources, or at least provide references at the end. Check the sources to provide you with additional information.

When in doubt, be suspicious -- If you are not sure you should trust a source, try to verify everything the author claims in sources that you do trust.

Internal Revenue Service

- IRS Publication 557 (Revised June 2008) Tax-Exempt Status for Your Organization: www.irs.gov/pub/irs-pdf/p557.pdf
- Tax Information for Charities & Other Non-Profits: www.irs.gov/charities/index.html

Other Resources

- Alliance for Justice: Nonprofit Advocacy Network: www.afj.org
- American Association of Family & Consumer Sciences Public Policy Toolkit: <http://www.aafcs.org/Home.asp> and resources: <http://www.aafcs.org/Advocacy/index.asp>.
- Annie E. Casey Foundation: www.aecf.org
- Center for Civic Education: www.civiced.org
- Center for Lobbying in the Public Interest: www.clpi.org
- Close Up Foundation: www.closeup.org
- Congress.org (Capitol Advantage and Knowlegis, LLC) Nonpartisan news Web site devoted to encouraging civic participation: www.congress.org/
- Dirksen Congressional Center: www.congresslink.org/sitefeatures.htm
- GlSEN Leadership Training Institute and Midwest Academy: http://www.glsen.org/binary-data/GLSEN_ATTACHMENTS/file/91-1.pdf
- League of Women Voters: www.lwv.org
- Legislative information: www.thomas.loc.gov
- Members of Congress & Congressional District Maps: <http://www.govtrack.us/congress/findyourreps.xpd>
- Napoletano, Brian. The Citizen's Guide to the U.S. Government, 2011: www.acontrario.org/activism
- National Council of Non-profit Associations: www.nca.org
- National Council on Family Relations Public Policy Briefs & Family Impact Analysis Checklist: <http://www.ncfr.org/pubpol/briefs.asp>
- Project Vote Smart (Project Vote Smart) -- Provides *detailed* information about personal politicians: <http://www.votesmart.org/>
- Roll Call--Capitol Hill Newspaper: www.rollcall.com/
- Senate Glossary: http://www.senate.gov/reference/glossary_term/public_law.htm
- Texas Early Childhood Education Coalition Parent Advocacy Toolkit: http://www.tecec.org/files/Parent_Toolkit_A.pdf
- The Center on Congress at Indiana University, Understanding Congress: A Citizen's Guide, 2006: http://congress.indiana.edu/sites/default/files/understanding_congress_2006.pdf.

- The Community Tool Box is a service of the Work Group for Community Health and Development at the University of Kansas: <http://ctb.ku.edu/en/>
- The National Academies--Advisers to the Nation on Science, Engineering and Medicine: www.nationalacademies.org/
- The Public Policy Institute: www.realclout.org/index.stm
- The Nonprofit Lobbying Guide, 2nd Edition by Bob Smucker: www.clpi.org/CLPI_Publications.aspx
- The 1976 Lobby Law and 1990 IRS Regulations: An Overview: www.independentsector.org/PDFs/nonprofitJobbying_guide/chapter9.pdf
- Thomas Library of Congress -- Legislative information directly from the Library of Congress <http://thomas.loc.gov/>
- USA.gov for Non-profits: www.usa.gov/Business/Nonprofit.shtml
- U.S. Government Manual- comprehensive information on agencies of the legislative, judicial, and executive branches: www.archives.gov/federal-register/publications/government-manual.html
- U.S. Government Printing Office--government documents and online bookstore for ordering publications: www.gpo.gov/

State Legislatures, State Laws, and State Regulations: Website Links & Telephone Numbers

Retrieved March 2011 from <http://www.llsdc.org/state-leg/>. Compiled and maintained by Rick McKinney, Assistant Law Librarian, Federal Reserve Board Law Library, Washington, D.C., November 8, 2010

Alabama Legislature - Code of Alabama, Alabama Administrative Code

- State Gov. Operator 334-242-8000, Senate 334-242-7800, House 334-242-7600
- Legislative Reference Service 334-242-7560, State Law Library 334-242-4347

Alaska Legislature Online, Alaska Statutes, Alaska Admin. Code, Public Notices

- State Gov. Operator 907-465-2111, Senate 907-465-3701, House 907-465-3725
- Legis. Info Ofc 907-465-4648, Legis. Library 465-4844, State Ct Law Lib. 907-264-0585

Arizona State Legislature - Arizona Revised Statutes, Arizona Admin. Code

- State Gov. Operator 602-542-4900, Senate 602-542-3559, House 602-542-4221
- Senate Info. Desk 602-542-3559, House 602-542-4221, State Law Lib. 602-926-3948

Arkansas General Assembly - Arkansas Code, Arkansas Administrative Rules

- State Gov. Operator 501-682-3000, Senate 501-682-6107, House 501-682-7771
- Bureau of Legis. Research 501-682-1937, Sp Ct Library 501-682-2147

California Legislative Information - Senate, Assembly, California Law, Code of Regs

- State Gov. Operator 916-322-9900, Senate 916-651-4120, Sen. Sec. 916-651-4171,
- Assembly Bill Status 916-445-2323, Sen. Research Ofc 651-1500, Law Lib 916-654-0185

Colorado General Assembly - Colorado Revised Statutes (via Lexis), Colorado Regs

- State Gov. Operator 303-866-5000, Senate 303-866-2316, House 303-866-2904
- Legis. Council 303-866-3521, Bill Status 866-3055, Sp Ct Library 303-837-3720

Connecticut General Assembly - Statutes Text Search, Connecticut General Statutes

- State Gov. Operator 860-622-2200, Connecticut Gen. Assembly 860-240-0100
- Legis. Lib. 860-240-8888, Legis. Research 240-8400, State Law Lib 860-757-6500

Delaware General Assembly, Delaware Code, Delaware Regulations

- State Gov. Operator 302-577-3000, Senate 302-744-4286, House 302-739-4087
- Div. of Research 302-739-4114, Legis. Lib. 744-4308, State Law Lib. 302-577-2437

District of Columbia City Council - DC Code, DC Municipal Regs

- District Gov. Operator 202-727-1000, D.C. City Council 202-724-8080
- Legis. Services 202-724-8050, D.C. Register 727-5090, D.C. Court Lib. 879-1435

Florida Legislature: Official Guide - Florida Statutes, Florida Administrative Code

- State Gov. Operator 850-488-1234, Legislature 850-488-1234, Legis. Lib. 488-2812,
- Legis. Info. Services 850-488-4371, Sp Ct Law Library 850-488-8919

Georgia General Assembly, Georgia Code (free via Lexis); Georgia Rules & Regs

-- State Gov. Operator 404-656-2000, General Assembly 404-656-5000
 -- Senate Sec. 404-656-5040, House Clerk 656-5015, State Law Library 404-656-3468
Hawaii State Legislature - Status & Docs - Revised Statutes, Hawaii Admn Rules
 -- State Gov. Operator 808-586-2211, Senate 808-586-6720, Bill Status 587-0478,
 -- Legis. Ref. Bureau 808-587-0690, Legis. Lib 587-0690, State Law Lib. 808-539-4964
Idaho Legislature - Idaho Statutes, Idaho Administrative Rules
 -- State Gov. Operator 208-334-2411, Idaho Legislature 208-332-1000
 -- Legis. Services 208-334-2475, Legis. Lib. 334-2475, State Law Lib. 208-334-2117
Illinois General Assembly - Illinois Compiled Statutes, Illinois Administrative Code
 -- State Gov. Operator 217-782-2000, Senate 217-782-5715, House 217-782-8223
 -- Legis. Research Unit 217-782-6851, Info. Sys. 782-3944, Sp Ct Library 782-2424
Indiana General Assembly - Indiana Code, Indiana Administrative Code
 -- State Gov. Operator 317-233-0800, Senate 317-232-9400, House 317-232-9600
 -- Office of Legis. Info. 317-232-9856, Sp Ct Law Library 317-232-2557
Iowa General Assembly - Iowa Law, Iowa Administrative Rules
 -- State Gov. Operator 515-281-5011, Senate 515-281-3371, House 515-281-3221
 -- Legis. Info Ofc 515-281-5129, Legis. Lib. 281-3312, State Law Lib. 515-281-5124
Kansas Legislature - Kansas Statutes, Kansas Admin Regs - Info
 -- State Gov. Operator 785-296-0111, Kansas Legis. Research Dept. - 785-296-3181
 -- Legis. Reference, State Library 785-296-3296, State Law Library 785-296-3257
Kentucky Legislature - Kentucky Revised Statutes, Kentucky Admin. Regulations
 -- State Gov. Operator 502-564-2500, Senate 502-564-3120, House Clerk 564-3900
 -- Legislative Research Commission 502-564-8100, State Law Library 502-564-4848
Louisiana State Legislature Portal - Louisiana Laws (lower left), Admn. Code (subscrip.)
 -- State Gov. Operator 225-342-6600, Senate 225-342-2040, House 225-342-6945
 -- Legis. Res. Library 225-342-2430, State Lib. 342-4923, State Law Lib. 504-310-2400
Maine Legislature - Maine Revised Statutes, Maine State Agency Rules
 -- State Gov. Operator 207-624-9494, Senate 207-287-1540, House 207-287-1400
 -- State Law & Legis. Reference Library 207-287-1600, Legis. Info. Office 207-287-1692
Maryland General Assembly, Statute Text queries, Code of Md. (via Michie), Md Regs
 -- State General Assembly Operator 410-841-3000, Md Law & Regs Archives
 -- Legislative Information Desk 410-946-5400, State Law Library 410-260-1430
Massachusetts General Court - General Laws of Massachusetts, Code of Mass. Regs
 -- State Gov. Operator 617-727-2800, Senate 617-722-1455, House 617-722-2000
 -- Senate Clerk 617-722-1276, House Clerk 722-2356, State Law Lib. 617-727-2590
Michigan Legislature - Michigan Compiled Laws, Michigan Administrative Code
 -- State Gov. Operator 517-373-1837, Senate 517-373-2400, House 517-373-0135
 -- SVCS Bureau 517-373-0120, State Law Lib 517-373-0630
Minnesota State Legislature - Minnesota Statutes, Laws & Rules,
 -- No State Gov. Operator, Senate 651-296-0504, House 651-296-2146
 -- Legis. Ref. Lib. 651-296-8338, House Index 296-6646, State Law Lib. 651-296-2775
Mississippi Legislature, Mississippi Code (free via Lexis)
 -- State Gov. Operator 601-359-1000, Senate 601-359-3770, House 601-359-3360
 -- Senate Sec. 601-359-3202, House Clerk 359-3360, State Law Library 601-359-3672
Missouri General Assembly - Missouri Revised Statutes, Missouri Admin. Rules
 -- State Gov. Operator 573-751-2000, Senate Communications 573-751-3824
 -- Legis. Library 573-751-4633, House Info. 751-3659, State Law Lib. 573-751-2636
Montana Legislature - Montana Code, Montana Admin. Rules, Register
 -- State Gov. Operator 406-444-2511, Legislative Info. Office 406-444-2957,

-- [Legislative Service Div. 406-444-4848](#), [State Law Library 406-444-3660](#)
Nebraska [Legislature](#) (unicameral) - [Nebraska Revised Statutes](#), [Rules & Regs](#)
-- State Gov. Operator 402-471-2311, Clerk of the Legislature 402-471-2271,
-- Bill Status Hotline (in session) 402-471-0769, State Law Library 402-471-3189
Nevada [Legislature](#) - [Nevada Law Library](#), [Nevada Admin. Code](#)
-- State Gov. Operator 775-687-5000, Senate 775-684-1400, State Assembly 684-8555
-- Research Lib. 775-684-6827, Legis. Hotline 684-5545, [Sp Ct Law Lib.](#) 775-684-1640
New Hampshire [General Court](#) - [New Hampshire Revised Statutes](#), [Admin. Rules](#)
-- State Gov. Operator 603-271-1110, Senate 603-271-2111, House 603-271-3661
-- State Library Reference & Info Services 603-271-2239, [State Law Lib.](#) 603-271-3777
New Jersey [State Legislature](#) - [New Jersey Statutes](#) - [New Jersey Administrative Code](#)
-- State Gov. Operator 609-292-2121, Senate 609-292-6828, Assembly 609-292-4840
-- Legislative Information and Bill Room 609-292-4840, [State Law Library](#) 609-278-2640 ext. 102
New Mexico [Legislature](#), [New Mexico Statutes](#), [New Mexico Admn Code](#)
-- State Gov. Operator 800-825-6639, Senate 505-986-4714, House 505-986-4751
-- Legislative Council Service 505-986-4600, [Sp Ct Law Library](#) 505-827-4850
New York [State Legislature](#), [NYS Senate](#), [NYS Assembly](#), [Laws of NY](#), [NY Admin. Rules](#)
-- State Gov. Operator 518-474-2121, Senate 518-455-2051, Assembly 518-455-4100
-- Bill Status 518-455-7545, Legis. Library 518-455-2087, [State Law Lib.](#) 518-486-5755
North Carolina [General Assembly](#) - [NC General Statutes](#), [NC Admn Code](#), [NC Register](#)
-- State Gov. Operator 919-733-1110, N.C. General Assembly 919-733-7928
-- Legislative Services 919-733-7044, [Legis. Lib.](#) 733-7778, [Sp Ct Library](#) 919-831-5709
North Dakota [Legislative Branch](#) - [North Dakota Century Code](#) - [N.D. Admin. Code](#)
-- State Gov. Operator 701-328-2000, State Senate 701-328-2916, House 328-2916
-- Legislative Council 701-328-2916, [Sp Ct Law Library](#) 701-328-2227
Ohio [General Assembly](#), [Ohio Revised Code](#), [Ohio Administrative Code](#)
-- State Gov. Operator 614-466-2000, Senate 614-466-4900, House 614-466-3357
-- Legis. Info. 614-466-8842, [Legis. Svc Comm.](#) 616-466-3615, State Law Lib. 466-1520
Oklahoma [Legislature](#), [Oklahoma Statutes](#), [Oklahoma Admn. Code & Register](#)
-- State Gov. Operator 405-521-2011, Senate 405-524-0126, House 405-521-2711
-- Bill Status - Sen. 405-524-0126, Hse 524-0126, State Law Library 405-522-3212
Oregon [State Legislature](#) - [Oregon Revised Statutes](#), [Oregon Admin. Rules](#), [Bulletin](#)
-- State Gov. Operator 503-986-1000, Senate 503-986-1851, House 503-986-1870
-- Bill Status 503-986-1180, Legis. Library 503-986-1086, [State Law Lib.](#) 503-986-5640
Pennsylvania [General Assembly](#), [Penn. Statutes](#) (unofficial), [Penn. \(Admin.\) Code](#)
-- State Gov. Operator 717-787-2121, Senate 717-787-5920, House 717-787-2372
-- Legis. Reference 717-787-4816, Bill Status 787-2342, State Law Lib. 717-787-3273
Rhode Island [General Assembly](#) - [State of Rhode Island General Laws](#)
-- State Gov. Operator 401-222-2000, Senate 401-222-6655, House 401-222-2466
-- Legis. Ref. 401-222-2473, Bill Status 222-3580, [State Law Lib.](#) 401-222-3275
South Carolina [Legislature](#), [SC Code of Laws](#), [SC Code of Regs](#), [Search Regs](#)
-- State Gov. Operator 803-896-0000, Senate 803-212-6200, House 803-734-2010
-- Bill Status 803-212-6720, Legis. Library 734-2145, [Sp Ct Library](#) 803-734-1080
South Dakota [Legislature](#) - [SD Codified Laws/Statutes](#), [SD Admin. Rules](#)
-- State Gov. Operator 605-773-3011, Senate 605-773-3851, House 605-773-3851
-- Legislative Research Council 605-773-3251, State Law Library 605-773-4898
Tennessee [General Assembly Site Map](#), [Tennessee Laws & Rules](#) (TN Code via Lexis)
-- State Gov. Operator 615-741-3011, Senate 615-741-2730, House 615-741-2901
-- Legis. Info Svcs 615-741-1552, [Legis. Lib.](#) 741-5816, State Law Lib. 615-741-2016

Texas Legislature Online - [Texas Statutes](#), [Texas Admin. Code](#), [Texas Register](#)

-- State Gov. Operator 512-463-4630, Senate 512-463-0100, [House Research Org.](#)

-- [Legislative Reference Library](#) 512-463-1252, [State Law Library](#) 512-463-1722

Utah State Legislature, [Utah Code & Constitution](#), [Utah Administrative Rules](#)

-- State Gov. Operator 801-538-3000, Senate 801-538-1035, House 801-538-1029

-- Legis. Research 801-538-1032, Bill Status 538-1035, [State Law Lib.](#) 801-238-7990

Vermont Legislature - [Vermont Statutes Online](#), [Vermont Administrative Rules](#)

-- State Gov. Operator 802-828-1110, General Assembly 828-2228, Senate 828-2241

-- Legis. Council 802-828-2231, [Legis. Res. Shop](#) 802-656-7973, State Law Lib. 828-3268

Virginia General Assembly - [Legis. Info. System](#) - [Code of Virginia](#), [Register of Regs](#)

-- State Gov. Operator 804-698-1470, Senate 804-698-7400

-- Legis. Info Ofc 804-698-1500, [Legis. Ref. Cntr](#) 804-786-3591, [State Law Lib.](#) 786-2075

Washington State Legislature - [Rev. Code of Washington](#), [Admin. Code](#), [State Register](#)

-- State Gov. Operator 360-753-5000, Senate 360-786-7550, House 360-786-7573

-- Legis. Bills 360-786-7573, House Clerk 786-7751, [State Law Lib.](#) 360-357-2136

West Virginia Legislature - [West Virginia Code](#), [Administrative Law](#)

-- State Gov. Operator 304-558-3456, Senate 304-357-7800, House 304-340-3200

-- Legis. Ref. 304-347-4836, Legis. Services 347-4800, [State Law Lib.](#) 304-558-2607

Wisconsin State Legislature - [Wisconsin Statutes](#), [Administrative Code & Register](#)

-- State Gov. Operator 608-266-2211, Senate 608-266-2517, Assembly 608-266-1501

-- [Legis. Ref.](#) 608-266-0341, Legis. Hotline 266-9960, [State Law Library](#) 800-322-9755

Wyoming State Legislature - [Wyoming Statutes](#), [Wyoming Rules & Regs](#)

-- State Gov. Operator 307-777-7011, Senate 307-777-7711, House 307-777-7852

-- Legis. Services 307-777-7881, Bill Status 777-6185, [Sp Ct Library](#) 307-777-7509

Note: Even though most of the above websites are produced by state governments it is wise to verify their currency, completeness and accuracy. State session laws and state registers (often online) are generally used by states to update their state statutory codes and state administrative codes (some of which are not available online). The phone numbers given above provide contacts for state government operators, state legislatures, state legislative reference offices, and state law libraries which are often the state Supreme Court library or the law and legislative reference section of a state library.

Other State Government Information Hyperlinks

AALL Law Library Document Suppliers (state list of libraries willing to fax/mail)

<http://www.aallnet.org/caucus/docdel/supplier.html>

American Law Sources On-Line (listed by jurisdiction from LawSource.com)

<http://www.lawsources.com/also/>

Council of State Governments (States News, products, programs, Book of States) <http://www.csg.org/>

Federal, State & Commercial Bill Tracking Resources <http://www.llrx.com/columns/roundup23.htm>

Findlaw: State Resources on the Web <http://www.findlaw.com/11stategov/index.html>

Internet Legal Resource Guide: State Governments <http://www.ilrg.com/gov.html>

National Association of Attorneys General <http://www.naag.org/> (Current state AG pages

<http://www.naag.org/current-attorneys-general.php>)

National Assn. of Secretaries of States <http://www.nass.org/> (Sec. State Web Sites

http://www.clasinfo.com/global/secretary_of_state.cfm)

National Assn. of Chief Information Officers <http://www.nascio.org/>

National Conference of Commissioners on Uniform State Laws <http://www.nccusl.org/>

National Conference of State Legislatures <http://www.ncsl.org/?tabid=17173> (Caucus Sites

<http://www.ncsl.org/IssuesResearch/TelecommunicationsInformationTechnology/LegislativeCaucusWebsitesandSocialNetworking/tabid/13409/Default.aspx>)

National Governors' Association (staff, news, policy issues, etc.)
<http://www.nga.org/portal/site/nga/menuitem.b14a675ba7f89cf9e8ebb856a11010a0> (governors
<http://www.nga.org/portal/site/nga/menuitem.5dbb9333fc52447ae8ebb856a11010a0/>)

Public Records Online (NETR's portal to state & local public records websites)
<http://publicrecords.netronline.com/>

Public Record Sources <http://www.publicrecordsources.com/> (by BRB Pubs, free state/local sources
<http://www.brbpub.com/free-public-records/>)

State & Territorial: Listing by Jurisdiction <http://www.law.cornell.edu/states/listing.html> (Cornell LII,
Uniform Commercial Code <http://www.law.cornell.edu/ucc/ucc.table.html>)

State Government (state home pages and other info from GovSpot.com) <http://www.govspot.com/state/>

State Government and Territories http://www.usa.gov/Agencies/State_and_Territories.shtml

State Government Libraries (State and local government on the net)
<http://www.statelocalgov.net/50states-libraries.cfm>

State Legislative History Research Guides (by Jennifer Bryan of IN Univ Law Lib)
<http://www.law.indiana.edu/lib/netres/govt/stateurlslst.html>

State Legislative Home Page & Legislature Links (MultiState Associates)
<http://www.multistate.com/site.nsf/state?OpenPage>

State Resource Center (via LexisONE.com's Legal Internet Guide)
http://www.lexisone.com/legalresearch/legalguide/states/states_resources_index.htm

StateLine.org (news and analysis on states and state issues) <http://www.stateline.org/live/>

Commercial Sources for State Legislative Research

Access Information (**Colorado** legislative histories & research; <http://www.access-information.com/>; 303-778-7677)

Boalt Express (**California** leg. research via Boalt Hall Law Library – fee based
<http://www.law.berkeley.edu/library/bex.html>)

Capitol Research Services (**Texas** legislative histories & intent research) <http://capitolresearch-texas.com/>

CapitolImpact (Georgia based state legislative tracking service) <http://www.capitolimpact.com/>

Florida Information Associates (**Florida** legislative research, 850-878-0188) <http://fia-research.com/>

Guide to State Legislative and Administrative Materials on-line (published by Wm. S. Hein & Co.)
<http://home.heinonline.org/>

IndianaNet (**Indiana** Chamber of Commerce -bill tracking, reports, schedules)
<http://www.indianachamber.com/index.php/ls-indiananet>

Lawyer's Aid Service (**Texas** public records retrieval service, 512-474-2002)
<http://www.lawyersaidservice.com/>

State Legislative Sourcebook (Gov. Research Service; 1-800-346-6898)
<http://www.statelegislativesourcebook.com/>

Note: Besides the text of bills most states have few documents that reveal legislative intent. However, some states may have committee staff analyses, governor's staff analyses, audio tapes of committee meetings, and the like.

Ten Ways I Can Be an Advocate

List from your personal experience ways you have been or could be a personal, family or community advocate. List Lowest Intensity to Highest Intensity (Hint - - start list from top down).

Lowest 1)



2)



3)



4)



6)



7)



8)

9)

Highest

Intensity 10)

What Problem Could You Identify for Advocacy?

Identify a problem that requires a change in public policy or a problem that can be addressed through legislation. Once people in a group identify a problem, they must agree on a solution to the problem and how to obtain the solution. The problem then becomes an issue. **An issue is a specific solution to a problem that advocates choose to work on.**

Consider:

- Can the issue bring diverse groups together in support of the issue?
- Does data exist to show that achieving the policy change will improve the situation?
- Is the objective achievable even with opposition?
- Is the issue easy to understand?
- Will working on the issue provide people with opportunities to learn about and become involved with the decision-making process?
- Does the issue really address the problem?



The PROBLEM:

POSSIBLE SOLUTION:

CHALLENGES:

TIME INVOLVED:

Advocates who attempt to fix everything run the risk of changing nothing in the process.

***Never doubt that a small group of thoughtful,
committed citizens can change the world.
Indeed, it is the only thing that ever has.
Margaret Mead***