

How to Make a Difference

**A Citizen's Guide to State
Government**



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March 2006

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“Eternal Vigilance Is the Price of Liberty.”

Thomas Jefferson

As an American citizen you have the right—and the responsibility—to involve yourself in the process of government. As issues arise and policy decisions are made at all government levels, from the city council to the county board, Minnesota legislature, Congress, to the president's office, you can make your voice heard, and you can make a difference.

League of Women Voters Minnesota has put together this handbook in order to help you most effectively communicate with your elected representatives. While the focus is primarily on the state, you may find the guidelines useful for communicating at all levels of government. For your general information we have included the following brief outline of the organization of our government.

GUIDE TO GOVERNMENT BASICS

United States government is a federal government.

A written constitution divides the powers of government on a territorial basis. The division is between the national government and the 50 state governments. Neither level, acting alone, can change the basic division of powers established by the Constitution.

Both United States government and state governments are constitutional governments.

Both are limited governments, having only those powers that “We the people” have given them in the national and state constitutions. Both national and state constitutions provide for a separation of the powers of government into three branches.

National level

- The Congress has the legislative power; divided into two bodies, it makes the laws.
 - Senate: 6 year term; 100 members; two from each state
 - House of Representatives: two year term; 435 members; state’s share based on population (Minnesota has eight)
- The president has the executive power; he/she enforces the laws.
 - four year term; two term or ten year limit
- The United States Supreme Court and lower courts interpret and apply federal law.
 - Justices and judges appointed for life by president with Senate confirmation.

State level

- The MN Legislature has the legislative power; divided into two bodies, it makes the laws.
 - Minnesota Senate: four year term; one from each legislative district for total of 67

Minnesota House of Representatives: two year term; two from each legislative district for total of 134

- The governor has the executive power; he/she enforces the laws.
four year term
- The State Supreme Court and lower courts interpret and apply state laws.
Elected, traditionally after appointment by the governor to fill a mid-term vacancy
District Court judges elected by their judicial district for six year terms
Supreme Court justices, Appeals Court judges elected state-wide for six year terms

Checks and Balances

Both state and national constitutions provide for a system of checks and balances. Examples include the following:

- **National**
Congress can pass a law, the president can veto it, Congress can override a veto with a $\frac{2}{3}$ vote in each house; if challenged, the Supreme Court may find the law unconstitutional.
The president appoints federal judges, the Senate must confirm them; once confirmed they have a life-time appointment, but may be removed by Congress through impeachment.
- **State:***
The MN Legislature can pass a law, the governor can veto it, and it follows the same course as it does at the national level.
The MN Legislature can pass a funding bill; the governor can line-item veto specific appropriations in that bill. A line-item veto can be overridden, as above.

In general, at both the national and state levels, the checks-and-balances system has prevented “an unjust combination of the majority,” as the Framers of the Constitution intended.

*Although all 50 states have a separation of powers, the details here describe Minnesota State Government.

GETTING ORIENTED

Capitol

The chambers of both the Senate and the House of Representatives are located in the Capitol Building. As you enter the front door of the Capitol you will see an information desk to your right. Historical Society guides at the desk have maps and daily agendas and can direct you to the rooms in which committees meet. Both the Senate and the House of Representatives legislative chambers are located in the Capitol Building.

Senate

Senate Information (651-296-0504) is located in Room 231, Capitol. The *Senate Briefly*, a short summary of action on the senate floor, is available at www.senate.mn/briefly/2006. Senate Information also publishes daily schedules of the hearings for the day and lists of bill introductions. You may ask to receive the latter or find the information at <http://www.senate.leg.state.mn.us/schedule/listserv.htm>. Use the following website to locate a bill, find its number, authors, companion bill, status, committee schedules and more:
<http://www.leg.state.mn.us/leg/legis.asp>

Committee meetings, information, and agendas are posted on bulletin boards in the basement near the elevator, second floor corridors and at the capitol information desk near the rotunda. You can sign up to receive committee schedules on the “Legislation and Bill Status” site at <http://www.leg.state.mn.us/leg/legis.asp>

The Office of Senate Counsel and Research, which provides legal, research and technical assistance to members, has copies of reports available to the public. Ask for them in Room G-17, State Capitol, 651-296-4791.

Secretary of Senate

Room 231, Capitol 651-296-2343 (Voice Mail)

From this office you get copies of bills, daily Senate journals, calendars, Senate proceedings, committee schedules, committee assign-

ments, and copies of Senate bills. Answered 24 hours per day. For questions about rules, call 651-296-2344.

Senate Hotline

651-296-8088

This 24-hour per day service is available during the session. It lists committee meetings and agendas for the day. At 4:00 P.M. it changes to the next day's schedules.

DFL Senate Fax

651-296-6511

Republican Senate Fax

651-296-9441

House

House Information (651-296-2146 or toll free 1-800-657-3550, web site <http://www.house.leg.state.mn.us>) is located in Room 175, State Office Building.

This office publishes the *Session Weekly*, which reviews the week's committee hearings and floor action, lists all bills introduced that week, and previews the upcoming committee schedule. You may subscribe to this service without charge. You may also subscribe to the *Session Daily*, the online companion to the *Session Weekly*, which is updated daily at 8:00 A.M. with the previous day's House actions. This office also publishes the committee assignments and permanent rules for the House, a members directory for the MN Legislature, the official directory, and a schedule of the day's hearings and committee meetings, agendas, and other information that is posted outside the Chief Clerk's Office in the Capitol.

For changes in agenda or to make sure meetings are being held, call the office of the chair of the committee and check with the chair's administrator. You may also check changes in meeting times and meeting locations by going to the individual committee page <http://www.house.leg.state.mn.us/comm/commemlist.asp>.

There may be several subcommittees of standing committees. Check the Office of House Research (651-296-6753) for information on sub-

committees' work or call the office of the chair of that subcommittee.

Chief Clerk's Office

Room 211, Capitol 651-296-2314

From this office you get copies of House bills, daily House journals, calendars, committee schedules, and assignments. Committee meetings, agendas, and other information are posted outside the room.

House Index

Room 211, Capitol 651-296-6646

Call to locate a bill, find out its number, authors, companion bill, status or committee assignments.

House Hotline

651-296-9283

This 24-hour per day service is available during the session. It lists committee meetings and agendas for the day. At 4:00 PM it changes to the next day's schedule.

TTY Line

651-296-9896 1-800-657-3550

Electronic communications for hearing impaired persons. Call to ask questions or leave messages.

DFL House Fax

651-296-4165

Republican House Fax

651-296-3949

General Information

Legislators' Offices

All legislators' offices are in the State Office Building except for those of the majority members of the Senate, which are located in the Capitol.

Legislative Reference Library

The Legislative Reference Library is located in Room 645, State

Office Building, 651-296-3398. The library is available for your use in doing research or background work on a bill. They also have tapes of the session and committee hearings. You may use materials there. You may photocopy materials for a charge.

Legislative Sessions

- **Regular Session**

The Constitution authorizes the MN Legislature to organize biennially, with a regular session in each year, for a total of 120 legislative days. The biennium begins in odd-numbered years.

A legislative day is any day when either house is called to order. It commences at 7:00 AM and continues until 7:00 AM of the following calendar day. However, during regular sessions, the Senate and the House convene at 2:00 PM on Mondays and Thursdays unless otherwise ordered.

The temporary adjournment between the session of the first year and the second year of the biennium is not a final adjournment, as the biennial session is considered as one continuous session. For this reason, the journal pages of both houses are numbered consecutively through both years, and bills are numbered consecutively in order of introduction through both years.

Bills which have not become law or been defeated by legislative action or vetoed by the end of the first half of the session can still be acted upon in the second half of the session. This means standing committees may hear such bills in the interim recess and make recommendations on their passage.

- **Special Session**

The MN Legislature may be called into special session at any time by the governor. Special sessions become necessary when legislative action is needed to meet emergencies or when legislative work is unfinished at the end of a regular session. The governor is the only official empowered to call a special session. The governor does not have the power to limit the length or scope of the session.

Senate & House Staff

The staffs of both houses are willing to help. Committee legislative

assistants, who are also the secretaries of the committee chairs, can tell you the time and agenda of a committee meeting.

Official Directory of the Minnesota Legislature

This is a pictorial directory of members of the MN Legislature. It also includes listings of committees and subcommittees, rules, offices, employees, statutory provisions, and key figures in state government. It is published by the House Information Office and Office of the Secretary of Senate. The *Election Directory* is published two weeks after the November election; the *Members Directory* (green) is published every year in late January or February; the *Official Directory* (red) is published every two years in May, following an election.

Legislative Manual

The large blue book, which is the *Legislative Manual*, is published every two years and has detailed information on the MN Legislature and the state. It usually is printed late in the first year of the biennium. It is available from the Secretary of State in Room 180, State Office Bldg.

House & Senate Galleries

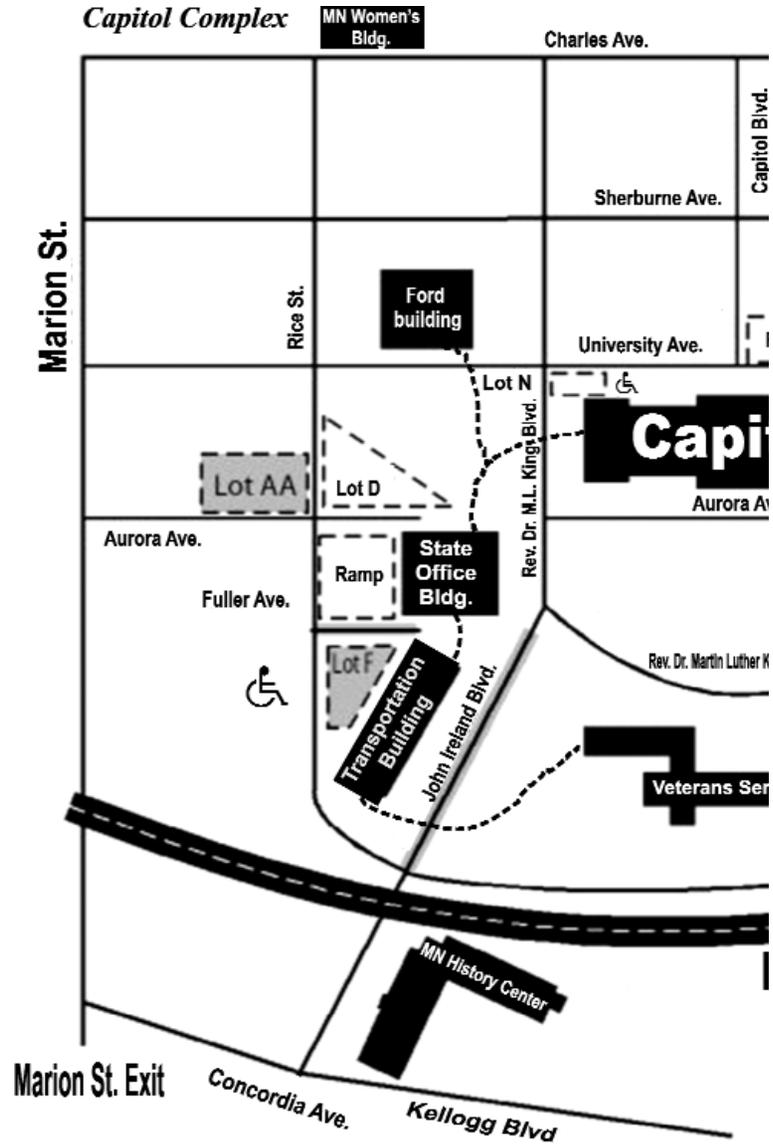
Visitors may sit in the galleries to observe the House and Senate in session. The House and Senate galleries are on the third floor of the Capitol.

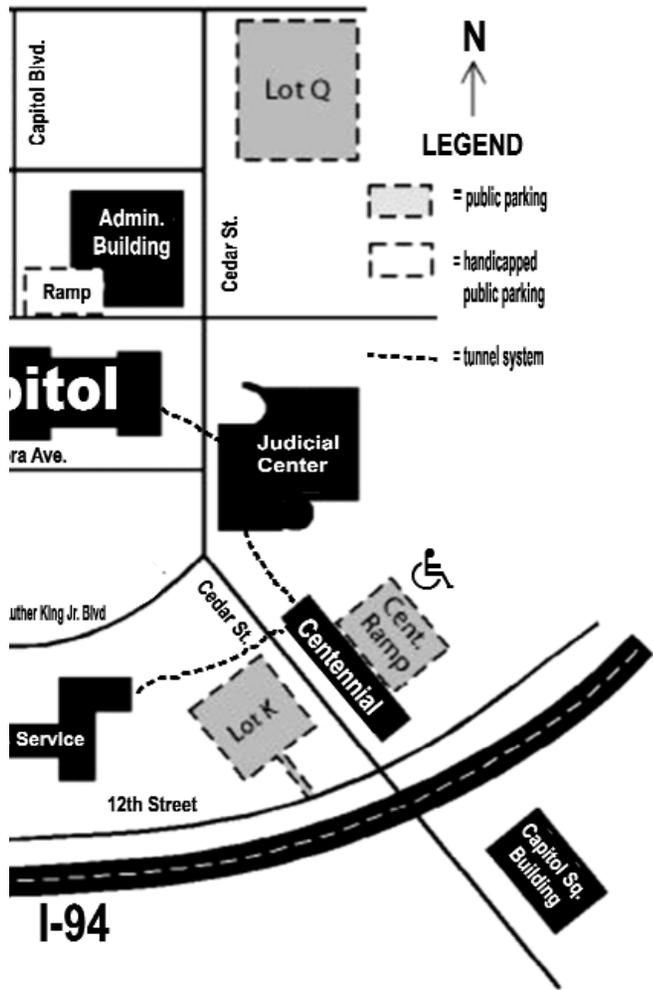
Cafeterias

There are cafeterias in the basement of the Capitol, in the Transportation Building, the Centennial Building and the Judicial Building. Vending machines and sandwiches are available on the second floor of the Capitol during the session.

Parking

Parking spaces are at a premium. There are some meters available on the streets near the Capitol and in some lots. There is street parking near the State Office Building. Several bus lines go by the Capitol—check with MTC.





Post Office

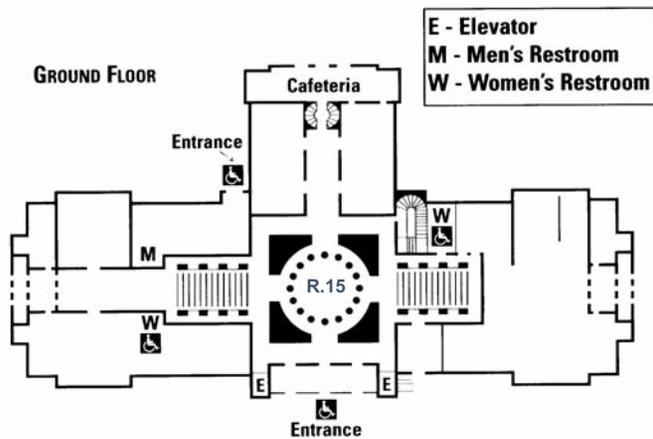
The Senate post office is in the basement of the Capitol, Room B-43.
The House post office is in Room 50, State Office Building. They will deliver material to Senators and Representatives without postage.

Tunnels

Be sure to discover these for cold days. All six buildings on Capitol Hill are connected.

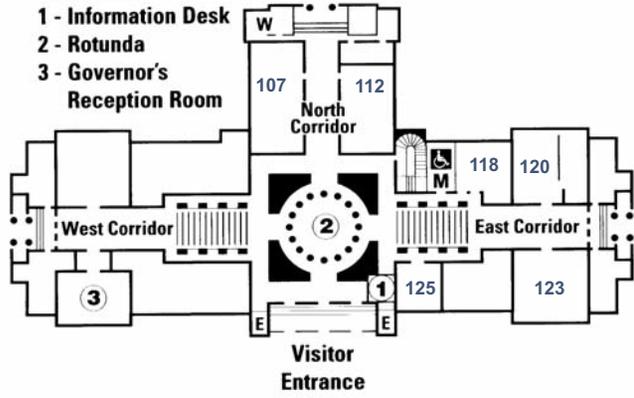
Maps

Capitol Interior



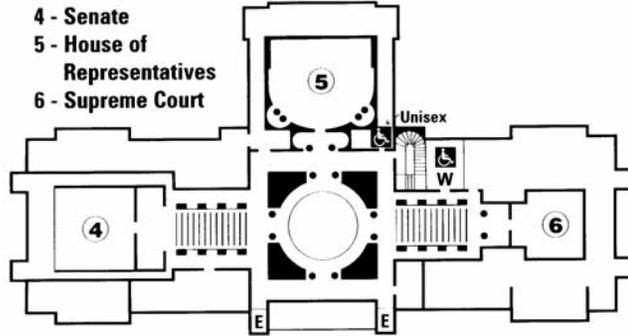
FIRST FLOOR

- 1 - Information Desk
- 2 - Rotunda
- 3 - Governor's Reception Room



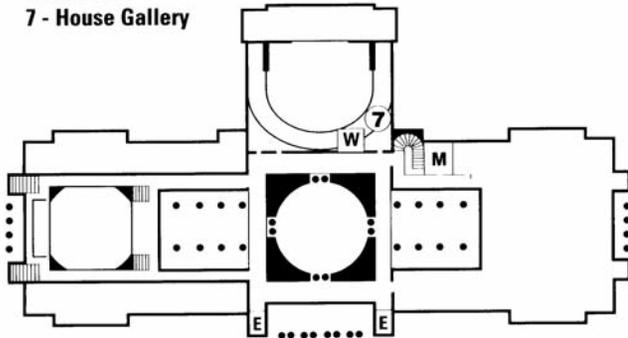
SECOND FLOOR

- 4 - Senate
- 5 - House of Representatives
- 6 - Supreme Court



THIRD FLOOR

- 7 - House Gallery



HOW A BILL BECOMES A LAW

Companion bills, HF432 and SF788, Hypothetical Campaign Finance Reform Bill

HOUSE OF REPRESENTATIVES

Bill (HF432) is introduced and referred to committee. [First Reading]

Gov't Operations and Veterans Affairs Comm. refers bill to Subcommittee
Most bills die at this point.

Subcommittee Hearings and Action
Bill may be amended.

Bill is returned to Gov. Ops. Comm. for action. Bill may be amended.

Bill is re-referred to State Gov't Finance Comm. Bill may be amended.

HF432 as amended reported to House [Second Reading]

HF432 placed in General Orders awaiting consideration by House
Bill may be amended during debate.

[Third Reading] Final Vote
HF432 passes as amended



SENATE

Bill (SF788) is introduced and referred to committee. [First Reading]

Rules and Administration Comm. refers bill to Subcommittee on Elections
Most bills die at this point.

Subcommittee Hearings and Action
Bill may be amended.

Bill is returned to Rules and Adm. Comm. Bill may be amended.

Bill is re-referred to Senate Finance Comm. Bill may be amended.

SF788 as amended reported to Senate [Second Reading]

SF788 placed in General Orders awaiting consideration by Senate
Bill may be amended during debate.

[Third Reading] Final Vote
SF788 passes as amended



The two bills are no longer identical. Key members of each house are appointed to a **Conference Committee**. The Conference Committee meets to resolve differences in the two bills. The compromise bill is returned to each house.



Bill passes in the House



Bill passes in the Senate

The bill is sent to the Governor. If he signs it, it is law; if he ignores it for 3 days it's law, unless the Legislature has adjourned. If he vetoes it, it may be returned to each house to see if they can override the veto with a 2/3 vote. If the Legislature has adjourned, it is a pocket veto and the bill is dead.

HOW TO LOBBY

We are all lobbyists.

The term lobbyist, which originally described a person waiting in a legislative anteroom or lobby in order to collar legislators and influence legislation, is now used in a wider sense. It may refer to a citizen making a phone call to a school board member or her legislators; to a volunteer advocate for the LWVMN, an environmental group, or housing group; to the professional who makes a living advocating for Center Point Energy, the National Rifle Association, or the Sierra Club. All of us, amateur and professional alike, seek to influence the course of government action.

How a Bill (House File 432, Senate File 788) Becomes a Law

The accompanying chart maps the process by which a bill becomes a law. At each step of the process you can become involved in some way. It is important to understand the process and the possibilities for exerting influence at the appropriate stages. An experienced lobbyist would help initiate the legislation, help write the bill, help find the authors (a most important step—the choice can determine the outcome), help make the necessary changes, and guide the bill to its final passage. A good lobbyist may become indispensable to the chief author of a bill. Such complete participation is unusual for the citizen lobbyist, but he/she may seek to influence legislation at any stage of the process.

In developing legislation and/or lobbying, lobbyists will have contact with committee chairs, committee secretaries, research assistants, and the research staff. It is probable that at some point lobbyists will be working with various state departments and state agencies that will be affected by the legislation. These contacts will vary with the issue and personalities involved. Lobbyists may want to contact the governor and administration staff.

Bill Drafted and Introduced

Anyone can propose an idea for a bill. Confer with your legislative

sponsors as you research and draft your proposed bill. The Revisor of Statutes will put the bill in proper form. Each bill must have at least one legislator as its sponsor or chief author. Ideally your bill will be introduced in both houses simultaneously. Up to four additional authors in the Senate and 34 additional authors in the House may be selected with the chief author's approval. Seek a cross section of sponsors for your bill, i.e., Republican and DFL, metro and non-metro, male and female. Selection of authors who are members of key committees for your bill is desirable.

Committee Action

Here is a great opportunity for the citizen lobbyist. All bills are assigned to committees for action. All committee meetings or hearings are open to the public.

Before the Hearing

1. Write letters, make phone calls, send a fax, or (best of all) make personal visits to all members of the committee. It is helpful to provide each member with a fact sheet and other resource materials. Lots of information is helpful, but be sure to include a one-page condensation for immediate perusal. Legislators do not have time to thoroughly research every bill.
2. Contact any other legislators or public officials, including the governor, who might influence the committee. Keep in touch with any state agencies involved in the issue.
3. Join or organize a coalition of organizations working on your issue.
4. Try to have each legislator contacted by a resident of her/his district.
5. Contact the legislative assistant for the committee and ask to get on the list of people who wish to testify.

At the Hearing

1. Attend. Be quietly conspicuous in the audience by wearing a button indicating your support or affiliation.
2. Testify.

General Orders

Contact all legislators now that the full House or Senate will be debating the bill.

1. Provide fact sheets and resource materials to all members.
2. Solicit calls to legislators from their constituents.
3. Give your opinions in writing on any amendments that were attached in committee or are contemplated on the floor to key members.
4. Ask all members of your coalition to make similar contacts with legislators.

Calendar

Contact the legislators again, perhaps with just a short letter or phone call. They should all have the facts from you by now.

Second House

This will refer to the Senate if action began in the House and to the House if action began in the Senate. Action is the same as in the first house. However, if you are a chief lobbyist (if you have been instrumental in drafting and/or supporting the bill), you will serve as the eyes and ears of each chief author by advising her/him of the action taken in the other house and its committees. There is very little communication between authors in the two houses. You can be that vital communication link.

Conference Committee

If the House and Senate versions of a bill are not in total agreement, a conference committee of three to five senators and an equal number of Representatives must meet to reconcile the differences. These members are appointed by the speaker of the House and the Senate majority leader. It is still possible to be influential at this stage. First, have members of your coalition contact the speaker and the majority leader and indicate the importance of including certain members on the committee. Then, members of the committee are your targets; phone calls, letters and personal visits can make a difference. Use your judgment here. Don't overpower them. Generally, by the time these committees are formed it is late in the session, and everyone is extremely busy.

Your presence at conference committee meetings may be the most effective lobbying technique at this stage. Chief lobbyists may be called upon to provide information on the bill.

Governor

After a bill has passed both houses, your messages should be directed to the governor and his staff. Be sure all members of your coalition make this contact. The governor should hear from all parts of the state. Note: This is probably not your first contact with the governor's office on this issue. He/she has heard from you and/or your supporters since the bill was first introduced.

Monitor the Implementation

As a concerned citizen lobbyist your job is not over once the governor signs a bill. That bill will not be effective unless it is enforced. Various state administrative agencies are responsible for such enforcement through rule making and supervision. The lobbyist now becomes a monitor. Determine which agency will be responsible for enforcement of your bill. Attend any rule-making sessions. You have opportunities for input here. Keep the public informed on how well the law is being implemented. See Monitoring the Rule-Making Process, page 30.

How to Phone Your Legislator and Other Elected Officials

1. For legislators' phone numbers, call House Information (651-296-2146; 800-657-3550) or Senate Information (651-296-0504; 888-234-1112)
2. State your name, address and indicate that you are a constituent.
3. Give the name and House or Senate File number of the legislation that is the subject of your call.
4. State clearly whether you oppose or support the legislation. Usually you will be speaking with an administrator or aide who is checking pro or con and the call will last a very short time.
5. State how you want your legislator to vote.

How to E-mail Your Legislator and Other Elected Officials

The standard e-mail address format for House and Senate members follows, though some senators prefer a web address. Check the *Members Directory* or the website if you have a problem. Examples:

rep.steve.sviggum@house.mn
sen.dean.johnson@senate.mn

For constitutional officers the format varies. Please check the web site for the correct format for the person with whom you wish to correspond.

Send an original or personalized message. Do not forward messages from others.

Always include your name, address, phone number and e-mail address. This not only indicates whether you live in the district, but will allow the elected official to respond if the message is printed.

How to Write Your Legislator and Other Elected Officials

1. Spell the legislator's name correctly, with proper address. While the MN Legislature is in session send letter to Senate or House offices; otherwise, send to home or business address per their preferences in the official directory.
2. Describe the bill by popular name and by House or Senate file number.
3. Know if your legislator is one of the authors and acknowledge it.
4. Be brief and clear. State the issue and how you want your elected official to vote in your first sentence. Give a concise statement of your reasons. Longer letters are appreciated if you have some new information on a subject.
5. Do not express anger. You will want to have future contact with the legislator.
6. Be polite in your requests for support or opposition; give reasons why. Never demand. Never threaten defeat at the next election.

7. Include your name and address.
8. Use your own words. Do not use form letters or postcards.
9. Write about only one issue in a letter.
10. Be constructive. Explain an alternative or better solution to the problem.
11. Write legibly or type.
12. Send a note of appreciation when your elected official supports your issue.
13. When you sign your name make sure your officials can tell how you wish to be addressed if they should reply.

How to Address Your Legislator

State Senator

The Honorable _____
State Office Building or Capitol
St. Paul, MN 55155

Dear Senator:

State Representative

The Honorable _____
State Office Bldg.
St. Paul, MN 55155

Dear Representative:

How to Lobby Your Legislator in Person

Meet in the legislative office or somewhere in the home district.

If possible, introduce yourself and perhaps your organization immediately after the legislator's election. This would probably be done in the home district before the MN Legislature convenes. Congratulate him or her on the election. Explain your or your group's legislative interests. Interview your legislator on his/her positions. Try to have a resident in the legislator's district with you, or better yet, have that person conduct the interview. Subsequent contacts may be made in the home district again or at the MN Legislature.

1. Make appointments if possible. Keep them. Be prompt. If you drop in and cannot make contact with your legislator, deliver your written message to his/her legislative assistant. Legislative assistants can be your best allies; treat them well.
2. Go in groups of two or three. You can give each other support and provide an effective way to train new lobbyists.
3. At the interview:
 - Identify yourself and your organization.
 - Explain briefly why you are there.
 - Be sure to have a hand-out to leave behind—research on the issue and a one-page summary of your position and rationale.
4. Be brief and to the point as you outline your position. Considerations that led to your group's position add a great deal to your rationale because they let the legislators know what people are thinking and how. Don't give personal opinions which might be misunderstood as those of the organization.
5. Know the views of those opposing your position and politely counter them in your discussion.
6. Ask directly what the legislator's position is on the pending bill. Will the legislator play a leadership role in supporting or opposing the bill? Legislators can be vague. You don't want to be surprised about a vote.
7. Be friendly, earnest, and down to earth. Minnesota legislators seem to like a low-key approach. If a legislator disagrees with you, don't become hyper-aggressive, defensive, or over-intellectual. You may have to agree to disagree on a certain bill, but remain friendly so that you can start fresh on another bill another day.
8. If you don't know, say so. You can find out answers to questions asked of you and get them to the legislator later. Be sure to follow up.
9. Leave the way open for further conversations on the issue. Even if you will never agree on the issue under discussion, you may want this person's support on other legislation.

10. Follow up your visit with a letter. Thank the legislator for support if support was indicated or for the opportunity to present your view. Also, send any additional information which may have been requested about your issue or your organization. If you had been unable to answer a question during the visit, look up the answer and include it in your letter.
11. Thank you notes are important at all stages of lobbying. We often take our supporters for granted and woo the legislators who are undecided or in opposition. Supporters need strokes too. Don't wait until an issue is settled before you say thank you.

How to Get the Most Out of a Committee Meeting

1. Committee schedules are printed at the beginning of the session and are listed in the *Members Directory*. Standing committees meet on a regular basis at their scheduled times. The subcommittees are scheduled by the committee chair and the schedule may be obtained from the committee administrator. You may sign up to receive announcements of committee meetings via e-mail by going to <http://www.leg.state.mn.us/leg/legis.asp> and clicking on "House Committees" or "Senate Committees."
2. Register bill number(s) you plan to cover on "MyBills Personalized Bill Tracking" on the MN Legislation and Bill Status site, <http://www.leg.state.mn.us/leg/legis.asp>. You will be notified of your bill's progress through the system.
3. When you arrive at the State Office Building (SOB) or the Capitol check the committee schedule on the bulletin board across from the elevators in the SOB or outside the Senate Information Office at the Capitol.
4. If you don't have one already, get a copy of the bill or bills to be heard. You can get a copy in the House Index or Senate Information Office.
5. Amended copies of the bill and amendments to be offered should be available at the committee meeting. When you get there, look around for agendas and other materials available to the public.

6. Arrive at the meeting early enough so that you can:
 - Get a chair
 - Pick up an agenda, copies of bills and amendments
 - Network with others working on your issue.
 - Identify committee members as they arrive. All legislators have name plates at their places in committee meetings, but they are difficult to see. The *Members Directory* and the *Official Directory* are pictorial directories of members. These also include committee lists and are very helpful in identifying legislators and staff members. This gets easier with experience.
7. Once the hearing is underway, pay strict attention, take notes on who said what if you can, and try to get the gist of arguments pro and con, questions that committee members ask, and the tenor of committee reaction. Notice if a legislator is following the party line (or leadership) or acts independently. It is acceptable to quietly enter or leave the room during the hearing.
8. Pick up copies of any material available, such as testimony, reports, etc.

How to Write Testimony

1. Identify yourself (the person presenting the testimony) in the first paragraph.
 - If testifying as an individual, give name and address.
 - If representing a group, give your name and the name of the group and number of people you represent.
2. Give the reason for your interest in the subject of the hearing or committee meeting.
 - If testifying as an individual, explain why the bill or administrative rules or proposed action by a governing body would affect you.
 - If representing a group, explain the group's interest and how you know that other members of the group share the opinions expressed in the testimony.

3. Outline the problems as you see them.
4. Give solutions you think would be acceptable and alternatives to proposed solutions with which you do not agree.
5. Be sure to emphasize the good things you see in the bill. If you are testifying against a bill or proposed action but do agree with some of it, be sure to mention those parts you do support.
6. If the body of your testimony is long or complex, summarize it in one paragraph.
7. State clearly whether you support or oppose the subject under consideration.
8. Thank the committee or governing body for the opportunity to express your opinions.
9. Prepare enough copies of your statement for all members and staff of the committee and the press.

How to Present Testimony

1. Preceding the day of the hearing, you may call the committee administrator and get on the list of speakers. Calling in advance may help you speak earlier. You should have copies of your testimony for committee members; either deliver the testimony to the committee administrator or bring it to the hearing and give it to staff to distribute. Bring copies for the media and for general distribution, as well.
2. At the hearing, proponents are usually heard first, followed by opponents, but the committee chair may set up a pro and con debate with time limits. The chair will first call on the sponsor, or chief author, of the bill. If it is a department bill, the sponsor may defer to the department head immediately. If it is a controversial bill, the sponsor may organize the presentation by calling proponents in an order he/she establishes.
3. Look pleasant, speak up, but don't shout. Speak as clearly and forcefully as possible, being sure to introduce yourself as representing your organization. Speak informally whenever possible. This presentation is generally accompanied by a written statement of position and concerns in more formal language. If time

is obviously a factor, briefly summarize and refer to the written copy that has been handed out.

4. Thank the committee for its attention or for the opportunity to give your statement when you have finished.
5. Often committee members' attention wanders or there is conversation among them. It's nothing personal.
6. When you're finished, be prepared for questions. Be ready with latest figures on your organization's membership, how you arrive at a position and any facts gleaned during your study that will further bear out your position. If you don't have a position on a particular aspect of the bill, say so. Don't extrapolate your group's position. If you don't know the answer to a question, say so, and promise to find out and to get the information to the committee chair. Often the question-and-answer period is the most fruitful part of the hearing.
7. Look for ways in which your organization can be of further service. If more information is obviously needed, alert the appropriate organization chair who will take care of it.
8. Keep an eye out for the media, whom you'll get to recognize. If you have extra copies of your statement, offer them to news correspondents.
9. Don't relax yet. The committee hearing is only one of the early stages of the legislative process. The committee votes, the House votes, the Senate votes, and anywhere along the line the bill may be substantially amended or killed before it gets to the governor for final action. Follow through.

How to Build Effective Coalitions

In order to increase their lobbying impact, organizations may join together in a coalition. A coalition supplies not only greater numbers and a broadened constituency, but it also supplies more hands to get the job done and new sources of funds to pay the costs of the lobbying effort. Different groups can assist in different ways. One group may furnish volunteer labor; another may supply office space or equipment.

To Build a Coalition

1. Contact other organizations in sympathy with your cause. Ask them to support you by joining in a coalition. Try to get persons or organizations from every legislative district and advocates of as many different causes as possible. Especially look for support from: political parties, labor unions, business and commercial groups, civil rights or minority organizations, senior citizen groups, religious groups, chapters of national professional organizations, and student groups.
2. Get written endorsements from all members.
3. Publicize these endorsements for the governmental body you are attempting to influence and for the general public. Give each legislator or committee member a copy of each endorsement. Send a packet of copies of the endorsements to the press. Encourage members of the coalition to publicize within their own membership in whatever way they operate, i.e., general membership meetings, public meetings, newsletters or other published materials.
4. Be prepared to disband the coalition once it has attained its objective.

Structure

The structure may be loose or formal. Meetings are not necessary, but communication is. Keep all members informed of progress on the issue and any decisions made as to a specific course of action to be taken by the coalition.

Caution

Establish written ground rules. Members lobby as a coalition only on the particular issue for which the coalition was founded and in accordance with methods agreed upon by the coalition.

Certain problems may develop. A group or person may disregard the rules and offer his/her own opinions as those of the coalition. The image of your organization may be tarnished by your association with certain members of the coalition who do not agree with you on other issues. A solution to both problems is to keep in close contact with other coalition members and to be prepared to withdraw from the

coalition if necessary.

Despite the problems, working in coalition is effective. It can become a broadening experience for your organization by expanding your knowledge of your community and providing contacts valuable in the future. Coalitions are an efficient use of two valuable organizational resources—time and money. Coalitions work.

How to Conduct a Legislative Interview

If you represent an organization that has statewide or regional membership, ask your members to interview their legislators each year about your group's priority issues. Schedule the interviews before the formal session begins. This gives members an opportunity to meet their legislators, and it gives the legislators an opportunity to meet your organization. Legislators respond most readily to members of their own districts. Have your members record their answers; you can collect and tabulate the responses for use during the session.

There is no set way to hold interviews; it depends on your members and their legislators. You may invite many members of your group to participate or just a few; the interview may be held in someone's home, a public place, on cable television or in the legislator's office.

Before the interviews, your members should review all possible background materials and the status of legislative action on the issues. After the interview, have your members share interview results with the local media and your local membership. Finally, be sure to respond to all questions raised by legislators and include any materials requested by legislators.

Tax exempt status for non-profits

A word of caution for tax-exempt organizations that are classified under the Internal Revenue Code so that contributions to them are deductible: lobbying activities can endanger the status of these organizations under the tax laws. Therefore, before attempting to influence legislation such organizations should carefully review the state and federal tax laws.

HOW TO INVOLVE THE MEDIA

Elected officials at all levels monitor the media. So, as you take action, remember that news coverage plays an integral part in letting the community know who you are and what you want. Editors and reporters are interested in action that may bring about changes in the community. That's news. But they have no crystal ball for knowing what you are doing. Designate one person as your group's media contact.

Tell the media when you plan to testify at hearings, hold a citizens' rally, or schedule any other event they might cover. In addition, write letters to the editor. Letters offer an excellent forum for getting your viewpoint to the community.

Work at developing a relationship with media professionals. Always be fast, factual, frank, fair, and friendly. Be sure you determine how the media see your issue and if they have given it news or editorial coverage. Realize that you are competing for time and space.

Most media outlets prefer to receive news/press releases or media alerts via email now. Write your release/alert/announcement in a Word format; copy and paste it into an e-mail; and also attach the Word document to the email.

It is always best to write/plan your media releases/contacts in advance, but don't be afraid to contact the media on the day something happens if it is breaking news.

Preparing Press Releases

1. Compile a fact sheet containing all relevant names, addresses, and telephone numbers as well as the vital information: who, what, when, where, why and how (five w's and H). Verify all spelling, statistics and dates.
2. Develop your facts into an article by: pulling the most attention-getting details from your fact sheet and stating them in one lively lead sentence; developing a lead paragraph including the five w's

and H; presenting the remainder of your facts in their order of priority; and concluding with details and filler.

3. Use concise sentences; write in the present tense; and use action verbs to liven up your copy. Never use *our*, *we*, or technical jargon unless you are directly quoting someone.
4. Finalize your copy using these standard press release manuscript rules:

Type your release. Make it look good. A headline should always be included. Remember, you are writing primarily to entice journalists. The first thing they'll read is the headline. It should make them want to read more.

Leave an extra space between paragraphs. Use only one side of the page.

If more than one page is used, put a short description of the article and page number in the upper left-hand corner of the second page.

Never end a page in the middle of a sentence or paragraph.

Provide identification and instructions for the date of release. State who is to be contacted with questions and be sure to give the phone number and cell phone number, if applicable.

End a page that continues to another with the following:
– MORE –.

End the release with one of the following: – 30 – or ###.

Proofread for typographical errors. NEVER send a release containing incorrect spelling or information.

Television

Along with meeting a station's capitol reporter, it is important to know the station's news director and assignment editor. They should receive your news conference announcement one week in advance of your event. Follow up with the news release and a phone call one or two days before the event.

Remember that for television you need a visual—something interesting to look at; not just a talking head. Plan to stand in front of some-

thing or a group of people doing something that will catch the eye and help you tell your story visually. Prepare sound bites in advance so you'll be able to tell your story in the limited time you'll have in front of the camera.

Don't be discouraged if coverage happens and then isn't used—television priorities change rapidly, and available time is limited.

Radio

To get your group publicized in a newscast, prepare a news release as you would for the newspapers. State only the most immediate or dramatic facts.

Radio news release tips:

Write for the ear.

Use the present tense, always.

Read your copy out loud.

Be positive—as if you know what you're saying, using the five W's and H (who, what, where, when, why and how).

Be entertaining, not boring—use words that are short, lively and easily read.

Use simple sentences—noun-verb-object model, e.g., Man bites dog.

Put copy on one page, all in capital letters, typed, triple-spaced, and write out all numbers and give phonetic spelling on names.

Think of your timing—is the news current?

Rate of reading: 10 seconds—25 words; 20 seconds—40 words; 30 seconds—80 words; and 60 seconds—160 words.

Don't use jargon.

Newspapers

Although you will give copies of your release to a station's capitol reporter with a background piece, you should also send it to the station's news director.

Capitol reporters and station news directors also need news conference announcements one week in advance.

Be sure your list of newspapers is current—don't overlook the weeklies and biweeklies, e.g., county tribunes, neighborhood papers, etc.

Verify deadlines for each paper annually as well as reporter assignments.

Releases sent to city desks get very little space; therefore, your capitol reporter or beat reporter is your contact.

If the wire services pick up your story, most Minnesota media will see it and will often use it.

Capitol News Organizations

News coverage of state government involves professional correspondents representing wire services, newspapers, and radio and television stations from throughout Minnesota. The following news organizations regularly assign a staff member to the Capitol news center:

<i>Media Corp</i>	<i>Room</i>
Associated Press	B28E
Duluth News Tribune	B12A
The Forum (Fargo-Moorhead, ND)	B12B
ECM Publishers	B12B
KARE-TV	B28A
KSTP-TV (Hubbard Broadcasting)	B28G
Mankato Free Press	B22
Mesabi Daily News	B22
Minnesota Public Radio	B14
Minnesota News Network	B28C
Minnesota's Journal of Law and Politics	B28C
Politics in Minnesota	B28C
Rochester Post-Bulletin	B28A
St. Paul Pioneer Press	B14
Star Tribune	B14C, B28B, B22
St. Cloud Times	B22
TPT-TV	B12D
Almanac	B12
WCCO Radio	B28H

HOW TO MONITOR THE RULE-MAKING PROCESS

Once a bill has become law, the lobbyist's job is not done. Each law must be implemented by one of the many agencies within state government. Enforcement is accomplished through rule-making and supervision.

To monitor the rule-making process, it is necessary to become familiar with the Administrative Procedure Act, Section 14.01-14.56.

Increasingly, the MN Legislature is turning to administrative agencies for enforcement and administration of intricate solutions to complex problems. To a significant extent, agency powers are exercised through rules, giving the rule-making (including amending, suspending and repealing) and rule application processes considerable importance.

The Administrative Procedure Act (APA), first enacted in 1945 and later amended in 1957 and 1963, was designed to assist the public in participating in the rule-making process, while at the same time requiring agencies to adhere to delegated jurisdiction, demonstrated public need, and established facts. The APA also guards individual rights and due process when agencies attempt to apply laws and rules to regulate private and corporate activities. Because of its importance, the APA is continually scrutinized as to its fitness, with particular attention being paid to its effectiveness and practice.

The Minnesota Legislature in 1974 and 1975 rewrote and passed the APA, specifically defining *rule*, *agency*, and *contested case*. It also created the *State Register*. The *State Register* is a weekly magazine, the state's counterpart of the *Federal Register*. In it are all the rules, adopted and proposed, emergency, temporary, and the rules adopted without public hearings. The *State Register* also lists official notices, executive orders of the governor, the open appointments and vacancies on boards and commissions listed by the secretary of state, decisions

of the Minnesota Tax Court, the Minnesota Supreme Court, and other information. It is published by the Department of Administration, State Register and Public Documents Division.

Agencies are required by law to give public notice in the State Register of rule hearings, the text of proposed rules, and amendments to existing rules. In order to adopt a rule, an agency must make an affirmative presentation of facts, establishing the need for and reasonableness of the rule. An agency may promulgate rules “only pursuant to authority delegated by law and in full compliance with its duties and obligations.” This limits rule-making authority to those areas where the authority is specifically granted by statute.

Rule drafting may be done by the agency promulgating the rules, or the agency may request the Revisor of Statutes to assist in drafting proposed rules based on the agency’s policy decisions. These proposed rules are then published in the *State Register* along with the notice of hearing 30 days prior to the scheduled hearing.

The hearing is part of the process by which rules are adopted. During the hearing the agency must:

1. document its statutory authority to adopt the proposed rules or to repeal or amend an existing rule;
2. demonstrate that it has fulfilled all relevant substantive and procedural requirements of the law or rules;
3. demonstrate the need for and reasonableness of each portion of the proposed rule with an affirmative presentation of facts.

Following the agency’s presentation, there is an opportunity for the public to ask questions and make oral statements as well as a chance to submit written comments or statements. The hearings are conducted by hearing examiners. These hearing examiners are employed by the Office of Administration. They are not affiliated with the agency proposing the rules.

Anyone who wishes to submit written comments may do so at the hearing or within five working days of the close of the hearing. This may be extended by the hearing examiner for up to 20 calendar days. The hearing examiner may, if necessary, suspend an administrative rule until the next legislative session or order an agency to hold a rules

hearing on the rule in question. Agencies are also required to publish a notice plan regarding the rulemaking process. This plan is made public and you can be put on a mailing list to receive it by calling the individual agency.

Citizen participation in the rule-making process is an important part of the lobbying effort. Don't sit back once a bill you support has been passed. In reality, your lobbying has just begun.

WHO'S WHO AT THE LEGISLATURE

Senate Leadership

Majority Leader

Chairs majority caucus meetings; sets caucus agendas; serves as caucus spokesman and chief spokesman for the Senate; chairs Rules and Administration Committee; determines all Senate schedules and floor action; influences committee chair selection, appoints members to conference committees. Most powerful member of the Senate.

Assistant Majority Leader

Assists in caucus management; acts in absence of majority leader on caucus matters.

Majority Whips

Critique specific issues on Senate floor; line up votes within caucus on key issues.

Minority Leader

Chairs minority caucus meetings; sets caucus agendas; serves as caucus spokesman.

Assistant Minority Leaders

Assist in caucus management; act in absence of minority leader on caucus matters.

Committee Chairs

Majority party nominates an organizational committee of 11 members to assign committee chairs and members and to establish jurisdiction of the committees. Nominations are adopted by Rules Committee and then by the full Senate.

President

Elected from Senate ranks; conducts Senate session; speaks on points of order; decides all questions of order; signs all acts, memorials, addresses, resolutions, writs, warrants, and subpoenas; refers all bills to the proper standing committee unless otherwise referred by the Senate.

President Pro Tem

Presides over the Senate in the absence of the president; performs other presidential duties; majority party member designated to serve for entire session.

Secretary of the Senate

Top staff member elected by the Senate and chief operating officer. Functions include acting as parliamentarian; producing the *Senate Journal*, all calendars, the introductions and engrossments of Senate bills; reading bills and moving legislation through the Orders of Business; keeping minutes and coordinating the functions of the session.

Senate Committee Information

Consult the official *Directory of the Minnesota Legislature* for exact committee names, chairs, members of the committees, meeting dates, times, and telephone numbers of committee administrators. All committees meet in the Capitol. Call Senate Information 651-296-0504.

Senate Policy Committees

- Agriculture, Veterans and Gaming
- Capital Investment
- Commerce
- Crime Prevention and Public Safety
- Education
- Elections

Environment and Natural Resources
Finance
Early Childhood Policy and Budget Division
Environment, Agriculture and Economic Development Budget Division
Health and Human Services Budget Division
Higher Education Budget Division
K-12 Education Budget Division
Public Safety Budget Division
State Government Budget Division
Transportation Budget Division
Health and Family Security
Jobs, Housing and Community Development
Judiciary
Rules and Administration
State and Local Government Operations
Taxes
Transportation

House Leadership

Speaker

Presides over House and over joint sessions of House and Senate; signs all acts, addresses, joint resolutions, writs, warrants and subpoenas of the House; appoints members of the House to committees and names committee chairs; nominated by the majority caucus; serves as leading spokesperson for caucus policies, refers each bill, advisory bill and resolution to the appropriate standing committee, appoints members to conference committees.

Majority Leader

Chairs majority caucus meetings; sets caucus agendas, serves as caucus spokesman; chairs Rules and Legislative Administration Committee including management of House staff; acts as floor leader on major issues.

Assistant Majority Caucus Leaders

Participate in caucus decision-making group along with speaker and majority leader; act as whips on selected issues.

Minority Leader

Chairs minority caucus meetings; sets caucus agendas; serves as caucus spokesman; appoints executive team (assistant minority caucus leaders).

Assistant Minority Leaders

Assist in minority caucus management; serve as caucus whips; responsible for specific caucus, e.g. , staff, media.

Committee Chairs

Appointed by Speaker; determine committee agendas and provide public notice; appoint chairs and members of subcommittees; keep committee records; report committee action; approve all charges against committee budgets.

Speakers Pro Tem

Selected by speaker to serve in his/her absence.

Chief Clerk

Top staff member elected by the House. Functions include general supervision of all clerical duties pertaining to the business of the House; assistance and advice on procedural and parliamentary matters; filing, printing and distributing documents including the ***House Journal***; preparing and updating comprehensive bill indexes by number, topic, author, and subject. The chief clerk is the equivalent of the secretary of the Senate.

House Committee Information

Consult the official ***Directory of the Minnesota Legislature*** for exact committee names, chairs, members of the committees, meeting dates and times, and telephone numbers of committee administrators. All committees meet in the State Office Building. Call House Information 651-296-2146.

House Policy Committees

Agriculture and Rural Development

Agriculture, Environment and Natural Resources Finance

- Capital Investment
- Civil Law and Elections
- Commerce and Financial Institutions
 - Technology, Bioscience and Medical Products Division
 - Tourism Division
- Education Finance
- Education Policy and Reform
- Environment and Natural Resources
- Ethics
- Government Operations and Veterans Affairs
- Health Policy and Finance
 - Health Care Cost Containment Division
- Higher Education Finance
- Jobs and Economic Opportunity Policy and Finance
- Local Government
- Public Safety Policy and Finance
- Regulated Industries
 - Gaming Division
- Rules and Legislative Administration
- State Government Finance
- Taxes
 - Property and Local Tax Division
- Transportation
- Transportation Finance
- Ways and Means

Legislative District Maps

Maps are available for purchase from the secretary of state. State Legislative and Federal Congressional interactive maps are available on line (<http://www.gis.leg.mn/html/leg02.html>).

To find your precinct and what legislative districts you are in go to <http://pollfinder.sos.state.mn.us/>.

STATE EXECUTIVE GENERAL INFORMATION

Constitutional Officers

Article V of the Minnesota Constitution establishes an executive branch consisting of a governor, lieutenant governor, secretary of state, auditor, and attorney general. They serve four-year terms.

Governor

Room 130, State Capitol, St. Paul 55155
651-296-3391 1-800-657-3717
Fax: 651-296-0674

Responsible for the administration of state government and for informing the MN Legislature about the general condition of the state, the governor is also state planning officer and commander-in-chief of the state's military forces. By law, the governor makes over a thousand appointments including department heads and members of boards and commissions. The governor fills vacancies in executive offices and judgeships, appoints members of the University Board of Regents, issues extradition orders and restores civil rights to felons. The governor is required to submit to the MN Legislature a budget outlining the financial needs of the state each biennium.

The governor must review all laws passed by the MN Legislature; may approve or veto a bill (a two-thirds vote of each legislative body is required to override a veto); and has sole authority to call special sessions of the MN Legislature.

Lieutenant Governor

Room 130, State Capitol, St. Paul 55155
651-296-3391

First in line of succession when a vacancy occurs in the office of governor, the lieutenant governor may assume duties of the governor when the governor is absent from the state. The governor may delegate to the lieutenant governor certain powers, duties, responsibilities

and functions prescribed by law to be performed by the governor; however, no power, duty, responsibility or function imposed on the governor by the Constitution may be delegated.

Duties assigned include: assisting the governor in budget process; coordinating the legislative process between governor and MN Legislature and coordinating the program to preserve and enhance relationships between the state, local government, business, industry, and labor; and chairing the Capitol Area Architectural and Planning Board.

Secretary of State

Room 180, State Office Building, St. Paul 55155

651-296-2803

Elections Division : 651-215-1440

Open Appointments: 651-297-5845

Keeper of the Great Seal of the State of Minnesota and custodian of many official state records, the secretary of state certifies the authenticity of official records, documents, proclamations, and executive orders of the governor and acts of the MN Legislature. As the state's chief election official, the secretary of state is commissioner of voter registration, accepts the filing of candidates for statewide office and for multi-county congressional, legislative and judicial offices, publishes *Minnesota Election Laws*, trains local officials in election administration, prepares voter information, and certifies voting machines for use in Minnesota elections.

Other duties include administration of the state responsibility for corporations, Uniform Commercial Code, open appointments process, and publication of the *Minnesota Legislative Manual*.

State Auditor

525 Park Street, Suite 400, St. Paul 55103

651-296-2551

The state auditor is responsible for financial and compliance audits of local governmental units. A copy of the report of each examination is filed in this office and is subject to public inspections. If any examination discloses irregularities in any office, such report is filed with the appropriate county attorney whose duty it is to institute civil and crim-

inal proceedings as the laws and protection of the public interest shall require.

Reports on the revenue, expenditure, and debt of the cities, local governments, and towns are prepared and published by the state auditor each year.

Attorney General

Room 102, State Capitol, St. Paul 55155

651-296-6196

Consumer Division: 651-296-3353 or 800-657-3787

The state attorney general is the chief legal officer for the state and legal advisor to the governor and all of the constitutional officers. Every board, commission, and agency of the state receives its legal advice from the attorney general. The attorney general's opinions have the force and effect of law as they apply to tax and education matters. In addition, such opinions are generally sought and followed by the attorneys for cities, counties, and townships of the state.

The attorney general prosecutes all actions against persons who claim an interest adverse to the state, as well as claims of the state against the federal government; assists in the legislative process in drafting new legislation or amendments to existing laws. The governor, before signing or vetoing bills, consults with the attorney general.

Administrative rules and regulations must be submitted to the attorney general for approval as to form and legality.

Responsibilities and functions of the constitutional officers are defined in detail in the *Minnesota Legislative Manual*, available from the Election Division of the Secretary of State.

State Agencies — Departments

Agencies in state government are headed by commissioners appointed by the governor. Their four-year terms are coterminous with that of the governor. They are listed below with very brief function descriptions. Detailed information is contained in the current issue of the *Minnesota Legislative Manual* available from the Election Division of the Secretary of State.

Administration

651-297-4357

The department manages and administers centralized operations of the state agencies, including telecommunications, computer operations, procurement of goods, and others.

Agriculture

651-297-2200

The major food/farm regulatory and promotion agency in the state.

Commerce

651-296-4026

Responsible for the divisions of banking, insurance and securities; the sections of consumer affairs and real estate.

Corrections

651-642-0200

Develops and provides programs that will both control offenders' inappropriate behavior and assist offenders to function as law-abiding citizens.

Economic Security

651-296-3711

Responsible for income and employment policies.

Education

651-582-8200

The department serves approximately 850,000 K-12 students and their families; 118,000 young children participating in a variety of early learning programs including Head Start and ECFE; 82,000 adult learners participating in adult education programs including GED and citizenship programs. Minnesota has 339 school districts and over 52,000 licensed teachers.

Employee Relations

651-297-1184

The central personnel office for state government; develops and

implements personnel policies.

Finance

651-296-5900

Administers the financial affairs of the state, including all accounting and control functions.

Health

651-215-5800

The state's official health agency responsible for the development and maintenance of an organized system of programs and services for protecting, maintaining and improving the health of its citizens.

Human Rights

651-296-5663

1-800-657-3704

Secures compliance with the Minnesota Human Rights Act via enforcement and management planning and information services.

Human Services

651-296-6117

Maintains the legal and administrative framework in which county and private social service agencies operate, as well as the state hospitals and nursing homes.

Labor and Industry

651-284-5000

The department acts as a regulatory agency for the protection of working people; administers laws relating to workers compensation, working conditions, and wages.

Military Affairs

651-282-4666

Recruits, organizes, administers, trains, disciplines, and supplies the military force of the state, the Minnesota National Guard.

Natural Resources

651-296-6157

1-888-646-6367

Administers public lands, parks, forests, and minerals; and regulates a

broad range of activities that affect natural resources.

Public Safety

651-296-6642

Coordinates and directs the functions and services of the state relating to safety and convenience of citizens.

Revenue

651-296-3403

Administers all of the principal state taxes.

Trade and Economic Development

651-297-1291

1-800-657-3858

Promotes and assists economic development and maximum use of resources in domestic and international markets. Also houses the Office of Tourism.

Transportation

651-296-3000

Mn/DOT is the principal agency for developing, implementing, administering, consolidating, and coordinating state transportation policies, plans and programs.

Veterans Affairs

651-296-2562

Furnishes services and benefits to veterans and their families through programs established and funded by the MN Legislature.

Other State Agencies

Separate from departments are independent agencies headed by appointees of the governor.

Minnesota Pollution Control Agency

651-296-6300

Administers laws to preserve the environment and to protect the public health.

Boards, Commissions, and other Agencies

Over one hundred boards and commissions are included in this list, ranging from the Accupuncture Advisory Council through the Workers' Compensation Insurers' Association. Included are the following:

Campaign Finance and Public Disclosure Board

651-296-5148

The board administers laws relating to public disclosure in campaign finance, lobbying, public financing of candidates and state committees of political parties.

Environmental Quality Board

651-296-9027

The board provides for cooperation of state agencies affecting the environment, initiates environmental studies, and reviews major actions, programs, and legislation to ensure compliance with state environmental policy.

Housing Finance Agency

651-296-7608 1-800-657-3769

The agency facilitates the construction, acquisition improvement and rehabilitation of housing for low and moderate-income people.

Public Utilities Commission

651-296-7124

The commission regulates rates and services of certain gas, electric and telephone companies.

How to Write Governor and Executive Officials

See page 17, How to Write legislators and Other Elected Officials.

How to Address:

Governor

The Honorable _____
Governor of Minnesota
130 Capitol
St. Paul, MN 55155

Dear Governor _____:

Lieutenant Governor

The Honorable _____
Lt. Governor of Minnesota
130 Capitol
St. Paul, MN 55155

Dear Lieutenant Governor _____:

Commissioners

Commissioner _____
Dept. of _____
Address

Dear Commissioner _____:

How to Address National Elected Officials

President

The President 202-456-1111
The White House
Washington, DC 20500

Dear Mr. President:

Senator (U.S.)

The Honorable _____ Congressional Switchboard:
United States Senate 202-224-3121
Washington, DC 20510

Dear Senator _____:

Member of Congress (U.S.)

The Honorable _____ For Federal Information:
House of Representatives 1-800-366-2998
Washington, DC 20515

Dear Mr./Ms. _____:

APPENDIX I

Amendment Process for the Minnesota Constitution

Constitutional amendments to the Minnesota Constitution require a simple majority of both houses at one session, and ratification by a majority of those voting in the election. A non-vote on the question is counted as a no vote.

APPENDIX II

Lobbyist Registration

Registration of Lobbyists

The Campaign Finance and Public Disclosure Board is in charge of administering lobbyist registration. There is a handbook that is intended to aid lobbyists in meeting the requirements of Minn. Stat. Chapter 10A, the Ethics in Government Act. Chapter 10A and Minn. Rules 4510 and 4525 should be consulted as needed for a fuller explanation. Questions may be addressed to the staff at 651-296-5148 or 800-657-3889. TTY relay 800-627-3529, ask for 296-5615. Board staff may also be reached by e-mail at cfboard@state.mn.us. The Board also maintains a worldwide web site at <http://www.cfboard.state.mn.us>. The handbook is available on the web site.

Who Must Register:

An individual who communicates with public or local officials or urges others to communicate with public or local officials becomes a

lobbyist after the individual:

- Is paid more than \$3,000 in a year from all sources for lobbying
- Spends more than \$250, not including travel expenses or membership dues, on lobbying
- Spends more than 50 hours in any month if the individual is a non-elected local official or an employee of a political subdivision

Lobbying includes attempts to influence:

- Legislative action
- Administrative action (the amendment, adoption, or repeal of administrative rule)
- The official actions of a metropolitan governmental unit

Individuals must register within five (5) days of meeting the definition of lobbyist. Once registered, the lobbyist must file periodic reports.

You are not required to register if one is an individual who volunteers personal time to work without pay or other consideration on a lobbying campaign, and who does not spend more than \$250, in any year for the purpose of lobbying.

Registered lobbyists and the associations for which they lobby are covered by the provisions of Minnesota's gift ban.

APPENDIX III

On-line Lobbying Information

Information on Minnesota Government is available on-line on *Minnesota North Star*, the State's official web site, at www.state.mn.us. The home page contains a link to the "Government" section, which contains links to State, Local, Tribal and Federal Governments, Laws and Rules, and Voting and Elections.

The "State Government" section contains links to information on the Executive and Legislative Branches of our Government, including the following.

- The secretary of state's site has information on elections, including election law, voting and election results.
- The Minnesota State House of Representatives and Senate sites take you to the home page of each house. From here you can get general information and find information on your state senator and representative. Click on "Bill Search and Status" at the top of the page to find the status of bills, among other things. In addition, on the House's site you can subscribe to the *Session Daily* or *Session Weekly* summaries of House Action. The Senate provides summary information on-line in its weekly *Senate Briefly*.

The "State Agencies" section on the "State Government" site lists all the executive agencies funded by the state, including the major departments and boards. For example:

- The Minnesota Department of Education works to help communities to measurably improve the well-being of children through programs that focus on education, community services, prevention, and the preparation of young people for the world of work.
- The Campaign Finance and Public Disclosure Board develops and administers registration, disclosure, and enforcement programs to ensure that the requirements of the Ethics in Government Act are met. This is an important tool for lobbyists, providing information on candidates' campaign financing and

other lobbyists and their expenses.

Links to these sites and more can be found in the “Links to other sites” section, found in the menu on the left side of LWVMN website at www.lwvmn.org.

APPENDIX IV

Publications to Prepare You for Action

Impact on Issues

A leader’s guide to National Program; complete statements of LWVUS Program positions. Publication # 386—\$5.00

Contact:

League of Women Voters of the United States
1780 M Street, NW, Washington, DC 20036-4508
202-429-1965 Internet: <http://www.lwv.org>

Capitol Letter

A report from LWVMN lobbyists. Published every other week during the legislative session, it is sent to *lwvmn-share* subscribers and is available at www.lwvmn.org. You can subscribe and have a hard copy mailed to you for \$10.00; contact LWVMN office.

Program For Action

Complete statements of LWVMN Program and positions. \$4.00

Contact:

League of Women Voters Minnesota
550 Rice Street, St. Paul, Minnesota 55103
651-224-5445 Internet: <http://www.lwvmn.org>
e-mail: info@lwvmn.org

APPENDIX V

How to Get Appointed to a State Board or Commission

If you want to be appointed to serve on a board or commission or to get a job which is subject to appointment, the following guidelines should help you attain your goal.

The Groundwork

1. Get details on the position: responsibilities, qualifications, number of slots open, compensation policy.
2. Evaluate the appointing authority. Who makes the appointment? What kind of person is the appointer seeking?
3. Assess your chances. Who is your competition? What is your constituency? Who will support you? What are your weaknesses and how can you minimize them? What groups/organizations/individuals have had influence on who gets appointed and what is your relationship to them?
4. Write a special resume. What experience and qualifications do you have that are applicable to the job? Highlight these in your resume. Be sure to include volunteer work. What political work have you done that will carry weight with the person(s) making the appointment? What organizations do you belong to and what individuals do you know who have clout with the appointer(s)? List them as references.

The Strategy

Being a qualified candidate may not be enough. You must bring your name forcefully and frequently to the attention of the appointer(s) to receive serious consideration. Call upon those who support you: politicians, organizations, and individuals. Ask your supporters to send letters, telegrams and make phone calls supporting your appointment. Circulate petitions to be signed by citizens who support you. Do not use form letters. Make sure your campaign is appropriate to the level of office you are seeking.

Whether you win or lose, be sure to thank every individual and organization which supported you.

Open Appointments

All vacancies occurring in agencies under the Open Appointments Law will appear on the secretary of state's web site at <http://www.sos.state.mn.us>. Potential candidates can also call the secretary of state's office and ask to be put on a mailing list to be notified of vacancies (651-297-5845). Applications are available from the Office of the Secretary of State, 180 State Office Bldg., St. Paul, MN 55155, or can be downloaded from the web site.

APPENDIX VI

How to Get Involved in Party Politics

Political parties recruit and utilize volunteers to achieve their purpose of winning elected seats. They are constantly looking for new blood and welcome willing workers.

In Minnesota the precinct caucus is the place where candidate selection starts and where the issues are presented for discussion and endorsement. Attendance at your party's precinct caucus is a good way to begin. By law the major political parties in Minnesota must hold caucuses in each general election year on the first Tuesday in March at 7 PM. Watch the media for the exact date and place of the caucus you want to attend. The Republican and DFL parties usually have a caucus in each precinct. The Independence Party may have only one caucus in each legislative district, if that. Minor parties, such as the Green party, and political committees set up party meetings as they see fit. If you agree with the party's principles and intend to support its candidates, you may participate in the party's caucus.

Most people simply attend their caucus, meet the precinct leaders, and if they wish to be involved either volunteer or run for election as a precinct officer. Many bring resolutions for any issues they would like to have included in the party platform. This is where delegates for the county or district conventions are chosen, by election or by asking for

volunteers, depending on caucus attendance.

The DFL and Republican parties are organized at precinct, district/county, state and national levels. There are many jobs within a party organization or campaign which must be filled in order for candidates to be elected. The party chair or campaign manager must find competent people who will accomplish these tasks. Campaigns require, for example, clerical work, telephoning, literature dropping, door knocking, fund-raising, research, speaking, public relations and legal advice.

To get involved in these activities you can volunteer at your precinct caucus or call the party headquarters. Volunteer your services and get swept up in the campaign. To contact the Democratic-Farmer-Labor party, call 651-293-1200; to reach the Republican party, call 651-222-0022. To contact the Independence party, call 651-487-9700. To contact the Green party, call 612-871-4585.

CITIZEN'S GUIDE TO LEAGUE OF WOMEN VOTERS MINNESOTA

Purpose

League of Women Voters, a nonpartisan, political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

History

League of Women Voters Minnesota (LWVMN) was organized in October, 1919, a few months before the national organization. Successor to the National American Women Suffrage Association, the new League emphasized dissemination of voting information and promoted legislation to benefit women and children.

Organization

Today the LWV is organized to act on local, state, regional and nation-

al levels of government. Membership is open to women and men; the only requirement is that they must be of voting age. Members choose study-action programs, adopt budgets, and elect officers and directors at annual local meetings and biennial state and national conventions.

Nationally, there are about 130,000 members and supporters of League of Women Voters, with local Leagues in all 50 states, the District of Columbia, Puerto Rico, and the Virgin Islands. There are 42 local Leagues in Minnesota, with a members and supporters of 2,600.

Citizen Information and Voter Service

LWV assembles information on issues and candidates to help voters cast an informed vote. In general statewide elections the LWVMN prepares and distributes factual information about candidates, conducts public meetings where voters can meet and question candidates for elective office, and works to get out the vote.

Nonpartisanship

LWV does not support or oppose any candidates or political parties. However, members, as individuals, are encouraged to work in the political party of their choice.

Program

LWVMN has done studies, reached consensus, and developed positions in the following areas: Natural Resources, Criminal Justice, Social Policy, Education, Government, Firearms, Prevention of Violence, Mental Health, Housing, Financing State Government, State Spending, Election of Judges, Agriculture, and Immigration. We lobby for these positions at the state and local level.

League of Women Voters of Minnesota Education Fund

Founded in 1983, League of Women Voters Minnesota Education Fund (LWVMNEF) carries out the educational programs of LWVMN. As such, the LWVMNEF never supports or opposes political parties or candidates and, as a tax-deductible 501 (c) (3) organization, never is used to lobby or influence legislation.

GLOSSARY

Adjournment

The time called to end a session.

Amendment

Any alteration made or proposed to be made in a bill or motion by adding, changing, substituting, or omitting.

Bicameral

Describes a legislature with two houses.

Biennium

The MN Legislature is on a biennial schedule. It convenes in regular session in January of each odd numbered year and is authorized to meet in regular session each year of the biennium for a total of 120 days.

Bill

A proposal to change or abolish an existing law or create a new one.

Calendar

House: Bills on the Calendar are up for final passage and must be on the members' desks for at least 24 hours before the House acts. One or more committees have approved the bills and the Committee of the Whole has approved the bills when they are on General Orders. These bills have had two readings on the House floor. To amend a bill on the Calendar, a member must have unanimous consent of the full House.

Senate: All the bills, resolutions, and other matters coming before the Senate for final action are placed on the Calendar in the order in which they have been acted upon in the Committee of the Whole. The Calendar is printed and on members' desks one calendar day before the items are considered.

Caucus

Legislative: A meeting of members of a political party to decide questions of policy. Each of the major parties has a caucus in

each house, i.e., the Senate DFL Caucus or the House Republican Caucus. These are political organizations that raise money and support candidates as well as decide on party policies during and between legislative sessions.

Precinct: A meeting of members of a political party who live in the same voting district to begin the candidate endorsement process and decide questions of policy. In Minnesota precinct caucuses are held each election year on the first Tuesday in March at 7:00 P.M.

Chief Author

Legislator who sponsors a bill and whose name appears after the file number on the bill.

Committee

Members delegated by a legislative body to consider and make recommendations concerning the disposition of business referred to it. Committees recommend passage of a bill in its original form; recommend passage after amending the bill; recommend not to pass or propose a substitute; or make no recommendation, in which case a bill dies when the session ends.

Ad Hoc Committee: Appointed for some special purpose; automatically dissolves upon completion of the specific task.

Committee of the Whole: The entire membership of the House or Senate acting as a single committee with the presiding officer as chair.

Conference: A committee composed of members of each house appointed to recommend a compromise between different versions of a bill approved by both houses.

Interim: A committee delegated to study or investigate certain matters, primarily after the MN Legislature which created the committee has adjourned. The committee then reports to the next regular session.

Joint: A committee composed of members of each house.

Select: Special legislative committee created for a specific purpose, generally for a limited time.

Standing: The regular, ongoing committees of the MN Legislature set up to perform certain legislative functions. Each biennium the two houses establish their own standing committees, deciding how many there will be, what they will be called, and what their function will be.

Committee Deadlines

These are deadlines by which a bill must have been acted upon if it is to remain alive. The first deadline is for policy committees to act favorably on a bill in the house of origin. The second deadline is for policy committees in the other house to act favorably on a bill or a companion of a bill that met the first deadline. (Major appropriation bills are exempt from the first two deadlines.) The third deadline is for committees to act favorably on major appropriation and finance bills. There are ways to get around this if the bill doesn't make the deadline.

Companion Bills

Identical bills introduced in both houses.

Compromise Bill

A conference committee agreement on different or conflicting versions of the same legislation which both houses have passed.

Concurrence and Passage

When the House passes a House File (bill), it sends the bill to the Senate for approval. If the Senate votes to amend the House File, that new version of the bill must come back for a House vote to concur (agree) with the Senate amendments and repass the bill. This same process is repeated if the Senate passes the original bill and sends it to the House.

Consent Calendar

List of non-controversial bills which usually passes without debate; bypasses usual General Orders and Calendar procedures.

Engrossment

The procedure which places approved amendments into the language of the bill.

General Orders

A list of bills awaiting preliminary action in the House and Senate each day during the session.

Hearing

Committee meeting for the purpose of listening to arguments for and against an issue by concerned groups and individuals.

House File (HF)

A bill introduced in the House of Representatives. Bills are numbered consecutively in the order that they are introduced.

Interim

The interim is the period of temporary adjournment between the session of the first year and the session of the second year of the biennium. Legislators continue their work, and consequently, lobbyists must be prepared to observe and testify.

Legislative committees study specific problems during the interim to report findings to the next legislative sessions. They also may hear bills and make recommendations on their passage. To learn about interim activity, contact committee chair or administrator.

Journal, House and Senate

The official chronological record of the action taken and the proceedings of the respective houses. Journals are kept on a daily basis in each house, and the printed copy of the day's proceedings is usually available by mid-morning the following day.

Legislative Advisory Commission (LAC)

Has the authority to review and to pass upon emergency requests by state departments and agencies for additional funding or personnel which cannot be taken care of internally.

Line Item Veto

The governor vetoes a portion or portions of an appropriation bill, thus allowing other provisions of the bill to become law. This veto applies to appropriation bills only.

Lobbyist

A person engaged in influencing legislation. May be paid or volunteer, full-time or part-time.

Memorialize

To address or petition the federal Congress on a specific matter by memorial resolution.

Omnibus Bill

A bill that combines several or many legislative measures related to the same subject. Most often omnibus bill means one of the several omnibus appropriations bills that are passed each year. In odd-numbered years, these bills appropriate money. Each bill provides funding for a broad array of services.

Precinct

A local voting district; voters who live in the precinct actually vote at a polling place in or near the precinct.

Reconsideration

Any member may ask the respective house to reconsider a vote as long as that member voted on the prevailing side (the side that cast the majority of votes on that issue). A member must make the motion to reconsider within two meeting days of the original vote.

Revisor of Statutes

A legal authority office which puts bills into proper legal form, properly places approved amendments into the language of the bill (a procedure known as engrossing), and updates the Minnesota Statutes to include new laws.

Rule 1.10

Chair of the House Ways and Means Committee can bring up for immediate consideration tax or appropriation bills that are on General Orders. Those bills bypass the usual General Orders and Calendar procedures. Customarily, the chair informs the House of the bills they want the House to consider under Rule 1.10 one day prior to actual consideration.

Rule-Making

Each law passed must be implemented by one of the agencies within state government. Enforcement is accomplished through rule-making and supervision. Please see the section on Rule-Making for an explanation of this procedure.

Rules

Regulating principles or methods of procedure adopted by the MN Legislature:

Joint: Rules governing the relationship between and affecting matters between the two houses.

Standing: Permanent rules adopted by each house for the duration of the session.

Temporary: Practices which may be adopted at the beginning of a session until standing rules are adopted.

Senate File (SF)

A bill introduced in the Senate. Bills are numbered consecutively in the order that they are introduced.

Session

Regular: The legislature convenes in regular session each odd numbered year on the first Tuesday after the first Monday in January. It is authorized to meet each year of the biennium for a total of 120 days; it cannot meet after the first Monday following the third Saturday in May. There is a temporary adjournment between the first and second sessions of the biennium.

Special: The governor may call the legislature into special session any time he/she believes it is necessary. The governor has no power to limit the length or scope of the special session.

Sine Die

Latin, without a day. Adjournment without a day being set for reconvening. Final adjournment.

Special Orders

Rules of the House allow the chair of the Committee on Rules and Legislative Administration to bring up on Special Orders any bill that

had its second reading. This means the bill skips General Orders and the Calendar and the House can consider, amend and pass the bill in one day.

State Register

A weekly magazine containing all the rules, adopted and proposed, emergency and temporary, and the rules adopted without public hearings. It also lists official notices, executive orders of the governor, the open appointments and vacancies on boards and commissions listed by the secretary of state, decisions of the Minnesota Tax Court and Supreme Court, and other information.

Suspension of the Rules

Under House Rules, every bill must get three readings on the House floor on three different days. If two-thirds of the House agrees, a bill can get its first, second, and third readings on the same day. This is a Suspension of the Rules to Advance a Bill and occurs when it is urgent that a bill pass within a limited amount of time. In the Senate a motion to suspend the rules for the purpose of advancing a bill shall be made only under the Order of Business, Motions and Resolutions, and a $\frac{2}{3}$ vote is needed.

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House Information Office, Senate Information Office, and the Office of the Secretary of State

Office of Plant Management, State of Minnesota

The following resources were used as references

Election Directory 1999, House Information Office

How a Bill Becomes a Law In Minnesota, House Information Office

How to Get Appointed—A Checklist, Betty King, Women’s Political Caucus, Washington, DC

Handbook for Lobbyists and Lobbyist Principals, 1997, Minnesota Campaign Finance & Public Disclosure Board

Media Directory, A Guide to Print and Electronic Media, 3rd Edition

Open Appointment Process, compiled by The Office of the Secretary of State

The Minnesota Legislative Manual 1987-88, Student Edition, prepared by Secretary of State Joan Anderson Growe

The Minnesota Legislative Manual 1997-98, compiled by Secretary of State Joan Anderson Growe

The Minnesota Legislative Manual 2001-02, 2005-06, compiled by Secretary of State Mary Kiffmeyer

The Official Directory of the Minnesota Legislature, Eighty-fourth Session, compiled by Patrick E. Flahaven, Secretary of the Senate and Albin A. Mathiowetz, Chief Clerk, House of Representatives.

