



2024 Youth in Government  
LEGISLATIVE PROGRAM HANDBOOK

# 2024 LEGISLATIVE PROGRAM HANDBOOK

## Table of Contents

PROGRAM RESOURCES.....	3
Bill Drafting Guide	
Bill Format	
Writing an Authorship Speech	
Sample Bill	
Online Resources	
RULES OF PARLIAMENTARY PROCEDURE.....	9
Basic Principles of Parliamentary Procedure	
Deciding Rules	
Ranking Motions	
Main Motions	
Subsidiary Motions	
Privileged motions	
COMMITTEE CHAIR HANDBOOK.....	20
Order of Activities for Committee	
Responsibilities of Committee Chair	
Reminders for Debate	
Committee Sample Script	
LOBBYIST GUIDE.....	25
What is a Lobbyist?	
What is Takes	
Types of Lobbyists	
What does lobbying have to do with Ethics?	
Lobbying in the YMCA Youth Legislature	
Prepare Yourself!	
Fact Sheets, Flyers & Speeches	
Who & What Influences Legislators?	
What to Bring	

# PROGRAM RESOURCES

## BILL DRAFTING GUIDE

Delegates tell the Colorado Legislature what is important to the people they represent. Bill writing can present a wonderful opportunity to discuss big issues and create new laws that can improve the State of Colorado. Keep in mind all of the issues that face our state, bills must allow people the rights set out in the U.S. and Colorado Constitution, and federal law will typically “trump” state action. Make sure to do your research and use as many resources as you can. Delegates should be prepared to have something to say about their bills. They may be called upon to speak to your Committee, your Chamber, and the Supreme Court.

### Writing Legislation

1. Researching legislation – it is a promising idea to look at some examples of bills presented in the Colorado General Assembly.
2. Choose your topic:  
*Remember:* You are writing legislation for the State of Colorado, so be sure to deal with state issues and the Colorado Constitution. Examples include: state income taxes, implementing testing and education standards, state parks, forests & monuments, and their public use, state prisons, state drug laws (\*typically overruled by federal drug laws), gun laws, job creation, transportation, rehabilitation programs, environmental & safety regulation, licensing, general zoning requirements, tax breaks & incentives.  
  
*Constitutional amendments require a statewide vote.*
3. Research your topic.
4. Write your bill – You will need all sections of the bill.

### Required Sections for Bills

- Section 1: Definitions  
Define any words that might cause confusion.
- Section 2: Purpose  
Explain *why* you are writing this bill.
- Section 3: Provisions  
This is what you will need in your new law; what will happen.
- Section 4: Penalty Clause  
What will happen if someone does not follow your law?
- Section 5: Appropriations Clause  
How will you pay for your new law?
- Section 6: Enactment Clause  
When will your law go into effect?
- Section 7: Safety Clause  
As required by the Colorado Constitution, the wording of this section must state that the bill is “necessary for the preservation of public health, peace and safety.”

If one of these sections is not needed for your bill, simply write that it does not apply. All Sections are required.

Each line after the first line must be numbered – See bill format below.

## BILL FORMAT

YMCA Colorado Youth in Government Program  
Model Legislature

**(Double Space)**

S.B. \_\_\_\_\_

**(Double Space)**

H.B. \_\_\_\_\_

**(Double Space)**

Sponsored By: **(Name of Student, School and Advisors Initials)**

**(Double Space)**

Committee Action: \_\_\_\_\_

**(Double Space)**

AN ACT TO: **(Title should be typed in all capital letters)**

Every law should embrace only one subject and that should be expressed in the title. Make the title as brief as possible, but broad enough to clearly show the scope of the bill.

**(Double Space)**

Be it enacted by the 2000 YMCA Model Legislature of the State of Colorado.

**(Double Space)**

Section 1. Definitions In complete sentences, define any word or phrase used in your title.

(2) which might be subject to confusion or result in unnecessary debate.

**(Double Space)**

Section 2. Purpose The purpose simply explains why you consider the bill necessary.

**(Double Space)**

Section 3. Provisions this is the most important part of your bill. In complete sentences, you

(2) need to explain exactly what you want to happen and how. The provisions should implement

(3) the intent of the bill's sponsor. The law should be written in the present tense.

**(Double Space)**

Section 4. Penalty Clause This clause is necessary if your bill makes something illegal.

(2) Crimes are classed into two major categories: felonies and misdemeanors. A crime is a

(3) felony if so, appointed by law or if it is punishable by imprisonment for one year or more. A

(4) crime is a misdemeanor if so appointed by law or if it is punishable by imprisonment for

(5) less than one year.

**(Double Space)**

Section 5. Appropriations Clause This clause is necessary if your bill requires the

(2) expenditure of money. If the appropriations of money are coming from an existing state fund,

(3) specify:

(4) a. The amount of money to be appropriated.

(5) b. The fund from which the appropriation will be made.

(6) c. The agency or fund to which the money is to be distributed.

(7) If the appropriations of money are coming from receipts of a special tax or fee or other

(8) earmarked source of revenue, specify:

- (9) a. The fees, special tax, or other revenue source
- (10) b. The agency or fund to which the receipts are appropriated.

**(Double Space)**

Section 6. Enactment Clause Enactment clauses tell when the bill will become effective.

(2) Examples include: This bill will become effective upon the Governor's signing it. This bill will

(3) become effective 90 days (about 3 months) after signature by the Governor.

**(Double Space)**

Section 7. Safety Clause The YMCA Model General Assembly hereby finds, decides and

(2) declares that this Act is necessary for the preservation of public health, peace, and safety.

Note: When possible, use 12 pitch type. Leave a one-inch margin around entire document. Be sure that the quality of ink is dark enough for reproduction.

## WRITING AN AUTHORSHIP SPEECH

When you author a piece of legislation, you will be allowed to present an authorship speech in the committee where your bill is assigned, and, if your bill is passed in committee, on the floor of the House or Senate. This is your chance to convince your fellow legislators that your bill is worthy of consideration. The following gives you a few guidelines on writing an authorship speech.

1. Research both sides of your topic. This will help you know what the arguments will be against your bill so you can prepare for them.
2. Make a list of all the reasons why your bill should be adopted.
3. Use your research to add quotes and statistics to your main points listed above.
4. Rearrange your arguments so that your strongest points are first.
5. Practice and time your speech. Most committees will allow three minutes for an authorship speech.
6. Bring your research with you to the General Assembly. Sometimes it may help to let your fellow legislators read your information.
7. Visuals really help get your point across. Posters, graphs, and pictures help the legislators visualize your points. Handouts for the committee can also help them follow a complicated argument. The number of committee members is listed on the cover sheet for each section of bills.



# COLORADO YMCA YOUTH IN GOVERNMENT PROGRAM

## SAMPLE BILL ACT

YMCA Youth in Government Program

Model Legislature

S.B. \_\_\_\_\_

H.B. \_\_\_\_\_

Sponsored by: Daniel Weidlein, Fairview High School, AP

Committee Action: \_\_\_\_\_

AN ACT TO: REQUIRE THE GRADUATION OF HIGH SCHOOL

Be it enacted by the 2006 YMCA Model Legislature of the State of Colorado

Section 1. Definitions:

- (1) High School- The state or private institution spanning 9-12 grades
  - (2) Graduation- To receive a diploma from the school in which the student is enrolled
- Section 2. Purpose. This bill is necessary to improve the economy and general well-being of the citizens.

- (2) Requiring the graduation of high school will increase the average intelligence of Colorado
- (3) citizens, allowing for the Colorado job market to become more specialized, thus boosting the
- (4) falling economy. This will also reduce crime, suicide, and mortality rates, because all have been
- (5) linked to dropout rates, according to a study done by the state of Colorado.

Section 3. Provisions. This bill is designed to change the law in which a Colorado student is, by law,

- (2) allowed to drop out of school at the age of 16. The bill would first base "dropping out" as a term.
- (3) defined by multiple trancies in order, which would be dealt with appropriately by the current
- (4) Colorado truancy law. However, it will be illegal for students over the age of 16 to drop out of
- (5) high school, and they will serve their sentence accordingly. If initial absence measures fail,
- (6) students can be recommended or forced to be sent to a state funded boarding school, by a judge,
- (7) where they will spend the remainder of their school years until receiving a diploma. As receiving a
- (8) diploma is difficult for some students; this school will also accept students recommended by
- (9) faculty of a Colorado Public School and will receive the individual attention needed to graduate.
- (10) For students, whose help is needed in a family business for income, they will have to go
- (11) to school on a part time basis, taking a smaller number of classes. However, the time taken to
- (12) graduate will dramatically increase. This can only be granted after the income of a family is.

(13) reviewed by a professional financial adviser, and the added income that the student will bring (14) in is considered necessary. Finally, it is important that this bill shall be reevaluated every year for (15) the first five (5) years, and every five (5) years after, so that the appropriated budget and (16) provisions can be altered to fit the current needs of the Colorado Department of Education. All parts (17) of this law will be controlled by a newly created Colorado Truancy Agency.

Section 4. Penalty Clause. Any person choosing to drop out of school by absence shall first be tried and (2) dealt with in a local court, whose penalties may include: jail time(misdemeanor) for either the (3) parents and/or the student, requiring the parents to go to school with the student, and/or (4) community service. The period shall be decided a presiding judge but may not extend. (5) past one (1) year from the time they are sentenced. If absence continues, or the student drops out. (6) again, it shall be considered a felony and they shall be sent to a state funded boarding school, in (7) which they will live and go to school for the rest of their high school education.

Section 5. Appropriations Clause. 750 million dollars (about \$2 per person in the US) will be appropriated jointly by the Education and (2) Human Services departments of Colorado per year. This money will be distributed to the newly.

(3) established Colorado Truancy Agency, used solely for the funding of programs to encourage (4) students to stay in school, and to fund the state-funded boarding school.

Section 6. Enactment Clause. Funding for the bill will be activated at once with the signature of the (2) Governor, and all requirements of the bill will be enacted three (3) months after that signature.

Section 7. S Safety Clause the YMCA Model General Assembly hereby finds, decides, and declares (2) that this Act is necessary for the preservation of public health, peace, and safety.

## ONLINE RESOURCES

Here are a few links to get you going with your research for your bills. In addition to your online research, don't forget to speak with the public you are representing. Not everyone follows politics, but everyone has different opinions on what can help their community.

Colorado Constitution

[http://tornado.state.co.us/gov\\_dir/leg\\_dir/olls/constitution\\_print.htm](http://tornado.state.co.us/gov_dir/leg_dir/olls/constitution_print.htm)

Local Government Pages

It is a good idea to check out your local government, understand the demographics of the area you represent, and the issues being discussed by your City Council. It doesn't hurt to know the concerns of those cities around you as well.

City of Boulder: <https://bouldercolorado.gov/>

City of Colorado Springs: <https://www.springsgov.com/>

City of Denver: <http://www.denvergov.org/>

City of Aurora: <https://www.auroragov.org/>

City of Golden: <http://www.cityofgolden.net/>

City of Pueblo: <http://www.pueblo.us/>

State Government Pages

Colorado State Website: <http://www.colorado.gov/>

CO Governor: <http://www.colorado.gov/governor/>

CO General Assembly: <http://www.leg.state.co.us/>

State Agencies: <http://www.colorado.gov/government/government/state-agencies.html>

National Government Pages

U.S. House of Representatives Home Page: <http://www.house.gov>

U.S. Senate: <http://www.senate.gov>

White House: <http://www.whitehouse.gov/WH/Welcome.html>

Current Events

The New York Times <http://www.nytimes.com>

USA Today: <http://www.usatoday.com>

CNN: <http://www.cnn.com>

MSNBC: <http://www.msnbc.com>

U.S. News Online: <http://www.usnews.com/usnews/home.htm>

Wall Street Journal: <http://interactive.wsj.com/home.html>

Time: <http://www.time.com/time/index.html>

Issues Affecting Youth

After all, this is *Youth* in Government. Check out the issues that are important to youth all over. This is your chance to give youth a voice!

Find Youth Info: <http://www.findyouthinfo.gov/>

## RULES OF PARLIAMENTARY PROCEDURE

### Basic Principles of Parliamentary Procedure

1. The majority rules (on most votes).
2. Free debate on issues. A 2/3 vote is needed to end debate.
3. Equal treatment of all members.
4. Each person must be recognized by the Chair before they speak.



## How to Figure Out Which Rule Decides a Situation

Delegates make “motions” which are verbal suggestions. The committee chair must recognize a member before a motion is properly made, with few exceptions.

## How to Rank Motions

Rank is critical. Motions have a “rank” in relation to each other. This is to determine which motion will be considered first when there is more than one to be considered.

Keep in mind three categories: Main Motions, Subsidiary Motions, and Privileged Motions.

1. **Main Motions** have the lowest rank and amount to nothing more than the basic proposal that is before the group. Usually for Youth in Government, this means a motion to pass a particular bill or concerning a veto.
2. **Subsidiary Motions** have a middle rank and settle details regarding the main motion under consideration.
3. **Privileged Motions** are the highest rank and don't really have anything to do with the main motion that is being considered but relate to situations like not being able to hear and parliamentary rules not being followed.

## The Significance of Rank

*Rule: A motion is out of order if a motion of higher rank is pending (already under consideration).*

The main motion, like a motion to pass Senate Bill 22, is the first item that would be discussed. While this decision is being discussed, a person recognized by the chair makes a motion to send this Bill back to committee to change some wording in the Bill (motion to refer to committee, a subsidiary motion). Now the discussion changes from the Bill to deciding whether to send the Bill back to committee for some changes. This is all that can be discussed, not the Bill or its ideas. If the motion passes, that is all the discussion on this Bill until the committee looks at it again and sends it back to chamber. If the motion to refer fails, the group will go back to what it was doing before the motion was made - discussing the Bill and its passage.

## MAIN MOTIONS

**Rule: Only one main motion under consideration at a time.**

A main motion does not always have to deal with a Bill - it can be any basic decision.

## Rules That Apply to Main Motions

1. A second is required. A second is indicated merely by calling out the word loudly enough for the Presiding Officer to hear. Recognition by the Chair is not needed.
2. They are debatable. The Presiding Officer decides who speaks.

3. During debate, members recognized by the Chair may make subsidiary motions that will affect the main motion.
4. Unless otherwise designated, a majority vote decides all motions.
5. Once decided, the vote on a main motion must stand unless a motion to reconsider is passed.
6. Main motions never get voted on if a subsidiary motion somehow stops such a vote, such as postponing consideration for 20 years.

## Types of Main Motions

1. To pass a Bill.
2. To reconsider or bring something back into consideration after it has been voted on, whether it applies to a main motion.
3. To rescind, or simply erase earlier action on something.
4. To establish a rule of the chamber.
5. To do anything when there is not another motion on the floor, a motion to adjourn usually is classified as a privileged motion, but that is if a main motion is already pending. Also, to make announcements, to take from the table, or consider a veto.

## Motion to Reconsider

1. Can be made only once as to a given vote.
2. If passed, restores the meeting to where it was just before the previous vote was taken. If information on this has been lost, it will be reconsidered from scratch.
3. Needs a second.
4. Majority vote.
5. Debatable only if the motion to be reconsidered was debatable in the first place.
6. Does not apply to a motion to adjourn or table.
7. May be laid on the table or postponed to a definite time or have a motion which concerns debate applied to it, but no other motions apply to the motion to reconsider.
8. May only be made by a person who voted on the side that won the first vote.
9. Person making the motion may interrupt a member who has the floor if taking the vote immediately truly would be more efficient for the chamber. This will not be often.

## Motions to Rescind or Repeal

1. If passed, a motion to rescind, which is the same as a repeal, takes back an earlier vote without calling for a second vote on the question.
2. Needs a second.
3. Majority vote.
4. Debatable.
5. Applies to: Main motions, questions or privilege and appeals of a decision of the chair.
6. All subsidiary motions may apply to it.
7. Can be made by any member, regardless of how the movant voted on the motion to be rescinded.

## Motions Regarding Rules of the Chamber

1. Standing Youth in Government rules cannot be changed.
2. To establish or change a rule, a majority vote is needed.
3. To SUSPEND, or temporarily change a rule, requires a 2/3 vote.

## SUBSIDIARY MOTIONS

*Definition: A subsidiary motion "does" something to the main motion that is pending.*

A Bill that never passes often is derailed by a subsidiary motion, postponement, or lay on the table. For example, a Bill that might not pass but for an amendment can also trace its fate to subsidiary motions.

## Rules That Apply to Subsidiary Motions

1. A subsidiary motion is out of order unless there is a main motion pending that the subsidiary motion applies to.
2. Subsidiary motions are made during the course of debate.
3. A person cannot argue about the Bill and then make a subsidiary motion: other than for brief accompanying remarks, a person recognized during debate must either debate or make a motion.
4. Needs a second.
5. Not all subsidiary motions are debatable.
6. Some subsidiaries that are pending may not get voted on if a higher ranked motion is made and

adopted which disposes of the need to vote on the lower ranking motions.

7. A vote on the main motion is never taken until all pending subsidiary motions have been voted on.
8. All subsidiary motions require a majority vote for approval, except for motions to limit, end, or extend debate, which requires a 2/3 vote for approval.
9. Some subsidiary motions apply only to certain types of motions. For example, a motion to lay on the table applies only to main motions and any other pending motions that attach to it; the motion to table cannot be applied just to a subsidiary motion.

### List and Rank of Subsidiary Motions

1. Table a Bill – Highest rank
2. End debate
3. Limit or extend debate
4. Postpone to a certain time
5. Refer to committee
6. Amend
7. Postpone indefinitely – Lowest Rank

### Motions to Table (“I move to table Bill ###”)

1. May be presented at any time, since a privileged motion usually is disposed of without affecting the deliberations on the main motion and this motion is in order when any other subsidiary motion is pending.
2. The effect of adoption by majority vote is to place the main motion and all pending subsidiary motions into a sort of limbo that ends only when a motion to “take from the table” is passed by a majority vote; treated like a main motion.
3. Applies only to the main motion and any subsidiary motions; cannot apply to just a subsidiary motion.
4. Subsidiary motions cannot apply to it; for example, it cannot be amended.
5. Out of order if an objection to consideration has just been defeated.

**CANNOT BE RECONSIDERED – JUST MOVE TO TAKE FROM TABLE**

## Motion to End Debate

Also known as: The Previous Question (“I move previous question”)

1. Not in order if motion to table is pending.
2. Effect of adoption is to end debate on whatever is being debated and vote on the pending motion.
3. The maker of this motion can move to end all debate on anything that is debatable which would mean voting right down the line to the main motion without any debate. This intent will not be presumed unless the maker of the motion states it that way. Also, the Author or Sponsor of the action pending cannot make this motion; it must be made by some else.
4. Requires a 2/3 vote for passage.
5. Cannot be debated or amended.
6. This motion can be reconsidered in cases where there was confusion such as how to vote.
7. In Committee, keep in mind that a motion to amend may be the subject of debate when this motion is passed. After taking a vote on the amendment, the floor will be open for debate on the main motion or another amendment unless the Previous Question motion included the main motion in its statement.

## Motion to Limit or Extend Debate

Debate can be extended when a motion is made to lift the existing time limit on debate. The motion can specify a time limit or can extend debate until no one has anything else to say on the subject, or a motion to end debate is carried.

USE THIS MOTION SPARINGLY

1. Not in order if motion to table or end debate is pending.
2. Can be amended as to the time involved.
3. Debatable as to the merits of limiting or extending debate.

Officers have complete discretion if a committee needs to limit debate; otherwise, equal time should be distributed over the docket.

## Motion to Postpone to a Certain Time

*Rule applies only to the main motion.*

1. Not in order if motion to lay on the table, end debate, or limit or extend debate is pending.
2. Requires majority for passage.

3. May be made as a main motion if no other motion already is pending.
4. Debatable, but only as to the time of postponement.
5. Amendable, but only as to the time of postponement.
6. Can be reconsidered.
7. Effect of passage is to insert the matter to be postponed into the agenda for the time specified.

## Motions to Refer to Committee

When to use: When it becomes clear on the floor of the Legislative Chamber that the Bill needs an amendment or if the Bill just is not ready for passage.

1. Requires a majority vote for passage.
2. Debatable as to wisdom of referral.

The Effect of Passage: Bill is sent to the committee named in the motion or the committee it came from originally. If none is specified in the motion, the committee presumably will do whatever the chamber said needs to do. That is still the committee's choice.

3. If referred to committee, the Bill keeps its priority and "Do Pass" committee vote.
4. Applies only to the main motion.
5. May be reconsidered.
6. May be amended only as to which committee or instructions to the committee.
7. Subsidiary motions do not apply to this motion. For example, you cannot lay it on the table.

## Motion to Amend

1. Requires a majority vote for approval.
2. Amendments, at least theoretically, are unlimited, although they must be made in Committee or a Committee of the Whole.
3. Debatable; but on the amendments. Not the main motion.
4. Amendable, but only once. That is, an amendment may be changed once. This is different from multiple motions to amend the bill.
5. Can be reconsidered, but not tabled, postponed, or referred apart from the main motion.
6. Amendments must be germane to the Bill's purpose.
7. Amendments can be to delete part of a Bill.

## Motion to Postpone Indefinitely

1. Requires a majority vote for passage.
2. Not in order when anything other than a main motion is pending.
3. Debatable as to the wisdom of postponement.
4. Cannot be amended or referred.
5. Only subsidiary motion that can apply to it is one concerning debate: even then, such a motion is of quite dubious value.
6. Effect of passage: Matter postponed indefinitely cannot be brought up again until the chambers or committee's next meeting. If the chamber or committee is in the last meeting of this year's session, the Bill is killed unless action is rescinded or successfully reconsidered.
7. Has no effect on priority assigned by committee.

## PRIVILEGED MOTIONS

*Definition: A privileged motion, rather than directly affecting a Bill, addresses some important decision by the chamber that is more important than any main motion that is pending.*

For example, if a Legislator cannot hear because of the noise on the floor, he/she might raise to the Presiding Officer a question regarding personal privilege such as the personal privilege of being able to hear the debate of a Bill. The Chair can dispose of this matter and then get back to the main motion and its consideration.

### Type of Privileged Motions

1. Adjourn – always in order.
2. Recess – almost always in order.
3. Question of Privilege
  - a. Point of Order
  - b. Point of Inquiry
  - c. General Questions of Privilege
  - d. Appeal a Decision of the Chair
  - e. Objection to Consideration

## Motion to Adjourn

In Youth in Government terms, to stop the current meeting for a short time. For example: To stop for lunch, for committee meetings, or for the evening.

1. Requires a majority vote.
2. Can be amended regarding time.
3. Requires a second.
4. Cannot be reconsidered.
5. Not debatable, except as to the time to which the recess is made.
6. This motion applies to no other motions, and the only motion that applies to it is one to amend as discussed in number 2 above.

## Point of Order/Parliamentary Procedure

***Purpose: To correct a mistake in procedure that apparently had been missed by the Presiding Officer.***

1. No vote is taken on this so in this sense, it is not a “motion.” It is simply a member of the legislature calling attention to a suspected error.
2. Speaker does not have to wait for recognition: just rise and call out “Point of Order” or “Point of Parliamentary Procedure.”
3. Presiding Officer must recognize and inquire into the point, although the Chair may finish what it is doing first if it is appropriate to do so.
4. Presiding Officer may or may not agree with the Point of Order. If not, the only recourse is to appeal the Chair’s decision to the Parliamentarian or to the Chamber.

As any Youth in Government participant quickly learns, this is a very popular parliamentary maneuver. It is also abused, and the Chamber spends its time debating fine points of parliamentary procedure rather than legislation.

## Point of Inquiry

***Purpose: To satisfy an urgent need for information such as what vote is being taken at that moment.***

1. Like a point of order, no vote is taken. It is just a request for clarification.
2. Speaker does not have to wait for recognition. Just rise and call out “Point of Inquiry”.
3. Presiding Officer must recognize and find out what the problem is, although the Chair is expected to use good judgment as to when to interrupt something else such as counting votes.
4. Once the answer is received, that is it on this particular maneuver.



5. This is not the opportunity for someone to state their opinion or give an argument for or against the bill under discussion.

THIS IS SUBJECT TO MUCH ABUSE

## General Questions of Privilege

*Purpose: To correct a problem of decorum in the Chamber.*

1. Rise and call out "I rise to a Question of Privilege".
2. This is to ask for the correction of a problem affecting a person or a group such as asking the speaker to talk louder or asking for quiet.

## Appeal the Decision of the Chair

*Purpose: To overrule some decision by the Chamber's Presiding Officer.*

Obviously, this should be used only in an extreme situation. NOTE: Presiding Officers may not be removed from office, nor can any other officer except for non-compliance with the Code of Conduct, Bylaws, or Board Policy. This is done by the State Director or Co-Director.

1. Speaker, without being recognized, should rise and call out, "I appeal the Decision of the Chair".
2. The chair must recognize this maneuver and ask for the necessary second, if not already made.
3. Requires a majority vote to successfully appeal the Chair's decision. A tie vote sustains the chair. This would be a counted vote.
4. Must be made immediately following the decision to be appealed.
5. Not debatable if it relates to rules of decorum.
6. Not debatable if made while a non-debatable motion is pending.
7. Chair may always explain a ruling being appealed.
8. Not in order if another appeal is pending.
9. Cannot be amended.
10. Can be tabled or regulated as to debate, but other subsidiary motion can apply to it.
11. Can be reconsidered.

## Objection to Consideration

*Purpose: To quickly dispose of a business item that should not be placed before the legislature.*

1. Must be made before debate has started.
2. Maker need not be recognized. Rise and proclaim: "I object to considering this matter".
3. Takes a 2/3 vote to agree not to consider the matter objected to.
4. Presiding Officer must recognize objection properly made.
5. If the objection fails, a motion to lay the matter on the table is not in order until some debate has taken place.
6. Not debatable. If it is so bad that you do not even want to talk about it, this should be apparent without debate on the matter.

## Withdraw a Motion

*Definition: To withdraw or modify a motion. This can only be made by the person who made the original motion.*

1. Does not need a second. But if the first motion received a second, the person who seconds, needs to agree.
2. It is not debatable or amendable.
3. Needs a majority vote to pass.
4. After being recognized, say: "I wish to ... modify my motion by ... (or) withdraw my motion to..."

## Concerning Dividing the Chamber of Votes

Although not listed as a motion, a member has the right to request a "division of the chamber." This means the member disagrees with the presiding Officer's wish to decide the vote by listening to the "ayes" and "nays" and wants a specific count, usually by a show of standing.

The Basic Rule: If the Chair announces a vote and bangs the gavel, the ruling is final. If "division" is called out before the gavel strikes, the chair should respect the call for a division unless made irresponsibly.

The Chair always may divide the Chamber when in doubt on a voice vote, and often will.

NOTE: As an adaptation of Parliamentary Procedure, this manual presentation may differ with other sources. PLEASE USE THIS ONE!

## COMMITTEE CHAIR HANDBOOK

### Hearing Committee Sessions

As the General Assembly gets underway, the whole House and Senate will adjourn to committees for the bills on your docket to be debated. (This will be the first-time delegates will be able to debate).

#### ORDER OF ACTIVITIES FOR COMMITTEE

1. Attendance
2. Introductions (Chair & Clerk)
3. Establish Rules
  - Speech Length (3 minutes)
  - Questions two-part,length of time, or number of questions
  - Clerk reading title or entire Bill
  - Amendment period
4. Establish Docket (takes 2/3 vote)
5. Begin Debate on First Bill
  - Clerk reads title or Bill
  - Authorship Speech/Questions
  - Proponent Speech/Questions
  - Opponent Speech/Questions
  - Proponent Speech/Questions
  - Opponent Speech/Questions

Continue until Previous Question is called. (2/3 majority to move to previous question, Committee Chairs may limit rounds of debate for time's sake, only if addressed by an officer.)

## RESPONSIBILITIES OF THE COMMITTEE CHAIR

- Make sure you take attendance at each committee session and send the attendance sheet to the Message Board.
- Make sure that bills get a fair hearing.
- No bill should be considered without an author unless the author waves their right to speak.
- Late on the second day you can ignore the above if several attempts have been made to locate the author.
- Encourage amendments, especially on minor problems.
- Make sure that delegates have a chance to speak, particularly lobbyists and pages.

Only Representatives and Senators can vote in chambers. However, in committee all delegates can vote as long as they are present for the entire debate on the bill.

Each committee must post an up-to-date docket outside of their room and at the Message Board on a regular basis.

Hard copies of the Bills should be passed on at the end of each session.

Failed bills go to the Bill/Message Board.

Passed bills go to the Bill/Message Board. (Then to the Speaker and the President.)

Abstentions count as no votes.

## REMINDERS FOR DEBATE

Previous question: "I move to the Previous question" requires 2/3 vote, abstentions are no votes. If you get a 2/3 vote, move to a direct vote on the legislation. If you do not get a 2/3 vote, resume debate.

Once you have voted on the bill, you may take **procedural motions** if you wish, but it opens you up to continuous docket changes.

Amendments:

Supporter of an amendment: "I would like to make an amendment..."

Committee Chair: All of those in favor of considering an amendment say "aye" (*pause*), same for the "negative", (proceed accordingly) seeing as that is majority, we will now move to debate the amendment, the author of this amendment may speak for a time not exceeding 2 minutes.

*Debate on amendment continues until a motion for previous question is seconded*

Committee Chair: We will now move to vote.

- Requires 1/3 vote to consider.
- If you get a 1/3 vote all speeches, should deal with the amendment not the legislation.

- Must have an authorship speech, proponent and opponent for each amendment.
- Takes 2/3 vote for previous question.
- Takes a majority vote for an amendment to pass.
- Once you vote on the amendment, you return to debate on the bill where you left off before you considered the amendment.
- Be sure to include amendments on the hard copy of the bill. You may legibly write the amendment directly onto the hard copy.

## COMMITTEE SAMPLE SCRIPT

Below is an example of how a committee would begin session and debate bills. Please use the *Rules of Parliamentary Procedure* guide for information concerning motions that are not used here.

**Committee Member:** I move that we resolve ourselves into committee.

**Another Member:** Second

**Committee Chair:** All those in favor say “aye” (*pause*); all opposed say “nay” (*pause*). The “ayes” have it. This session of the \_\_\_\_\_ Committee will come to order.

I am Rep./Sen. (Last Name) and I will be chairing this committee of the 2022 Youth in Government General Assembly.

The first bill on the table is H.B./S.B. #####. Will the clerk please read the title of the first Bill.

**Clerk:** *read the Bill title*

**Committee Chair:** Is the Bill author present?

**Bill Author:** Yes

**Committee Chair:** Will the Bill author stand and speak for a time, not to exceed 3 minutes.

**Bill Author:** Thank you Chair. *State your name and school delegation.*

Authorship speech (3 min)

*If you have finished and have time left*

Thank you, and I yield my time to questions.

**Committee Chair:** The speaker has yielded \_\_\_\_\_ min to questions. We will now move to questions. *(2 min + yielded time)*. Please note that all proponent and opponent submissions are due by the end of this period. Are there any questions for the speaker?

**Committee member:** Mr./Ms. Chair *(raise name card)*

**Committee Chair:** The Chair recognizes Senator/Representative \_\_\_\_\_ *(name)*

**Committee member:** Does the speaker yield?

**Bill Author:** Yes.

**Committee member:** *State name and school, ask question*

**Bill Author:** *answer question*

*Continue with questioning until time is up*

**Committee Chair:** We will now move to the proponent – opponent debate period. Please note that all amendments must be submitted by the end of this period. Are there any opponent speakers present?

**Opponent Speaker:** Mr./Ms. Chair *(Raise name card)*

**Committee Chair:** \_\_\_\_\_ will now stand and speak for a time not to exceed 3 minutes.

**Opponent Speaker:** *State name and school, Opponent speech. If finished before time is up: I yield the rest of my time to questions.*

**Committee Chair:** The speaker has yielded \_\_\_\_\_ min to questions. We will now move to questions. *(2 min + yielded time)*. Please note that all proponent and opponent submissions are due by the end of this period. Are there any questions for the speaker?

Committee member: Mr. Chair *(raise name card)*

**Committee Chair:** The Chair recognizes Senator/Representative \_\_\_\_\_ *(name)*

**Committee member:** Does the speaker yield?

**Opponent Speaker:** Yes.

**Committee member:** *State name and school, ask question*

**Opponent Speaker:** *answer question*

**Committee Chair:** Are there any proponent speakers present?

**Proponent Speaker:** Mr./Ms. Chair *(Raise name card)*

**Committee Chair:** \_\_\_\_\_ will now stand and speak for a time not to exceed 3 minutes.

**Opponent Speaker:** *State name and school, Opponent speech. If finished before time is up: I yield the rest of my time to questions.*

**Committee Chair:** The speaker has yielded \_\_\_\_\_ min to questions. We will now move to questions. *(2 min + yielded time)*. Please note that all proponent and opponent submissions are due by the end of this period. Are there any questions for the speaker?

**Committee member:** Mr./Ms. Chair *(raise name card)*

**Committee Chair:** The Chair recognizes Senator/Representative \_\_\_\_\_ *(name)*

**Committee member:** Does the speaker yield?

**Proponent Speaker:** Yes.

**Committee member:** *State name and school, ask question*

**Proponent Speaker:** *answer question*

*Debate continues until all proponent and opponent speakers have spoken, or someone*

*Moves for the previous question:*

**Committee Member:** Mr./Ms. Chair. *(Raise name card)*

**Committee Chair:** The Chair recognizes senator/representative \_\_\_\_\_.

**Committee Member:** I move to the previous question.

*Second*

**Committee Chair:** All those in favor of moving to the previous question say “aye” *(Pause)*, all opposed say “nay” *(pause)*. The “ayes” have it, we will now vote on H.B./S.B. \_\_\_\_\_. All of those in favor say “aye” *(pause)* all opposed say “nay” *(pause)*.

The “ayes” have it, H.B./S.B. \_\_\_\_ has passed.

The “nays” have it, H.B./S.B. \_\_\_\_ has failed.

The next bill on the table is H.B./S.B. \_\_\_\_\_. Will the clerk please read the caption of the Bill.

## LOBBYIST GUIDE

# WHAT IS A LOBBYIST?

Lobbyists are the movers and shakers of the political world. Lobbyists use their power and influence to mold and guide individual bills. A lobbyist's job is to ensure that a bill gets passed, defeated, or amended depending on their clients' interests. You'll do this by providing information, giving speeches in committees, and researching for legislators to help them understand the pros and cons of legislation.

You can work with legislative members, the press, your fellow lobbyists, and the executive branch to achieve your goals. Remember, you are the "lifeline" for Senators and Representatives as they debate legislation. The information you give them could help them decide which way to vote – that's why you are so important to the process!

As your bills move through the legislative process, you'll need to keep track of them! You'll need to follow legislation as it moves from committee to the House or Senate; then to the opposite chamber; then hopefully to the Governor's desk. You may even find yourself being interviewed by the press as they write about your bills!!

## WHAT IT TAKES

The following are skills that effective lobbyists possess:

1. Knowledge of the legislative and rule-making process.
2. Knowledge of the interest(s) they represent.
3. A reputation for credibility. Credibility involves providing accurate information.
4. Strong communication skills (both speaking and listening).
5. A good memory for names and faces – relationships are key.

## TYPES OF LOBBYING

### Grassroots lobbying

Appealing to the general public to contact the legislature about an issue.

### Direct lobbying

Contacting government officials or employees directly to influence legislation.

### Examples of Lobbyist Clients

- ❖ University of Colorado Health Sciences Center
- ❖ County School Districts
- ❖ Hospitals
- ❖ Children's Advocacy groups
- ❖ Hunting associations
- ❖ Casino Associations
- ❖ Humane Society
- ❖ Dumb Friend's League
- ❖ Planned Parenthood
- ❖ Insurance Companies
- ❖ American Petroleum Institute
- ❖ Cattleman's Associations
- ❖ Livewell Colorado



# WHAT DOES LOBBYING HAVE TO DO WITH ETHICS?

Periodic scandals make many Americans skeptical about the role of lobbying in a democracy, but the right to try to influence legislation is protected under the First Amendment to the U.S. Constitution: Congress shall make no law abridging the right of the people "to petition the government for a redress of grievances." This protection assumes that people should be involved in the decisions that affect them and that advocacy for a variety of causes is a crucial part of good decision making.

## What ethical dilemmas does lobbying present?

Since the ethical foundation of lobbying is the vigorous public debate necessary for informed decision making, ethical dilemmas related to lobbying tend to arise when various behaviors by lobbyists and lawmakers undermine the fairness and transparency of that process and do not contribute to the common good.

### Fairness

The most obviously unethical (and illegal) practice associated with lobbying is paying a policy maker to vote in a favorable way or rewarding him or her after a vote with valuable considerations. If this practice were allowed, people and organizations with money would always win the day. But even with outright gifts to lawmakers outlawed, there are subtler ways to "buy" undue influence. As we write, Congress is debating lobby reform that would disallow lobbyists paying for congressional travel and lavish meals. Local officials are faced with similar temptations - tickets to games or concerts, dinners in expensive restaurants, etc.

Fairness questions also arise when some lobbyists have easier access to lawmakers than others. Frequently discussed is the problem of revolving door lobbyists-those people who once served as public officials who then go into the private sector and work to influence their former colleagues. In addition to relationships with lawmakers, they may, for example, still have access codes to offices, use lawmakers' exercise facilities, or otherwise have easier entrée into the corridors of power.

Other kinds of relationships, besides collegiality, may undermine fairness. Especially on the local level, policy makers are often lobbied by people they know socially. It is incumbent upon public officials to avoid influence that might arise out of their friendships.

### Common Good

Lobbyists are advocates. That means they represent a particular side of an issue. According to the Thomson Gale Legal Encyclopedia:

"The role lobbyists play in the legislative arena can be compared to that of lawyers in the judicial arena. Just as lawyers provide the trier of fact (judge or jury) with points of view on the legal issues pertaining to a case, so do lobbyists provide local, state, and federal policymakers with points of view on public policy issues."

But what is the lobbyist's obligation to be fair to the other side? In the advocacy model, lobbyists may do anything on behalf of their clients as long as it is not outright immoral or illegal. Jesuit political scientist Thomas Reese, S.J., himself a former lobbyist, argues that this model does not always translate well in the public sphere. In a courtroom, two equally powerful attorneys go before an impartial judge.

In the halls of Congress or the State Assembly or City Hall, the lobbyist often represents powerful interests, while the people have no representative. An ethical approach to lobbying must ensure that

someone stands up for the common good. Lawmakers have an obligation to solicit the views of those who are not represented by powerful lobbying groups.

## LOBBYING IN THE YMCA YOUTH LEGISLATURE

### Responsibilities of a Lobbyist

#### In Your Own Delegation

Start by deciding what issues are interesting to you. Once you have some ideas:

- Become knowledgeable about both pros and cons of the big state issue(s).
- Gain support from the legislators in your delegation (help write a bill that represents your interests/ viewpoints).
- Find out what other bills are being written by your delegation - decide whether you support or oppose the legislation.
- Prepare testimony that will aid in the successful consideration of the bill(s) you are working on.
- Present testimony to your delegation.

#### At Pre-Legislative Session

Now is the time to begin lobbying outside your delegation for support on your issues:

- Discuss with legislators and other delegates their potential bills, figure out some bills you may be supporting.
  - With the introduction of Slack, communicate with Bill Authors on Speaking points they would like you to include.
- Lobby legislators individually to gain support for your issues.
- Begin building relationships with other delegates and lobbyists.

#### At General Assembly

By the time you arrive in Denver you will have had lots of practice defending your position on various issues. Early in the session, you will meet the other lobbyists and determine your strategies:

- Discuss individual interests with lobbyists.
- Work on brief information sheets, handbills, written testimony to be handed out to legislators.
- Give speeches in committees: This is your opportunity to give testimony to the voting legislators. You will not be able to be present in House or Senate debates.
- Figure out how to get votes you need to make amendments, pass or kill legislation.
- Help legislators by researching during committee and whole House/Senate debate.

#### Committees

- Lobbyists are assigned to a committee (this will be on their name badge).
- Each team of lobbyists (a team consists of the lobbyists in each committee) will select bills that pertain to their committee. The lobbyists will try to pass these bills (pro).

- Lobbyists will sign into their committees at the start of each committee session. They may then attend a House or Senate session but are not to leave the Capitol building except for scheduled lunch times.
- Up to 2 lobbyists at a time may sign out with the committee advisor in order to help individual legislators research a topic, they may only leave for 15-minute intervals.
- Lobbyists will have the committee chairs, committee, house or Senate advisors sign their copy of the bill that they are lobbying if it passes or fails in its respective areas.

## Amendments

In committee you can also suggest changes to bills – this is called “amending.” The chair should have information on how to do it, in case you have questions. Since you are getting your clients after the bills are written, you may want to make a last-minute change that further benefits your client, or you may find some incorrect information in debate. That’s when you whisk out the amendment form and do some adjusting. This is what the amendment form looks like:

### Colorado Youth in Government

#### Amendment Form

Bill #: \_\_\_\_\_

Amendment Author: \_\_\_\_\_

Amendment #1:

Line # amending: \_\_\_\_\_

Text amending: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you want to suggest a change to legislation, act quickly! Bills can only be amended in committee and amendments can only be introduced by a legislator. If you have an amendment you’d like to try and attach to a bill, you’ll need to find a legislator friendly to your cause. Once the bill has been debated, voted on and ranked (if necessary), that’s it! Your opportunity has passed.

### Lobbyist Awards

- Awards will be given on the basis of how many points each lobbyist team earns. A point will be assigned for each bill passed as a result of the lobbyist’s effort. (one point in committee, one point in the House, one point in the Senate, and one point for the Governor’s signature. A total of 4 points per bill lobbied).
- Lobbyists shall report their progress at the end of each working day to one of the lobbyist advisors. The advisors will compile the results.

### The Governor’s Office

If your bill passes the House and Senate it’s headed straight to the top – the Governor’s desk!!! This is your LAST opportunity to persuade the Governor why the bill is a good idea – remember that you are still lobbying on behalf of your client.

## PREPARE YOURSELF

## Getting Started:

Lobbyists put pressure on youth legislators to write appropriate legislation, legislation that represents constituent needs. Activities to discover needs:

- Do informational interviews with government teachers, students, city council members, mayor, community leaders, and local activists.
- Clip news articles relating to community needs concerns.
- Attend city or county council meetings -- listen to testimony.
- Attend a public hearing on a local issue.
- Attend meetings of special interest groups -- e.g. Audubon Society, MADD, Greenpeace, gun clubs.
- Interview local media (newspaper, radio, TV) to find out what they feel are pressing issues.

## Research and Preparation:

Now you may be able to decide an issue you want to support. Here are some suggestions to help develop your case:

- Prepare a bill fact sheet on your issue.
- Have a mock public hearing on your issue.
- Interview related interest groups (both pro and con) to strengthen your case.
- Meet with lobbyists and legislators in your delegation and district to promote your issue(s), discover their interests.
- Investigate an issue before city/county council and follow it through the process.
- Make sure you're familiar with the legislative process.
- Find out the places a bill can:
  - pass
  - fail
  - be amended
  - be acted on by the Governor
- Interview a lobbyist for the Washington State Legislature.
- Research current newspapers, magazine articles, go to the library.
- Find out if other states have similar legislation (advisor or attorney can help).
- After committee sessions, talk to members who voted against your position to find out why. Use this information to create stronger arguments in the future.

## Gathering Support:

Successful lobbyists gather lots of support to promote their issues. Try these suggestions:

- Send a letter to each delegation to request support of those interested in your issues(s).
- Start a letter-writing campaign to district and statewide Youth Legislature officials.
- Work with delegation reporters to submit news articles on your issue(s) for the first issue of newspaper.
- Prepare written testimony which includes relevant quotations from news articles.
- Lobby these legislators individually.

## Interact with Media:

- Collaboration with member of the Media team to promote Bills or promote yourself as a lobbyist

- Find content on Bill or delegates that can lead to collaboration
- Use social tools provided to connect with media team.

MAKE SURE YOU HAVE THE VOTES YOU NEED BEFORE YOUR BILL COMES UP IN COMMITTEE OR ON THE FLOOR!

## FACT SHEETS, FLYERS & SPEECHES

A good way to get information to a large group of people at the same time is to give them a flyer. The downside: legislators receive so much paper they often don't have time to read it all! As a lobbyist, your job is to help them make decisions on legislation that is good for Colorado.

All flyers must be approved by the Y Staff member assigned to the Lobbyist program. Copies will not be allowed if you do not have approval.

When you go into committee sessions, you'll want to check with the Chair about when is a good time to hand out flyers. They may be limiting it to break times or making it a part of your testimony time. Be prepared!

Use these guidelines when developing your flyers:

- Be sure to write legibly OR use a font that is easily read.
- Be brief and to the point.
- Be courteous and reasonable.
- Be direct about identifying the current problem and how your bill will make it better.
- Give the legislator something positive to vote for!
- Make sure this is something that can be distributed to all – don't waste time tailoring it for one legislator.
- Flyers should be no more than ONE PAGE.

Flyer Guidelines for Model Legislature:

- The key to creating a great flyer is to have a simple, clear message!
- Please use no more than one 8 ½ x 11 sheet of paper (if you can use ½ sheet, this would be better).
- All flyers must be consistent with the core values of the YMCA (honesty, caring, respect, and responsibility).
- If you create flyers before General Assembly (this is HIGHLY encouraged), create them in Word for Windows only and bring them on a disk, CD, or flash drive.

How to get your flyer copied and distributed at General Assembly:

- Create your flyer.
- Have your flyer reviewed by a member of the Lobbyist Y Staff. They will initial your flyer that it is GOOD TO GO.
- Take your flyer to the Downtown Denver YMCA.
- They will instruct you on how to use the copy machine.
- Make your copies. Please keep your total copies limited to:

- Committee: 15 copies
- House: 65 copies
- Senate: 35 copies

## How to Complete a Bill Fact Sheet

The Legislature will look to lobbyists for support when they are debating their bills. Your job is to have your facts ready! It will benefit you to know your opponent's arguments as well, this way your legislature does not get caught off guard. When creating fact sheets, consider the following questions:

1. How much will this bill cost?
2. Where will the money come from?
3. Who will enforce this bill?
4. Is this in conflict with State Constitution, Federal Constitution or Federal Law? It may help to consult an attorney if there is a potential constitutional challenge.
5. Do other states do this?
6. Has this been tried before in Colorado?
7. Who will this bill affect?
8. Who might be against this bill and WHY?
9. When will it take effect?
10. Is this a responsibility that belongs to the government or could it be taken care of better in another way?  
(School board, city officials, other local organizations)

## Sample Speech Format

### Introduction:

- State your name and the organization you are representing.
- Tell the committee whether you support or oppose the bill under consideration.

### Statement of Purpose:

- State, in the order they will be discussed, the major points you will be making in your speech.

### Body of the Speech:

- Discuss each major point in turn developing your support through quotes, stories, examples, etc.
- Arrange these so that you lead the committee to your final point, which is why they should vote aye or nay on the bill.
- Disarm the opposition's arguments (facts are not correct, conclusions are not logical, etc.).
- Refer to any handouts you've given the committee.
- Hone in on why systematically this bill can and will succeed ie. Explain why it's enforcement is good, why its funding will work, it isn't in conflict with other laws

### Conclusion:

- Tie your main points together in a few sentences.
- This is the REAL time to be persuasive.
- Thank the committee and the chair.
- Leave any time remaining for questions.

### Answering Questions:

After delivering your speech, the chair will open the committee up to questions. You don't get a choice in this – they have a right to question your testimony. They will ask TOUGH questions, but if you've done your homework you should handle it with no problems! This is where all of your research PAYS OFF!!!

## WHAT AND WHO INFLUENCES LEGISLATORS

Legislators are influenced by the following:

1. Personal convictions--these convictions are a result of personal contacts, education, background, family, close friends, and campaign helpers.
2. Constituency--legislators' perceptions of what their voters need, want to believe.
3. Interest Group Lobbyists--people paid to provide information and influence decisions.
4. Legislative Peer Group--fellow elected members.
5. Political Party--especially where the party was instrumental in getting the legislator elected.
6. Legislative staff--people hired to help legislators, both the legislator's staff and general legislative staff.

## Targeting Legislators

Lobbying legislators is about persuading them to do what you want. There are five main categories of legislators to think about, each requiring its own special strategy:

1. Champions: All issues need a group of lawmakers dedicated to being tireless, committed advocates for your cause. What they can do for you is make the case to their colleagues, help develop a strong "inside" strategy, and be visible public spokespeople. What they need is good information, and visible support outside the Capitol.
2. Allies: Another group of legislators will be on your side but can be pushed to do more to speak up in party caucuses or on the floor.
3. Fence Sitters: Some legislators will be uncommitted on the issues, potentially able to vote either way. These are your key targets and lobbying strategy is about putting together the right mix on "inside" persuasion and "outside" pressure to sway them your way.
4. Mellow Opponents: Another group of legislators will be clear votes against you, but who are not inclined to be active on the issue. With this group what's key is to keep them from becoming more active, lobbying them enough to give them pause but not to make them angry.
5. Hard Core Opponents: Finally, there are those lawmakers who are leading your opposition. What is important here is to isolate them, to highlight the extremes of their positions, rhetoric and alliances and to give other lawmakers pause about joining with them.

## SPEAKING WITH LEGISLATORS INDIVIDUALLY

Here are some helpful tips to dealing with people individually:

- Honesty and truthfulness
  - Your word and reputation are the only things that matter.
  - Legislators, staff and lobbyists must trust you if you are going to be effective.
  - Don't guess or make up answers to questions – it's ok to say you don't know - check in to it and get back to them.
- Information is key
  - Know and explain both sides of an issue – good, bad and ugly.
  - This gives you strong credibility.
  - Legislators depend on you for this because they don't have policy staff or time to research/understand every issue.

- Advocate your position
  - Understand your issue so you can explain it in a 2-3 minute conversation – legislators are overwhelmed with issues and the process.
  - Prepare a one-page fact sheet that simply explains your issue and why they should vote for or against your issue.
  - Ask for the yes or no vote – counting votes is part of your job – goal is 33-18-1 (House, Senate, Governor).
- Relationships matter
  - Win or lose be professional – don't gloat when you win and don't pout when you lose.
  - Don't take things personal - everyone is doing what they believe is right.
  - Respect everyone – that's part of the process.

## WHAT TO BRING TO GENERAL ASSEMBLY

- A GREAT attitude!
- The Lobbyist Packet (the packet you have been reading!).
- Notebook and pen.
- All of the research you have done on your clients and the legislation they would support and oppose.
- Flyers
- Bill Fact Sheets