

# GRASSROOTS ADVOCACY HANDBOOK





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Dear Future Advocate,

Oftentimes, individuals believe that their voice alone cannot make a difference. While we certainly don't believe this is accurate, it's also true that there is "power in numbers."

So let us applaud you for taking an essential first step in joining the more than 4,500 MBA grassroots advocates – reading this handbook. Brought to you by the Keep Pennsylvania Producing (KPP) Coalition, a division of the Manufacturer & Business Association's (MBA) Government Affairs Department, this handbook was created with today's businessperson in mind.

We know that your life is hectic as you run the day-to-day operations of your business, and it may seem that you have little time to do much else in this economy. You work in a state and country, however, that creates laws that not only affect you, but also your business.

This is why we urge you to become an active participant in the process by joining KPP. The MBA's newest and most advanced grassroots initiative, KPP exists to motivate and instill confidence in its members, who then take action on the issues that are of the utmost importance to the business community – from taxes to energy and everywhere in between.

We believe that the more people are involved in the legislative process, the more effectively they can advance a pro-business, pro-growth agenda on the local, state and national levels. KPP helps to bridge the gap between business owners and their legislators, assisting employers every step of the way.

No matter your level of advocacy, KPP exists as a way for the business community to influence legislators and the legislation coming out of Harrisburg and Washington, D.C. Together, we can promote a unified, pro-growth, pro-business agenda!

Sincerely,



Lori Joint,  
Director of Govt. Affairs



Angela Zaydon, Esq.  
Govt. Relations Rep.



## What is Grassroots Advocacy?

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Grassroots advocacy is an effort by like-minded individuals acting to achieve a specific legislative or regulatory outcome. In order to gain strength and credibility, advocacy groups seek to ensure that both the public and politicians understand and support their cause.

Lobbying activities by KPP members are an effective means of providing decision-makers and the general public with information and opinions on issues affecting businesses.

Examples of grassroots advocacy include:

- Writing a letter to your legislator
- Writing a letter to the editor
- Calling your legislator
- Informing others
- Voting in elections
- Hosting a plant tour
- Participating in a coalition
- Testifying at hearings
- Attending events

***\*Advocacy Tip:*** *As an advocate, you can do as little or as much as your schedule allows. Perhaps this month you only have time to write a letter to your legislator, but next month can invite your legislator for a plant tour. Join KPP today to learn more about advocacy efforts in Pennsylvania and to share your experiences with other advocates.*

*“The American Republic will endure until the day Congress discovers that it can bribe the public with the public’s money.”*

— Alexis de Tocqueville



## Why Should I Become an Advocate?

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The MBA currently staffs two registered lobbyists in order to proactively address legislative initiatives, such as pro-business state and federal laws. And although the department monitors, analyzes, and responds to many legislative and regulatory issues that affect the MBA's membership, it also coordinates grassroots activities in order to advance public policy initiatives.

Individual involvement by KPP members is crucial for successful initiatives. Effective representation of the MBA's interests on federal and state public policy issues requires the active participation of individual members of our association. Every member of KPP – no matter his or her level of experience – is a valuable member of our grassroots network.

*“Remember that a government big enough to give you everything you want is also big enough to take away everything you have.”*

— Barry Goldwater



## What do I Have to Contribute as a KPP Advocate?

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Federal and state legislators cast many votes on hundreds of bills each year. It's literally impossible for them to be "experts" on every major issue that comes to a vote, but you, as a businessperson, automatically are an authority. Federal and state legislatures deal with the big picture, but you can help them understand the effect their votes on broad policy have on your work. If you do not become involved in the political decision-making process, you may not like the decisions being made without your input.

All members of the federal and state legislative bodies are concerned about the views and interests of all their constituents because their support equals votes during elections. If legislators ignore any voters, they won't be in office for long. You may think you are only "one voice," but legislators believe you represent the interests of the business community. Each KPP member that contacts legislators on public policy matters contributes to the credibility and strength of the coalition's legislative agenda. One phone call, one visit to the Capitol, or one personal meeting with a legislator is the only difference between a "novice" citizen advocate and an "expert."

*"The government is the strongest of which every man feels himself a part."*

— Thomas Jefferson



## Top 10 Ways to be an Advocate

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1. **Join a coalition** – The first step in your involvement as an advocate for the business community is to join a coalition, such as Keep Pennsylvania Producing (KPP). To do so, visit the MBA Government Affairs website at [www.mba-ga.org](http://www.mba-ga.org) or contact the MBA at 814/833-3200.
2. **Register to vote** – Register to vote by contacting your local voter registration office. Once registered, remember to participate in yearly elections.
3. **Stay informed** – Read the newspaper, listen to the radio, receive e-newsletters from the MBA ([www.mba-ga.org/newsletters/](http://www.mba-ga.org/newsletters/)), watch the news, and visit [www.mba-ga.org](http://www.mba-ga.org) to stay up to date on the latest government affairs news.
4. **Advocate** – Promote a business-related cause you believe in by sharing your opinion with others.
5. **Encourage others to get involved** – Write a letter to the editor, participate in a rally or hold an event to encourage others to join your cause.
6. **Attend events** – Take part in public meetings, testify at a hearing, or attend informational events sponsored by KPP and the MBA.
7. **Write** – Write a letter or e-mail to your state or local elected officials on issues of importance to you and the business community.
8. **Call your legislators** – Call your legislators when you need their immediate support.
9. **Support the cause** – Work an election, campaign for a candidate or support pro-business efforts by donating funds to the MBA-PAC, the MBA's political action committee, which supports pro-business candidates.
10. **Meet with your legislators** – Make a Hill visit, host a plant tour or visit with the staff at your legislator's district office in order to develop and foster relationships.

**\*Advocacy Tip:** *Effective communications and political activity is a two-way process. Be sure to communicate your grassroots activities to KPP so that you can be recognized for your efforts.*





## Types of Advocates

KPP aims to motivate its members to take action. Where do you fall on KPP's Advocacy Pyramid?



*“The right way is not always the popular and easy way. Standing for right when it is unpopular is a true test of moral character.”*

— Margaret Chase Smith



## Relationships with Legislators and their Staff

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It is easier for you to talk to or ask a friend for something as opposed to a complete stranger. The same can be said concerning political involvement. While it may be awkward at first, establishing a relationship with your elected official and their staff early on enables you to build a strong foundation, which will be crucial when you need their support.

Legislators take time off throughout the year and return to their districts, providing you an excellent chance to meet with them and share a more personal explanation of who you are and why your issues are important. As a member of KPP, you can work with MBA staff to set up a district office visit, or to attend a lobbying visit on the hill in Harrisburg or Washington, D.C.

**\*Advocacy Tip:** Check out page 8 to get extra pointers on legislator office visits!

*“I hope we have once again reminded people that man is not free unless government is limited. There’s a clear cause and effect here that is as neat and predictable as a law of physics: as government expands, liberty contracts.”*

— Ronald Reagan



## Successful Office Visits

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Visiting your federal or state legislator is the most direct way to have your voice heard and to build your relationship, but it also can be the most intimidating. You must remember that legislators and staff are people just like you, and are depending on you to bring issues to their attention.

The following are some tips to consider, as a member of KPP, when visiting your legislator's office:

- **Make an appointment** – It is best to contact your legislator's office for an appointment prior to their district work period.
- **Be clear on your purpose** – Inform the scheduler about the topic you wish to discuss and who (if anyone) will be accompanying you.
- **Be prepared** – It is important to be well informed and well organized, while also knowing your legislator's voting record and his/her position on the issue you will be discussing. You can obtain this information yourself, or contact KPP to receive assistance.
- **Be considerate** – of your legislator's schedule and time constraints. If you are meeting in your legislator's office, he or she may only have 15-20 minutes to speak with you. You must be able to state your views succinctly in order to leave time for discussion.
- **Be clear, positive, and constructive** – Use examples from your personal experience. Remember, your personal experience is a rich and persuasive asset.
- **Be attentive to your legislator's views** – Each encounter should be an exchange of ideas rather than a lecture.
- **Provide a definite request** – Prior to leaving, submit a short, one-page summary of your key points and supporting materials, such as those produced by KPP. Make sure your legislator knows how you want them to vote on a particular issue.
- **Follow up** – Send a written thank-you note re-emphasizing your key points.
- **Thank staff** – Write a separate thank-you note to the staff members who helped arrange the meeting.

For many reasons, you may end up meeting with the staff member who handles the issue at hand. While you may be disappointed, don't be discouraged. Treat the meeting the same as planned, ask that your information be provided to the legislator, and that your representative follow up with you about the meeting.

**\*Advocacy Tip:** *Volunteer to be a local resource. Legislators often set up advisory panels to provide them with the "local view" on major policy issues. By volunteering to serve on these advisory groups, you will be in a central position to provide input. You also can volunteer to assist with an elected official's campaign by offering your time for phone calls, preparing mailings and canvassing local neighborhoods.*



## Meeting With Members During Recess

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At certain times of the year, legislators take time off from business in Harrisburg and Washington and return to their districts. Recess periods provide an excellent chance to meet with your representatives on your “home turf” and give them a more personal explanation of why your issue is important.

To meet with your legislator during a recess period, request the appointment through the district office before the recess starts. Let the office know what the major issues are, what activity you’d like to organize, and who else (and how many) will be there.

Here are some suggestions for activities that will allow you to meet with your legislator and educate them about business issues. You can always contact KPP for assistance with any of the following activities.

**Take them on a tour** – If your issue involves a specific place or region, it is a good idea to show it to your legislator in person. Let them experience firsthand the importance and meaning of the site, and how it affects your area of concern.

**Schedule an event** – Invite your legislator to take part in something that allows you to demonstrate what your business and its cause are all about. It could be a celebration, such as an opening or anniversary. It also could be an organized activity such as a charity run/walk or other type of fundraiser. Whatever you plan, let the legislator know that they are welcome to participate and interact with members of your group.

**Contact the local media** – Arrange for the media to be present while you are meeting with your legislator. They will be able to record the legislator’s interest in your concerns. It would be a good idea to arrange this in conjunction with their office.

**Invite the member’s staff** – Staff members often are overlooked when advocating for your issues, but are a vital part of every member’s office. Be sure that your invitation includes the staff member responsible for handling your issue area.

**Go to the district office** – Your legislator already may have an overloaded schedule before you can arrange an event to meet with them. If that is the case, try to schedule an appointment at the district office instead. Since the legislator will not be able to experience things firsthand, try to compensate by providing talking points and materials, which can be found at [www.mba-ga.org](http://www.mba-ga.org).



## Crafting an Effective Message

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Sending a message that is concise, specific, and personalized is a great way to make your voice heard and more ably participate in the democratic process. Elected officials receive a large amount of messages from constituents every day. These messages come in the form of e-mails, faxes, and mail, leaving staffers to categorize them as efficiently as possible.

### **1. Get straight to the point.**

One of the most important aspects of crafting an effective message is to get to the point as soon as possible. The very first sentence of your communication piece should include your purpose for contacting your legislator. Getting straight to the point makes it more likely that you will receive a response. Remember, responding to a single-issue message is easier than responding to one that covers a broad range of topics.

### **2. Identify yourself and your affiliation.**

It also is a good idea to identify yourself and your affiliation. This gives the legislator a better idea of who you are and why the issue is of special significance to you. There is no downside to letting your elected official know that you have a personal stake in how they vote on an issue.

### **3. Include the name of the legislation and its number (if applicable).**

If there is a specific piece of legislation you are writing about, it is always a good idea to include the bill number in your message. On the Congressional level, bills introduced in the House of Representatives start with "HR" and bills introduced in the Senate start with "S." On the state level, House bills begin with "HB" and Senate bills with "SB." If you have any questions regarding specific pieces of legislation, you can contact KPP prior to contacting your legislator.

### **4. Clearly state your position.**

Clearly state your position on the bill with a statement such as "Please support HR 57, the Death Tax Repeal Act."

### **5. Personalize it.**

Taking a little bit of time to demonstrate and explain your passion about the issue can be of great help in getting your point across to the recipient. At this same time, doing so separates your message from all the other messages your legislator receives on the topic. This allows you to go beyond "I support position X on issue Y."

For example, use the first two or three sentences of your message to give an example from your own life that demonstrates how this issue affects or is important to you and your business.

If your issue is a business concern, then the fact that you are a business owner can carry additional weight with the recipient. If you are writing about health care and are personally affected by the cost of prescription drugs or the availability of emergency care, it is something the recipient needs to know.

**\*Advocacy Tip:** Have someone proofread your letter to check for any errors prior to sending it to your legislator.



## Tips for Effectively Writing Your Legislators

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Letters are a time-tested way to communicate directly with legislators. A well-written and constructed letter can be used to voice either support or opposition. KPP encourages its members to write individual letters, as they often make a greater impression on your legislator than mass form letters. It also is important to remember that most legislatures are only in session part of the year, so when the legislature is out of session, it may be more effective to send your letter to your legislator's district office.

Keep the following guidelines in mind when drafting letters:

**Write early** – Begin to encourage approval/disapproval of a bill while it is in committee, if possible.

**Identify yourself** – Let the reader know if you are writing on your own behalf or as a representative of KPP. Make sure to put your return address and phone number on the letter, as envelopes often are discarded.

**Identify your issue and state your position** – Reference the bill number, its title/subject matter and your position upfront. For example, "I am writing to request your support for HR 1212, which requires the permanent repeal of the estate tax." Also, be sure to communicate that you are a registered voter from his/her district.

**Establish your credibility and expertise** – Let your legislator know your professional credentials and years of experience.

**Be brief** – Be clear and concise, addressing only one issue in your one-page letter. If your background information or supporting material is lengthy, attach it as a separate, supporting document to the letter. Congressional staffers review hundreds of letters each week; covering an issue in short, concise paragraphs will help your effectiveness.

**Use facts** – Know your facts. Providing inaccurate or biased data will damage your credibility, as well as that of the MBA and KPP, and it can diminish your ability to influence future issues. Though numbers and statistics can be very persuasive, don't overload the letter with them.

**Be reasonable** – Be courteous and respectful. If your legislator's positions contradict your own, acknowledge their views and state why you disagree. Be constructive. If a bill or proposed solution is off the mark, offer alternatives or suggestions as well as your own opinion.



## Tips for Effectively Writing Your Legislators (cont.)

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**Use personal/human terms** – Don't fill the letter with jargon, but instead use your own words to explain how a bill or issue affects you and your business, as well as the manufacturing industry in your district or state. An issue's effect on local constituents and businesses will make your letter stand out. A study conducted by the Congressional Management Foundation, which interviewed congressional staffers, concluded that thoughtful, personalized constituent messages have more influence than a large number of identical form messages.

**Ask for a reply** – Indicate that you would appreciate a reply containing the legislator's position on the issue.

**Follow-up** – If the legislator proceeds in a manner that pleases you, express your gratitude with a thank-you letter or offer to provide support to them on other issues. On the other hand, if you believe your legislator has acted contrary to your interests, let them know, but be polite.

*“A politician looks forward only to the next election. A statesman looks forward to the next generation.”*

— Thomas Jefferson



## Tips for Effectively E-mailing and Faxing Your Legislators

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When a bill is coming up for a vote, and there is not enough time for a letter or personal meeting, e-mail and fax are the fastest ways to voice your opinion. The guidelines listed for writing letters also apply to these forms of communication.

While personalized constituent correspondence is ideal, you can use the KPP Capwiz advocacy program to easily e-mail your legislators. The program's pre-written message can be edited to reflect the legislation's impact on you. To access Capwiz, please visit [www.mbausa.org/government-affairs/take-action](http://www.mbausa.org/government-affairs/take-action).

**\*Advocacy Tip:** *When you receive an Action Alert, distribute it to your employees and associates immediately. Strength in numbers is the only way to really be effective in these instances.*

*“When a business or an individual spends more than it makes, it goes bankrupt. When government does it, it sends you a bill. And when government does it for 40 years, the bill comes in two ways: higher taxes and inflation.”*

— Ronald Reagan





## Contacting Your Legislator by Phone

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Calling is a great option when immediately trying to convey your opinion. Call a legislator's office prior to an important vote to remind him or her how you would like them to vote. Congressional offices almost always count the number of calls received for and against certain pieces of legislation, and consider these calls an informal gauge of their constituents' opinions. Though it is usually best to put your views in writing to your legislators, when a vote is scheduled to take place immediately, calling your representative's office is an effective way to make your views known.

Here are four basic tips to keep in mind:

**IDENTIFY** yourself by name and the organization (if any) that you represent, as well as the town from which you are calling, stating that you are a constituent.

\*Note – A staff member, not the actual legislative member, often takes telephone calls. Ask to speak with the aide who handles the issue on which you wish to comment. If they are not available, you may leave a message. If you speak with someone other than your legislator, take down his or her name and title.

**EXPLAIN** briefly why you are calling: "I am against HR 100 because it will cost my business an additional \$1,000 per employee each year – something I just cannot afford. Please let Representative Smith know that I urge him to vote 'no' on this bill. Would you please pass this message directly to Representative Smith, and also send me a letter about his views on the bill?"

Be polite and concise. Creating one or two talking points will focus the content of your message. Too much information may confuse your message. You can always visit [www.keepproducing.org](http://www.keepproducing.org) for more information on specific business issues. Ask the staffer or your legislator his/her position on this issue; however, don't assume that your legislator has prior knowledge of your issue. Be calm, respectful, and be prepared to educate, using local examples to accentuate your point. State your position and how you want your legislator to vote.

**REQUEST** a written response to your phone call if you did not speak to your legislator. If the legislator requires further information, provide it as soon as possible. Leave your name, phone number or address even if the person says it is not necessary.

**THANK** the person who took the phone call for their time and consideration. Follow-up your phone call with a short note to the staff member with whom you spoke, emphasizing your position and your appreciation of his/her attention to the issue. This can help build your relationship with the staff person and the legislator.



## Contacting Your Legislator by Phone (cont.)

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To find your legislator's phone number, you may use the Pennsylvania searchable [online state legislature directory](http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/#address) at [www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/#address](http://www.legis.state.pa.us/cfdocs/legis/home/findyourlegislator/#address) or call the switchboard at 717/787-2121 and ask for your senator and/or representative's office.

You can contact your federal Congressperson by following the same procedure. The House of Representatives can be reached through their switchboard at 202/224-3121 or online at [http://www.house.gov/house/MemberWWW\\_by\\_State.shtml](http://www.house.gov/house/MemberWWW_by_State.shtml). The Senate switchboard number is 202/224-3121, and Senator contact information also can be found at [http://www.senate.gov/general/contact\\_information/senators\\_cfm.cfm](http://www.senate.gov/general/contact_information/senators_cfm.cfm).

**\*Advocacy Tip:** *Make sure to utilize all of the resources available to you. When in doubt, contact one of the MBA/KPP's three registered lobbyists with your local, state or federal questions.*

*“I, however, place economy among the first and most important of republican virtues, and public debt as the greatest of the dangers to be feared.”*

— Thomas Jefferson



## Tips for Attending Town Hall Meetings

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Town hall meetings have become a popular way for legislators to reach out to their constituents on key issues. To make the most of your legislator's next town hall, consider the following:

**Be Prepared** – Come with thoughtful arguments, good data, and persuasive stories. This will help you be remembered. Visit [www.mba-ga.org](http://www.mba-ga.org) or call 814/833-3200 to receive information on specific issues.

**Tell a Personal Story** – Legislators always are looking for firsthand accounts of the impact policies have on their constituents. Think in advance how a policy might affect you, your family, business or community.

**Use Numbers If You Have Them** – Let the legislator know how many more people you represent. Use numbers by saying things like, “I have 50 employees.”

**Be Respectful** – It doesn't matter if you're talking to your grocer or a public official – starting any conversation with another person in a rude manner is not a very effective way to persuade them.

**Go in Groups** – Attending in large numbers is a good way to get attention and send a “listen to us” message that is sure to be heard.

**Talk to Staff** – Every member brings staff to town hall meetings. Tell them your story before the meeting (also ask a public question during the meeting) and get their business cards.

**Leave Paper** – Any documents passed to state-based staff will likely be faxed to the legislative assistant in Washington who covers your issue. KPP can provide you “one-pagers” on specific issues.

**Follow Up** – An elected official often responds to an individual who follows up with a phone call a few weeks after attending a meeting.

**Get Your People to Multiple Meetings** – Hearing the same thing in different places reinforces the importance of your issue to the legislator and staff members.

**Demonstrate That You're Not Going Away** – If you continue to show your presence at town hall meetings, the legislator must deal with you, if only to avoid an uncomfortable encounter at a future meeting.



## Writing a Letter to the Editor

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Writing a letter to the editor of your local newspaper is a good way to create awareness of business-related issues in your community. Here are some helpful questions and comments to consider before sending your letter.

**Who are you?** – Some papers require contact information so they can verify that you are who you say you are. Be sure to ask if the info will be published with the letter and let them know if that's what you want.

**What are the policies?** – What is the newspaper's policy on letters? Is there a word limit? Do they prefer the letter in a certain form?

**When are you sending it?** – Send your letter as soon as you can. If you wait too long after an article has been published, the topic may already have faded from the audience's awareness.

**Where are you sending it?** – Do they only accept letters from the newspaper's vicinity?

**Why are you writing?** – Try to focus on one topic and stick to it. This helps clarify the message you are trying to send to the reader. Reference the previous article/editorial (if any) in the paper about which you are writing. It helps to include the title, date and author's name.

**How are you personalizing it?** – Just like sending a letter to Congress or attending a town hall meeting, using an example from your own life in your letter can enhance the power of your message.

**Be persistent** – Your letter isn't going to be published every time. Make revisions you think might help get it published in the future.

**Announce your success** – Send a copy of your letter's publication to your elected official(s) to let them know what you are reading and writing about. Send one to KPP as well.

**\*Advocacy Tip:** *Typos or misspellings in your letter lessen the chance it will be published, so make sure to have your letter proofread prior to submission. If you have any questions about letters to the editor or need assistance to develop your own, feel free to contact KPP.*



# Contacting Your Legislators – Dos and Don'ts

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## Do

### LOOK AND ACT LIKE A PROFESSIONAL.

- Always address your legislator as “Representative” or “Senator” as a show of respect.
- Dress professionally and be polite when meeting with legislators or legislative staff.
- Keep your composure when attending or presenting at a legislative committee hearing.
- If you disagree with your legislator in a public forum, do so in a factual, objective way.
- Always present yourself as an intelligent, informed, and thoughtful professional.

### BECOME INFORMED.

- Educate yourself about the legislative process, the election process in your state, your state’s budget situation, and how your legislator votes.
- Confirm your resources before your meeting.
- If you do not know something, indicate that you will provide the information as a follow-up.

### MEET WITH YOUR LEGISLATOR.

- Contact legislators during regular office hours or by appointment only.
- Focus on a single issue in your meeting. For different topics, set separate meetings, and watch your timing.
- Treat your legislator’s staff and friends with the same respect you would afford the legislator.
- Bring factual written materials with you to support your position.

### REQUEST YOUR LEGISLATOR’S SUPPORT.

- Be clear on what you are asking of the legislator (e.g., support for or opposition to a particular piece of legislation).
- “Request” is the operative word!
- Remember that political contributions only help you gain access to the legislator; they do not guarantee support.
- Stay positive with the legislator even if he or she is not initially supportive.

### SUPPORT YOUR LEGISLATOR.

- Remember that you can endorse a candidate as an individual, but never as a representative of KPP.
- Always remain open to listening to another point of view. If you can establish the bill you are lobbying for as a bipartisan issue, you may be more influential.
- Keep the door open; keep communicating. This is all part of developing a respectful relationship.

## Don't

### ACT IN AN UNPROFESSIONAL MANNER.

- Never address a legislator as Mr. or Mrs.
- Avoid clapping, booing, and shouting matches at legislative hearings or meetings.
- Never demonstrate your partisan views with legislators present — you may embarrass them or yourself.
- Never attempt to embarrass a legislator in a public forum — it’s in bad taste and will often backfire.
- Never allow your conduct to reflect poorly on you. Keep in mind what you want to achieve.

### MISSTATE FACTS OR REMAIN UNINFORMED.

- Never support or oppose a candidate without obtaining the facts about all the candidates. You may later find your candidate to be less qualified than the others.
- Never incorrectly state KPP’s position on issues. KPP must remain credible in the legislature; misstated positions will destroy that credibility. When in doubt, contact KPP first.

### OVERREACT OR ALIENATE.

- Never contact a legislator at odd hours—legislators need their sleep and family time like everyone else.
- Never mix your personal political concerns with health care issues.
- Never alienate a legislator’s staff or friends.
- These people may ultimately aid in the decision to support or oppose.
- Never “cry wolf”—legislators hear the wolf howling on most issues, and you may lose credibility if you overreact.

### DEMAND OR INSIST ON YOUR OWN WAY.

- Never insist or demand that the legislator vote for/support or vote against/oppose a proposal.
- Never imply or demand that your political contributions buy a vote or legislative support.
- Never “burn your bridges” with a legislator.
- Although they may not support you today, you may need them tomorrow.

### THREATEN OR PUNISH YOUR LEGISLATOR.

- Never threaten legislators with political reprisals such as withholding an endorsement or campaign contribution. If you want to defeat an legislator, look for other means, such as supporting another candidate.
- Never betray your legislator’s trust; it may cause potential allies to shy away or be wary of you in the future.

**ALWAYS say “Thank you.”**

**A letter of support and thanks after a vote will be long remembered!**



## Legislative Basics

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1. **Legislation** – The legislative process at both the state and federal levels can be intimidating. Understanding the basics of how a bill becomes a law is essential to any effort to affect public policy decisions through grassroots advocacy. Although there are variations between state and federal legislative decision-making and terminology, the process is generally the same.

### **How a Bill Becomes Law (simplified):**

- Idea or problem identified
- Communication with legislator – Could they sponsor the bill?
- Is there a legislative solution? Is there authority to govern?
- Draft language – Assigned Number
- Introduction – Committee(s) Assignment
- Debate and vote in both Houses
- Governor/President's signature

### **When and How to Get Involved in the Process:**

- Be the champion – Contact your legislator with a concern and request their support.
- Monitor proposed legislation to identify issues of interest.
- Visit, call, e-mail, and write legislators to support or oppose an issue.
- Attend open committee hearings. Be prepared to offer testimony.
- Engage your colleagues.

2. **Rulemaking** – By law, each state and the federal government must involve the public in the administrative (rulemaking) process. This public participation is required by each state's Administrative Procedure Act and requires rulemaking agencies to provide an opportunity for public comments and public hearings. The agency must consider and respond to all public comments submitted regarding the proposed or revised rules.

### **Opportunities for Grassroots Involvement:**

- **Issuance of New Rules**
  - To address a new issue
  - Can be proposed by anyone
- **Rule Review**
  - Every certain number of years
  - Any proposal for revisions must be addressed

### **When and How to Get Involved in the Process:**

- Request to be on agency's interested party notification list.
- Become familiar with the process for new rules and rule reviews.
- Submit written comments.
- Attend public hearings and offer testimony (verbal or written).
- Contact the agency and request that they consider a rule to address your particular concern.



## Legislative Basics (cont.)

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3. **Agency Actions** – Regulatory bodies shape public policy through actions other than rule making. The issuance of Guidance Statements, Declaratory Rulings, and Practice Guidelines can have a significant impact on how a certain entity is regulated.

**Opportunities for Grassroots Involvement:**

- **Issuance of Guidance / Position Statements**
  - Contact agency
  - Identify issue to which agency is responding
  - Identify and specify your position
  - Offer expertise

***\*Advocacy Tip:** Check out “The Legislative Path” on page 21 to see first-hand how a bill becomes a law.*

*“A wise and frugal government, which shall leave men free to regulate their own pursuits of industry and improvement, and shall not take from the mouth of labor and bread it has earned – this is the sum of good government.”*

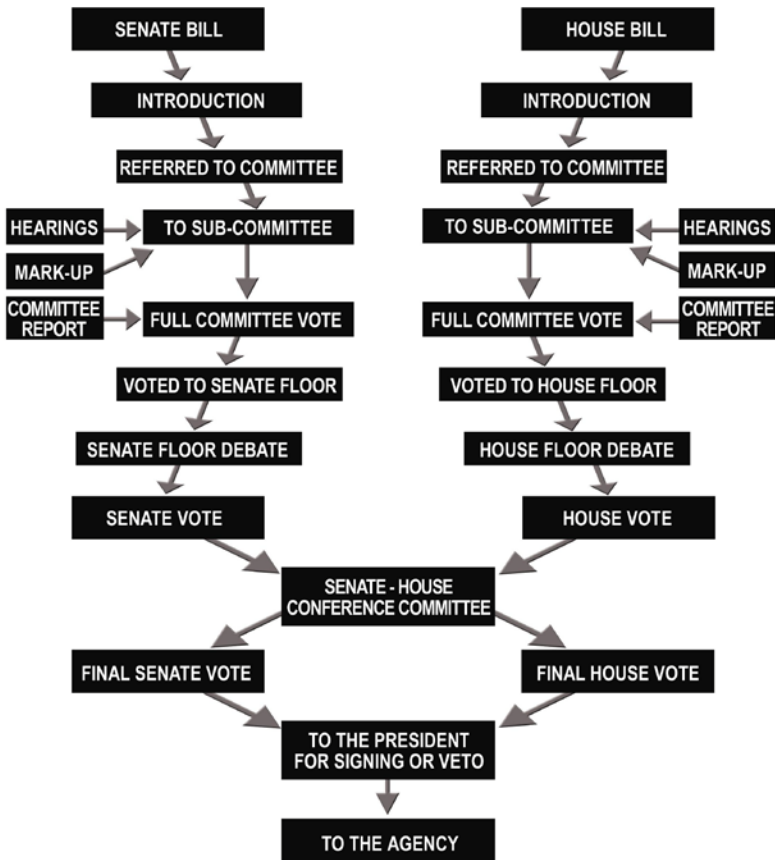
— Thomas Jefferson



## The Legislative Path

While not all legislation follows a clear-cut path, the following diagram demonstrates the general steps a bill must go through in order to become a law.

# THE LEGISLATIVE PATH







## Staying Informed

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Staying informed of your legislator's activities and positions is vitally important. Having the MBA and KPP on your side makes it easy and convenient to stay up to date.

Involve yourself in any of the following ways:

- Regularly (every month) visit your legislator's Web sites, as well as the MBA/KPP Web site to keep track of how they voted on key MBA issues.
- Ensure that your name is on your legislators' mailing lists to receive newsletters and position papers.
- Join the MBA's legislative committee by calling 814/833-3200.
- Sign up for Government Affairs newsletters to receive the latest legislative updates at [www.mba-ga.org/newsletters/](http://www.mba-ga.org/newsletters/).
- Read and take action when you receive grassroots Action Alerts from the MBA and KPP – an indication that immediate action is required on an important issue.
- Obtain issue papers and updates on the MBA's legislative agenda by visiting the Government Affairs section of the MBA Web site.
- Ask for help – the MBA's Government Affairs department is a little-known resource for ideas and grassroots campaign knowledge.

*“For years governments have been promising more than they can deliver, and delivering more than they can afford.”*

— Paul Martin



## Helpful Web Sites

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### Business Groups

- Manufacturer & Business Association – [www.mbausa.org](http://www.mbausa.org)
- National Association of Manufacturers – [www.nam.org](http://www.nam.org)
- National Federation of Independent Businesses – [www.nfib.org](http://www.nfib.org)
- National Small Business Association – [www.nsba.biz](http://www.nsba.biz)
- Pennsylvania Business Council – [www.pabusinesscouncil.org](http://www.pabusinesscouncil.org)
- Pennsylvania Manufacturers Association – [www.pamanufacturers.org](http://www.pamanufacturers.org)
- SMC Business Council – [www.smc.org](http://www.smc.org)
- Society for Human Resource Management – [www.shrm.org](http://www.shrm.org)
- The Pennsylvania Chamber of Business and Industry – [www.pachamber.org](http://www.pachamber.org)
- United States Chamber of Commerce – [www.uschamber.org](http://www.uschamber.org)

### Government

- Pennsylvania – [www.state.pa.us](http://www.state.pa.us)
- Pennsylvania General Assembly – [www.legis.state.pa.us](http://www.legis.state.pa.us)
- Pennsylvania House of Representatives – [www.house.state.pa.us](http://www.house.state.pa.us)
- Pennsylvania State Senate – [www.senate.state.pa.us](http://www.senate.state.pa.us)
- Supreme Court of the United States – [www.supremecourtus.gov](http://www.supremecourtus.gov)
- The Federal Judiciary – [www.uscourts.gov](http://www.uscourts.gov)
- The Library of Congress – [www.thomas.gov](http://www.thomas.gov)
- United States House of Representatives – [www.house.gov](http://www.house.gov)
- United States Senate – [www.senate.gov](http://www.senate.gov)
- USA.gov – [www.usa.gov](http://www.usa.gov)

### Resources/Think Tanks

- Commonwealth Foundation – [www.commonwealthfoundation.org](http://www.commonwealthfoundation.org)
- Congress.org – [www.congress.org](http://www.congress.org)
- GrassrootsPA – [www.grassrootspa.com](http://www.grassrootspa.com)
- PoliticsPA – [www.politicspa.com](http://www.politicspa.com)
- Project Vote Smart – [www.vote-smart.org](http://www.vote-smart.org)
- Tax Foundation – [www.taxfoundation.org](http://www.taxfoundation.org)
- The Cato Institute – [www.cato.org](http://www.cato.org)
- The Heartland Institute – [www.heartland.org](http://www.heartland.org)
- The Heritage Foundation – [www.heritage.org](http://www.heritage.org)
- The Lincoln Institute – [www.lincolninstitute.org](http://www.lincolninstitute.org)
- The Pennsylvania Bulletin – [www.pabulletin.com](http://www.pabulletin.com)



## Online Advocacy

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The online advocacy program, Capwiz (at [www.mba-ga.org](http://www.mba-ga.org) or [www.capwiz.com/manp/home/](http://www.capwiz.com/manp/home/)), allows you to become more familiar with and actively influence the policies that affect the business community, enabling you to have a dynamic role in the political process.

Some of the features of Capwiz include:

- **E-Mail Alerts:** Sign up for e-mail alerts through our Capwiz home page. At the same time, you can submit your e-mail address and contact information for updates on the issues that affect you in Congress and on the state level.
- **Take Action:** Action Alerts can be found on the KPP Web site, [www.mba-ga.org](http://www.mba-ga.org) or at [www.capwiz.com/manp/home/](http://www.capwiz.com/manp/home/). There, you can send personalized messages to officials and policymakers and let them know what you think. To do so, click on an alert. Next, select your recipient(s) and then add your own message or edit a sample message. Finally, fill out your contact info to verify that your message was sent from an individual and not generated by a computer.
- **Research and Contact Elected Officials:** Capwiz contains a comprehensive government directory that is updated regularly. Keep up with changes of legislators and their staff members here.
- **Interactive Map to Find Your Elected Officials:** Click on your state or enter your zip code to learn who your elected officials are. From there you can see each legislator's biography page. Each biography page includes direct links to contact the legislator, look up key votes, and find staff contact information.

These features and more enable you to deliver critical messages to lawmakers and ensure the KPP legislative agenda is received and heard at the Capitol. Check it out today!

***\*Advocacy Tip:*** *When sending correspondence to your legislator, it is crucial to personalize your message with even just a few lines in order to avoid looking like a "form" letter.*



## Capwiz Election Guide

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The election guide on Capwiz contains information on candidates and upcoming elections in your area and across the country. Features of the Election Guide include:

- **Zip Search:** Enter your zip code and address to find races and candidates relevant to you. Here you will find information on candidates running for president, U.S. House/U.S. Senate, state legislature, and statewide office.
- **Clickable Map:** This allows you to browse races and candidates across the country. Use this to see who is on the ballot in districts other than your own.
- **Candidate name search:** If you want to search for a specific individual regardless of state or district, use the “Candidate Last Name Search” tool. Entering a last name into the search field will show you all the candidates with that last name, allowing you to select the one you’d like to see.
- **Register to Vote:** You can use this online tool to fill out a voter registration form from your state. Complete the form and mail it in to your local registrar of voters office to register.
- **Voter Information Section:** This section includes links to information on voter registration, polling place location and absentee ballots.
- **Key Dates:** This gives a calendar listing of election dates and registration deadlines.

*\***Advocacy Tip:** Always defer to the MBA or KPP with any of your local, state or federal election questions. While neither the MBA or KPP endorses candidates, they can share with you information regarding elections and those running for office.*

*“The ballot is stronger than the bullet.”*

— Abraham Lincoln



## Glossary of Public Policy Terms

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The following glossary is designed to clarify the terminology generally used within the grassroots advocacy/public policy arena. These are not dictionary definitions; they are simple explanations of common usage within the context of politics and advocacy.

### A

**Absent** - Not present at a session.

**Act** - A bill that has passed both houses of the General Assembly becomes an act through the governor's approval, inaction, or a veto procedure.

**Adhere** - A step in parliamentary procedure whereby one house of the legislature votes to stand by its previous action in response to some conflicting action by the other chamber.

**Adjournment** - Termination of a legislative day upon the completion of business, with the hour and day of the next meeting being set prior to adjournment.

**Administrative Rule** - Any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of any agency.

**Adjournment Sine Die** - The final adjournment of a legislative session. The Latin translation is "without a day; an indefinite period."

**Adoption** - Approval or acceptance; usually applied to amendments, resolutions, and motions.

**Amendatory Veto** - The governor returns the bill to the legislature with specific recommendations for change. The legislature may do nothing and the bill dies, the legislature may override the veto, or the legislature may accept the governor's proposed changes and the bill becomes law.

**Amendment** - Formal proposal to change the language of a bill or resolution after it has been introduced.

**Amendment, Committee** - An amendment adopted by a committee when a bill is before that committee.

**Amendment, Floor** - An amendment adopted by the full house when the bill is on the order of second reading.

**Appeal** - A parliamentary procedure for testing (and possibly changing) the decision of a presiding officer.

**Appointed officials** - Public officials who are not elected but conduct public service.

**Apportionment** - Establishment of the legislative districts from which members are elected.

**Appropriation** - Funds allocated for various departments of government set aside by formal action for specific use.

Allows money to be spent; is not actual expenditure record.

**Approval by the Governor** - Signature of the governor on a bill passed by the General Assembly, whereupon the bill becomes an act.

**At-Large Election** - An election in which candidates are chosen on an individual basis rather than as representatives of a geographically defined, single-member district. At-large elections can be held at the legislative and presidential levels. In the United States, some states hold at-large elections for congressional seats, when, for instance, a state's entire population warrants only one representative.

**Author** - The person (usually a legislator) who presents a bill or resolution for consideration; may be joined by others, who are known as coauthors.

## B

**Bicameral Legislature** - A legislature consisting of two houses.

**Biennium** - A two-year term of legislative activity by a legislature.

**Bill** - Legislation drafted in the form of an act for introduction into a house of the legislature and identified with a bill number. If the bill is passed by both houses and signed by the governor or otherwise becomes law, it becomes an act.

**Bipartisan** - Having an affiliation or association with (or representatives of) both political parties or caucuses in a two party system.

**Budget** - (1) The suggested allocation of state monies presented to the legislature for consideration; (2) a formal document that reflects the authorized expenditures of the state.

## C

**Calendar** - The daily printed agenda of business for each house of the General Assembly, also containing scheduled committee hearings.

**Call of the Senate or House** - Procedure used to compel the attendance of members who are missing from the chamber and to compel those members already in attendance to remain in the chamber.

**Capital** - Refers to the capital city of the state.

**Capitol** - The Statehouse or Capitol building.

**Carry-over Legislation** - Legislation that is held over from the first year of a legislative biennium to the second year.

**Caucus** - An informal meeting of a group of legislators, most often called on the basis of party affiliation or regional representation.

**Censure** - An action by a legislative body to officially reprimand an elected official for inappropriate or illegal actions committed by that official while in office.

**Chair** - A designation of the presiding officer.

**Chamber** - Official hall for the meeting of a legislative body.

**Clerk of the House or Senate** - A non-legislator officer who is appointed or elected by the members of the House of Representatives or Senate to perform and direct the parliamentary and clerical functions of the chamber. Also may be titled "chief clerk" or "principal clerk."

**Cloture** - Process by which debate (or filibuster) can be limited in the U.S. Senate, other than by unanimous consent.

Under cloture, each senator is limited to one hour of debate.

**Committee** - A body of members appointed by the presiding officer (or another authority specified by the chamber) to consider and make recommendations concerning disposition of bills, resolutions and other related matters.

**Committee of the Whole** - Either house of the legislature sitting in its entirety as a committee to consider bills or issues.

**Committee Report** - Official release of a bill or resolution from committee with (or without) a specific recommendation, such as "pass," "pass as amended" or "do not pass."

**Committee Substitute** - A bill offered by a committee in lieu of another bill that was originally referred to the committee for consideration; technically, the committee substitute is an amendment to the original bill.

**Companion Bill** - A bill which is identical to a bill having been introduced in the opposite house.

**Concurrence** - Agreement by one house of the legislature to an amendment added by the other house.

**Conference committee** - A committee composed of members from the two houses specifically appointed to reconcile the differences between House and Senate versions of a bill or bills.

**Conflict of Interest** - Untenable position that threatens the ability of a legislator to vote impartially due to some personal interest in a legislative issue.

**Consent Calendar** - A listing of non-controversial bills and resolutions. No debate is in order for any item on the consent calendar.

**Constituent** - A citizen residing within the district of a legislator.

**Constitution** - A written instrument embodying the fundamental principles of the state that guarantees powers and duties of the government and certain rights to the people.

**Constitutional Majority** - One more than half of the members of a deliberative body; actual number may be defined in the state constitution.

**Co-sponsor** - A sponsor of a bill or resolution who is not the principal sponsor.

**Convene** - To meet in formal legislative session.

**Coalition** - Combination of individuals or groups to increase their power.

**Committees of Jurisdiction** - Legislative issues in legislatures are assigned to a committee which specializes in handling that issue.

**Conference committee** - Congressional committee consisting of House and Senate committees of jurisdiction with responsibility to reach a compromise.

**Congressional committee** - A defined group of members of Congress to handle legislation.

**Constituents** - Individuals living within an elected official's district or state.

## D

**Debate** - To argue the merits of a legislative measure, pro and con.

**Decorum** - Proper order, etiquette, and conduct of members during a floor session.

**Died in Committee** - The defeat of a bill by the decision of a committee not to return the bill to the full house for consideration or vote.

**Dilatory** - Deliberate use of parliamentary procedure to delay.

**Dissent** - Difference of opinion; to cast a negative vote.

**District** - That division of the state represented by a legislator, determined on the basis of population.



**Division** - A method of voting; a request that members stand or raise hands to be counted when the outcome of a voice vote is unclear or in dispute.

**Division of a Question** - Procedure to separate a matter to be voted upon into two or more questions.

**Doorkeeper** - An official elected by the legislative house whose duties include controlling access to the floor of the chamber.

**Do Pass** - The affirmative recommendation made by a committee in sending a bill to the full house for final vote.

**Do Pass as Amended** - Passage recommended providing certain changes are made.

## E

**Executive Branch agencies** - Institutions that report to the president, governor or mayor.

**Effective Date** - Date on which a public act takes effect. The effective date of a law is the date it becomes generally enforceable.

**Emergency Clause** - A statement in a bill that indicates the act shall take immediate effect.

**Enacting Clause** - The initial language in a bill saying "Be it enacted . . . ." A successful motion to strike the enacting clause from legislation kills the bill.

**En Bloc Voting** - To consider several questions in a single vote or to vote as a unit on a particular question when all legislators are present and presumed to vote "yes" en bloc on consent bills.

**Engrossment** - The incorporation of amendments into a bill (or joint resolution) when a bill passes the house of origin and is sent to the second house. If not amended, the introduced version of the bill becomes the engrossed bill.

**Enrollment** - The processing of a bill (or joint resolution), incorporating all amendments, if any, when a bill passes both houses of the legislature. The enrolled bill is the document that is signed by both presiding officers and is then sent to the governor.

**Excused** - Absent with the permission of the body or the presiding officer.

**Executive Order** - Action by the governor in implementing his or her authority under the law.

**Ex Officio** - The holding of an office or the assumption of a duty by reason of holding another office. For example, "the president sat on the committee ex officio."

**Expunge** - An action that directs the removal of specific portions from the journal. This is applicable in situations where objectionable, inflammatory or incorrect matter has been included in the journal.

## F

**Filibuster** - The prolonged discussion of a bill to delay legislative action.

**Fiscal Note** - A statement attached to a bill giving the estimated amount of increase or decrease in revenue or expenditures and the present and future fiscal implications of a bill.

**Fiscal Year** - A 12-month accounting period. For many states the fiscal year is July 1 to June 30.

**Floor** - That portion of a legislative chamber reserved for legislators, staff, and other persons granted access during Session.

## G

**Geographical Reach** - The area in which an individual or group has potential influence.

**Gallery** - The balcony of a legislative chamber from which visitors may view proceedings.

**General Assembly** - The name of the legislative branch of many state governments responsible for enacting laws.

**Germane** - Relevant or appropriate. An amendment must be germane to the bill that it amends.

**Grandfather Clause** - Exemption from regulation for certain persons having engaged in the regulated activity for a specified period of time prior to the effective date of the regulatory legislation.

**Gut and Stuff** - A slang term that refers to removing the text of a measure and inserting entirely new language, which may change the nature of the bill completely.

## H

**Hearing** - A committee meeting convened for the purpose of gathering information on a specific subject or considering specific legislative measures.

**Hopper** - Colloquial name given the repository for bills awaiting introduction.

I

**Impeachment** - Procedure to remove from office a public official accused of misconduct.

**Incumbent** - Incumbent refers to a sitting member of the legislature running for reelection.

**Indefinite Postponement** - A form of adverse disposition of a proposal for that session of the legislature.

**Inexpedient to Legislate** - A vote indicating that the bill is dead.

**Interim** - The interval between regular sessions of the legislature.

**Interim Committee** - A committee established to study or investigate certain matters between annual or biennial legislative sessions and to report to the next regular session.

**Introducer** - The person (usually a legislator) who presents a bill or resolution for consideration; may be joined by others, who are known as co-introducer.

**Introduction** - The formal presentation of a proposal after it has been drafted.

**Item Veto** - An action taken by the governor to prevent the enactment of an item of an appropriation bill; also may be called line-item veto.

J

**Joint Committee** - A committee composed of members from both chambers.

L

**Lame Duck** - An elected official who has been defeated for re-election or who has chosen not to run for re-election but whose current term has not yet expired.

**Law without Signature** - A governor's way to make a personal statement of rejection of a bill without actually vetoing the bill.

**Legislation** - A document that proposes to create or change law.

**Legislative Assistant (LA)** - The professional staff member in a legislator's office in charge of a particular issue or issue area.

**Legislative Bodies** - Groups of elected officials, typically called the senate and the house, where legislation is debated and voted upon.

**Legislative Contacts** - Individuals within legislatures who are contacted by constituents for discussions of legislation and public policy-making.

**Legislative Council** - Non-partisan research staff that serves the legislature and staffs committee meetings.

**Legislative District** - Geographic area that contains the legislator's constituents.

**Legislative Intent** - The purpose for which a bill is introduced or passed.

**Legislative Liaison** - A person designated by an agency to represent the agency during the legislative process and assist members of the legislature in understanding programs or obtaining information relative to the agency.

**Legislative Measure** - Any matter brought before a house of the legislature for consideration, such as a bill, resolution, amendment, conference committee report, motion or message.

**Legislative recess** - Time period when legislators return home to their district.

**Legislator** - A member of the legislature, officials elected, at all levels, to pass legislation for laws.

**Legislature** - The branch of government that makes, amends, and repeals laws.

**Line Item** - Numeric line in an appropriation or budget bill.

**Lobbyist** - A person who represents a particular interest or group of interests before the General Assembly.

**Lockout** - The temporary disabling of the voting machine of any legislature who does not answer a quorum call before a record vote.

## M

**Majority Leader** - In both the houses of the legislature, the member who is the second-ranking official. The Majority Leader is appointed by the speaker or the president and is the key advisor to the speaker or the president and the majority caucus.

**Majority Party** - The political party having the greater number of members in a house of the legislature.

**Mark-up** - Process by which legislators and their staff change proposed legislation to increase member support and the chance for passage.

**Member Elect** - Member who has been elected, but who has not yet taken the oath of office or who is not yet officially serving.

**Minority Leader** - In both the houses of the legislature, the minority leader is selected by the minority party and is formally elected by all members. The minority leader's responsibilities include appointing members to serve on committees, selecting assistant leaders and staff, and serving as spokesperson for the minority party.

**Minority Party** - The political party having the fewer number of members in a house of the legislature.

**Minutes** - Accurate record of the proceedings of a meeting in chronological order.

**Moot** - A term indicating that a motion is not timely because it can no longer affect an action or event.

**Motion** - A formal suggestion, usually oral, made by a legislator to a presiding officer calling for specific action by a house of the legislature, such as a motion to adopt an amendment or a motion to adjourn. After a motion is officially received by the presiding officer, it is acted upon by a vote of the house.

**Municipality** - A city, village, or incorporated town.

## N

**Network** - The organization established to conduct grassroots activities.

**Non-concurrence** - Situation where the other house has voted in a manner inconsistent with the house in which the matter now lies.

**Non-partisan** - Having no association or affiliation with a political party or caucus.

**Nuclear Option** - A method by which changes can be made to the standard parliamentary procedure of the United States senate by a simple majority vote, contrary to the requirements of the written rules.

## O

**Oath of Office** - Oath taken by members-elect of the legislature prior to being seated and embarking upon official duties.

**Ombudsman** - An official, usually appointed, charged with the duty of receiving and investigating public complaints, and directing action thereon by the responsible agency.

**Omnibus Bill** - A bill regarding a single subject that combines many different aspects of that subject.

**Order of Business** - The defined routine of procedure in a house of the legislature each day.

**Out of Order** - A ruling that a motion, an amendment, or a question is improper under the rules of the house.

## P

**Page** - A person who works on the chamber floors, and occasionally in committees, to distribute materials, open doors, pass notes, and generally facilitate the legislative work flow. Honorary pages are guests of members who serve as pages for a day.

**Parliamentary Inquiry** - A question posed to the presiding officer for clarification of a point in the proceedings.

**Parliamentary Procedure** - The rules and rulings under which legislatures conduct their business.

**Partisan** - Associated or affiliated with a single political party or caucus.

**Passage** - Approval of a bill by the vote of the full house.

**Patron** - The person (usually a legislator) who presents a bill or resolution for consideration; may be joined by others, who are known as copatrons.

**Per Diem** - Literally, per day; daily expense money paid to legislators.

**Point of Order** - A statement by a legislator calling attention to an alleged breach of order or parliamentary procedure, upon which the presiding officer must rule.

**Postpone** - To delay consideration of a bill or resolution until a specific legislative day or hour of the same day.

**Postpone Indefinitely** - A motion to kill a bill.

**Preamble** - In a bill, a statement of purpose or explanation that is inserted between the title and the enacting clause.

A preamble in a bill does not become part of an act, but a court may use it as a tool of statutory construction in ascertaining legislative intent. In a resolution, one or more explanatory clauses beginning with "whereas."

**Precedent** - Interpretation of rulings by presiding officers on specific rules; unwritten rules that are established by custom.

**Prefile** - To file a bill with a house of the legislature during a specified period of time before the opening day of a regular session. The bill is deemed automatically introduced on the opening day.

**President** - Usually, the title given to the person elected (or designated by constitution) as the presiding officer of the senate.

**Pro Tempore (Pro Tem)** - The designated officer of the senate or house acting in the absence of the regular presiding officer.

**Proviso** - A clause in a bill that sets out specific exceptions to the general law.

**Public Act** - A bill that has been passed by the legislature and signed by the governor (or otherwise has become law). After a bill has been signed by the governor or otherwise becomes law, the secretary of state assigns the bill a public act number, which is subsequently used to refer to the measure rather than the bill number.

## Q

**Quorum** - The required number of legislators present to transact business.

## R

**Ratify** - To approve and make valid.

**Reading** - Presentation of a bill before either house of the legislature by reading its title; a stage in the enactment of a law. In many states, each bill introduced must be read by title on three different days in each house before it is passed.

The first reading introduces the bill. The second reading allows for floor amendments. A bill is voted on when called for third reading.

**Reapportionment** - Redrawing legislative district boundaries to provide equality of representation.

**Recede** - To undo action previously taken.

**Recess** - Intermission during a daily Session, usually for caucus or committee meetings.

**Recommit** - An action to send a measure to committee after it has been previously reported.

**Reconsider (Motion to)** - Action to retake a vote. The motion may be offered only by a legislator having voted previously on the prevailing side.

**Re-enrollment** - The final processing of a bill when the governor has amendatorily vetoed the bill and the legislature accepts the governor's proposed changes. Re-enrollment incorporates the governor's proposed changes.

The re-enrolled bill is presented to the governor for certification.

**Referral** - The assignment of a legislative measure to a committee.

**Referendum** - The submission of a law, proposed by the legislature or already in effect, to a direct vote of the people.

**Remonstrance** - A protest by a legislator to a particular bill or measure.

**Repeal** - To delete and make of no effect.

**Report** - To communicate opinion or recommendations.

**Resolution** - Action, in the form of a formal legislative document, taken by one house alone or both houses jointly.

A resolution does not change statutory or constitutional law and is not approved or otherwise acted upon by the governor (and thus is not a law). The effect of a typical resolution is merely to express the opinion of one or both houses or to take some action short of enacting a law that is within the province of one or both houses. Also, a resolution is typically temporary in character.

**Right to representation** - Right of citizen/constituents to have an elected representative.

**Ripper Bill** - A colloquial term applied to legislation designed to harm a particular person or bill.

**Roll Call** - To determine a vote on a question by the taking of names of those in favor and those opposed.

**Rules** - A code of procedure adopted by each house of the legislature to govern its operations.

**Ruling of the Chair** - A decision by the presiding officer concerning a question of order or procedure.

## S

**Section** - The basic segment of a bill, with each section being assigned a sequential number. Existing statutory law is also referred to by section number.

**Senate President** - The presiding officer of the senate, elected by the senate from its membership.



**Seniority** - Recognition of prior legislative service.

**Sergeant-at-Arms** - An official elected by the legislative house whose duties include controlling access to the floor of the chamber.

**Session** - The period of time during which the legislature meets. The regular session is the annual (or biennial) meeting of the legislature required by the state constitution. A special (or extraordinary) session is a special meeting of the legislature that is called by the governor (or the legislature itself) and limited to specific matters.

**Simple Majority** - One more than half of those voting on a question.

**Sine Die (pronounced "sign-ey die" or "sign die")** - Literally, "without day;" usually, adjournment without a day being set for reconvening; final adjournment.

**Skeleton Bill** - A measure introduced with little or no substance. It will be amended at a later date to include substantive text.

**Sponsor** - The legislator who introduces a bill (or resolution). Other legislators may show their support by signing on as co-sponsors. The principal sponsor of a bill controls that bill.

**Standing Committee** - A committee appointed with continuing responsibility in a general issue area or field of legislative activity.

**Status of Legislation** - The progress of a bill or resolution at any given time in the legislative process.

**Statutes** - Individual laws that comprise the all the laws in a particular state.

**Stop the Clock** - The term used to describe the process of continuing business after a time deadline has passed.

**Strike Out** - The deletion of language from a bill or resolution.

**Subcommittee** - A subordinate committee composed of members appointed by the chair from the full committee. A subcommittee will consider a narrower range of topics than the full committee, and generally is authorized only to make recommendations to the full committee.

**Sunrise Review** - A systematic review of new or expanded regulation undertaken to ensure that the purpose of the regulation is to protect the health, safety, and welfare of the public.

**Sunset Date** - The expiration date of a law.

**Suspension of Rules** - Parliamentary procedure whereby an action can be taken that would otherwise be out of order.

**Synopsis** - A summary of the contents of a bill required to be attached to each bill upon introduction.

## T

**Tabling** - Laying on the table or killing. Tabling removes a bill, resolution, or amendment from consideration.

**Title of Bill** - The caption of a bill that precedes the enacting clause and expresses the subject of the bill.

**Transcript** - A record of the actual floor debate that has taken place in one of the houses of the legislature on a legislative day, consisting of what is spoken by each legislator.

## U

**Unanimous Consent** - A vote, by voice, expressing adoption of a bill without dissent or objection.

**Unicameral** - A legislature with only one chamber.

## V

**Verification** - An action whereby a legislator requests that the results of a record vote be confirmed. The names of those legislators whose votes are to be verified are called, and if the legislator doesn't answer, his or her vote is stricken. However, the legislator's vote is restored to the roll if his or her presence is recognized before the presiding officer announces the final result of the verification.

**Veto** - The action of the governor in disapproval of a bill sent to him or her by the legislature; action taken by a public sector, elected chief executive to block legislation or action by an elected legislative body.

**Veto Override** - Vote by the legislature to pass a bill over a governor's veto.

**Voice Vote** - Oral expression of the members when a question is submitted for their determination. When asked by the presiding officers, members respond "aye" or "nay." The presiding officer then decides which side prevailed.

**Vote** - Formal expression of will or decision by a house of the legislature.

**Vote Record** - A roll call vote in which each legislator electronically votes "yea" or "nay."

## W

**Whip** - A term used at the federal level to refer to the deputy majority leader. It derives from the British fox-hunting term "whipper-in," which described the person responsible for keeping the foxhounds from leaving the pack.

**Withdraw** - To recall or remove a bill or question from consideration.

## Y

**"Yea" and "Nays"** - Positive or negative recorded vote of members on an issue.

**Yield** - The relinquishing of the floor by one legislator to another legislator to speak or ask a question during debate.



## Contact Information

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### FEDERAL:

**President** – 202/456-1414, [www.whitehouse.gov](http://www.whitehouse.gov)

**Vice President** – 202/456-9000, [www.whitehouse.gov](http://www.whitehouse.gov)

**Department of State** – 202/647-5291, <http://www.state.gov>

**Department of the Treasury** – 202/622-1100, <http://www.treasury.gov>

**Department of Defense** – 703-682-7100, <http://www.defenselink.mil>

**Department of Justice** – 202/514-2001, <http://www.usdoj.gov>

**Department of the Interior** – 202/208-7351, <http://www.doi.gov>

**Department of Agriculture** – 202/720-3631, <http://www.usda.gov>

**Department of Commerce** – 202/482-2000, <http://www.commerce.gov>

**Department of Labor** – 202/693-6000, <http://www.dol.gov>

**Department of Health and Human Services** – 202/690-7000, <http://www.hhs.gov>

**Department of Housing and Urban Development** – 202/708-1422,  
<http://www.hud.gov>

**Department of Transportation** – 202/366-4000, <http://www.dot.gov>

**Department of Energy** – 202/586-6210, <http://www.energy.gov>

**Department of Education** – 202/401-3000, <http://www.ed.gov>

**Department of Veterans Affairs** – 202/273-4800, <http://www.va.gov>

**Department of Homeland Security** – 202/282-8000, <http://www.dhs.gov>

**Environmental Protection Agency** – 202/272-0167, <http://www.epa.gov>

**U. S. Capitol Switchboard** - 202/224-3121

**Congressional Budget Office** – 202/226-2600, <http://www.cbo.gov>

**Congressional Record Index** – 202/512-0275, <http://www.gpoaccess.gov>

**Congressional Research Service** – 202/707-5700

**Federal Register** – 202/741-6000, <http://www.gpoaccess.gov/fr>

**Library of Congress** – 202/707-5000, <http://www.loc.gov>



## Contact Information

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### STATE:

**Governor** – 717/787-2500, <http://www.governor.state.pa.us>

**Lieutenant Governor** – 717/787-3300, <http://www.ltgovernor.state.pa.us>

**Attorney General** – 717/787-3391, <http://www.attorneygeneral.gov>

**Auditor General** – 717/787/2543, <http://www.auditorgen.state.pa.us>

**State Treasurer** – 717/787-2465, <http://www.patresury.org>

**Department of Aging** – 717/783-1550, <http://www.aging.state.pa.us>

**Department of Agriculture** – 717/772-2853, <http://www.agriculture.state.pa.us>

**Department of Banking** – 717/787-2665, <http://www.banking.state.pa.us>

**Department of Community and Economic Development** – 717/787-3003,  
<http://www.dced.state.pa.us>

**Department of Conservation and Natural Resources** – 717/772-9084,  
<http://www.dcnr.state.pa.us>

**Department of Corrections** – 717/975-4918, <http://www.cor.state.pa.us>

**Department of Education** – 717/783-9780, <http://www.pde.state.pa.us>

**Department of Environmental Protection** – 717/787-2814,  
<http://www.depweb.state.pa.us>

**Department of General Services** – 717/787-5996, <http://www.dgs.state.pa.us>

**Department of Health** – 717/787-6436, <http://www.health.state.pa.us>

**Department of Insurance** – 717/783-0442, <http://www.insurance.pa.gov>

**Department of Labor and Industry** – 717/787-3756, <http://www.dli.state.pa.us>

**Department of Military and Veteran Affairs** – 717/861-8500,  
<http://www.dmva.state.pa.us>

**Department of Public Welfare** – 717/787-2600, <http://www.dpw.state.pa.us>

**Department of Revenue** – 717/783-3680, <http://www.revenue.state.pa.us>

**Department of State** – 717/787-8727, <http://www.dos.state.pa.us>

**Department of Transportation** – 717/787-5574, <http://www.dot.state.pa.us>

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**Offices of Budget and Administration** – 717/787-4472





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**FREEDOM** IS NEVER MORE THAN ONE  
GENERATION AWAY FROM **EXTINCTION**.  
WE DIDN'T PASS IT TO OUR CHILDREN  
IN THE BLOODSTREAM. IT MUST BE  
**FOUGHT FOR, PROTECTED, AND HANDED ON**  
FOR THEM TO DO THE SAME.

-RONALD REAGAN

