

Advocacy Network
Effective Advocacy Handbook
2018



WSBA

WYOMING SCHOOL BOARDS ASSOCIATION

Serving Wyoming Education through School Board Leadership



Effective Advocacy Handbook

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Why is School Board Advocacy Important?

The primary responsibility of school boards is to see that children get a quality education in a safe and nurturing environment. School boards must have control of the variables that affect the education of the children in their districts. The ability of school boards to have local control is affected by decisions made at other levels of government. State and federal laws and regulations have a great impact on the management and operation of school districts.

As the only locally elected body chosen solely to represent the interests of children, school boards must exert their influence on the other levels of government so they can have control over the key areas that affect their district's operation and management: revenue, personnel, and curriculum. They must have the means to operate quality schools that strive each day to meet the needs of all children. School boards must have the ability to carry out their mission of educating all children to high levels of achievement.



Advocacy Network

Purpose: The advocacy network is a proactive effort to present local school boards' ideas and issues in the legislative process. The network will include at least one representative from every school district in Wyoming. This effort will allow WSBA members to be better informed so that they may be more effective advocates for public education issues.

Structure: Each local school board will name one trustee to be the advocacy liaison for their school district. The advocacy liaison should be a person interested in learning about legislative issues related to public education and seeing that the positions of the local board and WSBA are communicated to state and federal lawmakers.

School board members make excellent advocates because they are elected officials who represent the interests of children. They have the respect of the community.

They can effectively influence legislators because legislators will listen to them as they are knowledgeable and committed to issues affecting public education.

Liaison Responsibilities: The liaison is the key player in letting legislators know where districts stand on issues affecting children and public schools. They will be involved in a number of areas including;

- communicating WSBA messages to policymakers
- developing positive relationships with local, state and national lawmakers
- attending regional and state briefings
- establishing an advocacy network in their district
- serving as the local contact for legislative information during the session-
"Action Alerts"
- sharing legislative information with their local advocacy network
- attending training sessions
- attending legislative conferences
- providing the WSBA information on issues affecting local districts

Advocacy liaisons for the WSBA Advocacy Network will receive training, materials, and legislative information regularly.



Advocacy Agenda

The Advocacy Agenda for the Wyoming School Boards Association is developed through a grassroots process and approved by the membership at the annual Delegate Assembly.

Legislative Goals --- are the high-profile issues for the legislative session

Positions --- have the majority support of the membership

Resolutions/Statements of Belief --- are stances guiding WSBA responses to issues that might come before the legislature or the State Board of Education

Developing the Advocacy Agenda

WSBA priorities are developed through the association's grassroots advocacy process. Members of the Wyoming School Boards Association Advocacy Network play a key role in this process.

1. In the fall of each year, issues being prepared for the current legislative session (this year's issues) are reviewed. These issues are presented to the Board of Directors for their approval as Legislative Goals for the upcoming legislative session.
2. Input is sought through the WSBA Advocacy Network as to what issues (next year's issues) the WSBA membership would like considered the next legislative session.
3. The Annual Delegate Assembly in November works on three areas of political action:
 - a. Develops the lobbying plan and materials for the Legislative Goals for the upcoming session;
 - b. Reviews input and approves Position statements, Resolutions and Statements of Belief for the upcoming session; and
 - c. Refers issues that should become legislative goals for the next legislative session to the Board of Directors for their review after the legislative session.

4. Members of the Wyoming School Boards Association Advocacy Network will work their local contacts to inform legislators of the WSBA Legislative Goals and ask for their support during the current session.
5. Members of the Board of Directors of the Wyoming School Boards Association and association staff will work to have legislation drafted, recruit bill sponsors, educate lawmakers on the WSBA Legislative Goals, and organize WSBA Advocacy Network support as needed.

Wyoming School Boards Association Advocacy Network

Representing	Position	Number	Statewide Total
WSBA		48 Districts	
Local Boards	Advocacy Liaison(s)	1-5	48-240
District Personnel	Key District Contacts	1-3	48-144
Community	Support Network Contacts	1-3	48-144
Grand Total			144-528



Out of Many, One... Vision, Voice, Future
Serving Wyoming Education through School Board Leadership



Advocacy Network Contact List

School District: _____

School Board Advocacy Liaison: _____

Email: _____

Mailing Address: _____

City: _____ ZIP: _____

School Board Advocacy Liaison: _____

Email: _____

Mailing Address: _____

City: _____ ZIP: _____

Key District Contact: _____

Email: _____

Mailing Address: _____

City: _____ ZIP: _____

Key District Contact: _____

Email: _____

Mailing Address: _____

City: _____ ZIP: _____

Support Network Contact: _____

Email: _____

Mailing Address: _____

City: _____ ZIP: _____

Support Network Contact: _____

Email: _____

Mailing Address: _____

City: _____ ZIP: _____



Legislative Goals

Timeline

July

Approve Legislative Goals for upcoming session

September

Coordinate Grassroots Advocacy efforts for Legislative Goals

Take input on positions, resolutions, and statements of belief for Delegate Assembly

Take input on proposed Goals for the following legislative session

November

Coordinate lobbying efforts on Legislative Goals

Hold Delegate Assembly

Act on positions, resolutions and statements of belief for current session.

Coordinate lobbying efforts for Legislative Goals

Act on recommended Goals for next year.

December

Coordinate lobbying efforts on Legislative Goals

January

Coordinate lobbying efforts on Legislative Goals

February

Coordinate lobbying efforts on Legislative Goals

March

Coordinate lobbying efforts on Legislative Goals

April

Review effectiveness of legislative efforts

Board of Directors review proposed legislative goals for next session



Advocacy Network Calendar

“All Politics is Local!”	“All Politics is Local!”
<p><u>July</u> *Prepare Legislative Advocacy Agenda for Board Review</p>	<p><u>January</u> *Discuss Legislative Agenda at Board meetings. *Representatives appear before legislative committees</p>
<p><u>August</u> *Share Legislative Goals, supporting data with Advocacy Network</p>	<p><u>February</u> *Schedule Legislative Agenda at Board meetings. *Hold community meetings *Meet with local Delegation at the Capitol * Attend Legislative Forum *Participate in Action Alerts *Representatives appear before legislative committees</p>
<p><u>September</u> *Fall Roundup *Provide updates, data, and supporting materials to advocacy network liaisons *Representatives appear before legislative committees</p>	<p><u>March</u> *Discuss Legislative Issues at Board meetings. *Participate In Action Alerts *Representatives appear before legislative committees *Write Thank You letter to delegation for their support</p>
<p><u>October</u> * Advocacy Liaisons meet individually with members of their local delegation to share legislative goals and ask for their support *Representatives appear before legislative committees</p>	<p><u>April</u> *Legislative Wrap Up *Share the success *Thank the network members *Evaluate the effort *Recognize the Legislative Champions</p>
<p><u>November</u> *Local Board meets with legislative delegation to share legislative goals and ask for their support *Delegate Assembly at Annual WSBA Conference *Advocacy Network meeting at Annual Conference *Representatives appear before legislative committees</p>	<p><u>May/June</u> Beginning preparing legislative issues for local district.</p>
<p><u>December</u> *Local Board meets with legislative delegation to share legislative goals and ask for their support *Representatives appear before legislative committees</p>	<p><u>Things to remember</u> Invite media to events Make your community meetings special Encourage help from PTA, PTO, Booster Clubs Contact WSBA for technical assistance</p>

Effective Grassroots Advocacy

Legislative Advocacy- What is a board to do?

Boards must be involved in the political process.

The board should:

1. identify legislative priorities,
2. develop an advocacy plan,
3. identify supportive community contacts,
4. develop key messages,
5. communicate these messages to state and local decision makers.

Make sure your legislative delegation knows what is going on in your district

The board should:

1. Ask them to visit schools.
2. Let them know how legislation will impact the district.
3. Develop a positive relationship for the long haul.

Building Positive Relationships with Your Legislators Is the Key to Success.

There is the old saying that “All politics is local.”, and it is true. Building positive relationships with your legislative delegation at home in your school district will help you effectively communicate the needs of your district to your legislative delegation. Success is dependent on good relationships.



Advocacy Tips for School Board Members

1. **Foster a positive relationship** with your legislator(s). Make sure your legislator(s) knows your name and your school district.
 - a. **Meet with your legislator** prior to the session on a one to one basis. Research shows that this is the **most effective** advocacy technique.
 - i. Get to know them on a personal level – ask about family, children, schools, interests, etc.
 - ii. Tell your legislator(s) you appreciate their support for your school district.
 - iii. Tell them what is important to your school district.
 - iv. Tell them positive stories about what is happening in your school district.
 - v. Tell them what you are doing with any new funding you have received from the legislature (or what impact a lack of funding is having on your schools).
 - vi. Tell them what you need to accomplish your goals.
 - b. Invite your legislator to **tour your schools**.
 - c. Attend legislative or political functions in your community to familiarize yourself with the **legislator's ideas, beliefs and goals**.
 - d. Attend the **WSBA Legislative Forum** and take your legislator(s) to dinner after the reception.

2. Encourage your legislator to **seek your opinion on educational issues**.
 - a. Let your legislator know you are willing to **provide information** on educational issues.
 - b. Be willing to **share your insight** and experience as a school board member on the issues the legislator(s) will have to vote on.
 - c. Be willing to **put together information** that is needed by your legislator(s).
 - d. **Call WSBA** or access the web to find material needed on issues.
 - e. Give your legislator(s) your home, work, and fax numbers and your email address so he or she can contact you easily before a vote.
 - f. Use the **school district's expertise** on issues you are not familiar or comfortable with.

- g. Be familiar with the **WSBA position on bills**. Speaking with a unified voice helps your legislator(s) know where there is support for issues.
3. **Hold your legislator accountable** for votes, public statements and actions.
 - a. Attend any meeting you legislator(s) hold in your community
 - b. Ask your legislator(s) questions if you don't understand an issue or why your legislator(s) voted one way or another

Adapted from materials provided by the Iowa and Texas Association of School Boards

Practical Communications Tips- Texas Association of School Boards

To communicate effectively with legislators, certain guidelines apply no matter where you meet.

Do these:

- **Identify yourself.** Make sure the legislator understands who you are and which school district you represent.
- **Be brief.** Get to the point quickly, and be specific.
- **Know what you're talking about.** Explain the facts, and understand the opposition's point of view.
- **Use a local angle.** Explaining how a bill will positively or negatively affect the local school district can be very persuasive. Remember that you're not only the legislator's constituent, **you're also a fellow elected official.**
- **Show respect.** Be positive. Remember to compliment the legislator's successes, and thank him or her. Although you are both elected officials, some legislators may follow an unspoken sense of hierarchy between local and state representatives, statewide officials, and federal elected officers.
- **Communicate often.** Be friendly. Keep in touch with legislators year-round, not just during the legislative session when you want something.

- Invite your elected representatives to attend school board meetings, special events, workshops, and other events.
- **Recognize effort.** Thank legislators in writing when they vote as you asked. Let lawmakers know their support on your district's behalf is appreciated.
 - **Thank legislators for meeting** with you and for their support or consideration, even if they are against you. You may need their vote in the future on another matter.
 - **Consider compromise.** Stake out your position, but if a legislator makes a reasonable request or offers an alternative to the position, take the compromise into consideration.
 - **Choose battles wisely.** Decide from the start if an issue is important enough to risk ruining a personal relationship with a legislator or whether you would rather keep the relationship long-term and let the issue go.
 - **Notify the legislator of a deadline.** When writing lawmakers, tell them where the bill you're writing about is in the process and when action is scheduled. Give legislators all the information you can to make it easier for them to support your position.
 - **Be sensitive to partisan politics,** but always try to come across as nonpartisan.
 - **Use correct forms of addresses.**
 - **Print out your fact sheets, letters, and testimony.** Date them. Be sure they include how you can be reached.
 - **Establish a reputation** for reliability and credibility.
 - **Be reasonable,** and realize that everyone thinks his or her issue is the most important one being considered.
 - **Know other issues or problems** the legislator is working on, and help him or her when you can.

- **Offer to be a resource for specific information** related to the district.
- **Look for friends in unusual places.** In politics, a friend—Republican, Democrat, liberal, or conservative—works with you on a specific issue even if he or she opposes you on every other issue.

Don't do these:

- **Don't be rude.** Threats, rudeness, or other inappropriate behavior will not help your cause.
- **Don't be bullied.** Don't let yourself be intimidated by legislators' authority or status. But recognize and respect their responsibilities.
- **Don't underestimate legislators.** With rare exceptions, they are honest and intelligent and want to do the right thing.
- **Don't distort the facts.** Present your position honestly and thoughtfully. If you don't know the answer to a legislator's question, say so. Then find the information and call back as soon as possible.
- **Don't assume** the legislator or staff member has read or remembers something you sent. Lawmakers and their staffs are inundated with volumes of information. So, if you have something you want read, make it brief. It's also a good idea to give copies to the legislator's aide, who will probably be the one who reviews the submission.
- **Don't break a promise.** If you tell the legislator you will get information or that you will do something in exchange for support, follow through.
- **Don't change your position.** If the legislator has publicly committed to a position you encouraged, don't change your mind about it later, unless the bill was significantly amended or local circumstances have changed. Let your legislator know how the bill has changed and why your position has modified. Recommend he or she does the same.
- **Don't give inaccurate information.**
- **Don't make moral judgments based on a vote or an issue.**
- **Don't begin by saying, "As a citizen and taxpayer...."**

- **Don't send form letters.**
- **Don't write members of the House when the vote is in the Senate,** and vice versa.
- **Don't ignore your legislator,** and then contact one from another district for help with your issue.
- **Don't complain publicly or privately** about your legislator.
- **Don't hold grudges or give up.**
- **Don't interrupt** legislators when they are obviously busy.
- **Don't cover** more than one subject in a contact.
- **Don't write** a letter longer than one page.
- **Don't press** for an answer on your first visit.
- **Don't blame legislators** for all the things that go wrong in government.
- **Don't be offended** if he or she forgets your name or who you are, even if it is just five minutes after your visit.
- **Don't assume that education** is at the top of the legislator's priority list.
- **Don't cut anyone off from contact.** Don't let a legislator consider you an enemy because you disagree. Today's adversary could be tomorrow's ally.



Planning a Meeting with Your Legislative Delegation

Checklist for meeting with Legislative Delegation

30 to 60 days before the meeting

- Identify one person to be responsible for the details and present that person with this check list. (This person could be the BLC or the chairman).
- Agree on the date, time, and the list of people to invite.
- Select and reserve the meeting space.
- Send out the invitations (request an RSVP).
- Finalize the legislative priorities for the board (advocacy plan).
- Prepare the agenda for the meeting.
- Make name tags or place cards.
- Plan refreshments.

During the meeting

1. Start and stay on time
2. Present a positive image of the board and legislative goals
3. Take minutes
4. Be aware of comfort levels of participants
5. Avoid negative or hostile questions, but honesty is the rule
6. Avoid placing anyone in embarrassing situations
7. Thank the legislators for what they do, give credit
8. Listen carefully
9. Smile, talk, share, have fun

Follow up after the meeting

1. Send letter to absent legislators. Express regrets that they were not in attendance. Share minutes and other initial information from the meeting.
2. Send a thank you letter to those in attendance. Include a copy of the meeting minutes.

Sample letter to legislator

The _____ County Board of Education requests the honor of your presence at a meeting with our legislative delegation on at 6 p.m. at (address). The meeting will last no longer than 90 minutes total. Light refreshments will be served.

The purpose of the meeting is to share with you the board's legislative priorities and to provide you with information on the state of _____ School District. We are excited about _____ and _____ and would like to share the details with you.

Please confirm your attendance at this meeting by contacting _____, Board secretary at (phone) or by e-mail (e-mail address) by _____ (date).

We look forward to meeting with you. If you have questions, I can be reached at _____.

_____, Chairman

_____ Board of Education

Sample agenda Legislative Delegation Meeting

Use this agenda as a starting point for your own. Your meeting should be 60 to 90 minutes in length.

1. Call to order -- Board
 - Chairman Invocation
 - Introductions
 - Purpose and objectives
2. Review the board's legislative priorities
3. State of the district (facts, data, information) --
 - Superintendent
4. Comments from delegation
 - members --Board
 - Chairman
5. Questions and answers (should be facilitated)
6. Board Wrap-up -- Board Chairman
7. Adjournment



Contacting Your Legislative Delegation about Issues

Step 1. Read and understand the Major Issues with each bill

Step 2. Contact your legislators about the bill

- 1.** E-mail or Faxing Your Legislator
 - a.** Excellent during the session.
 - b.** Write a personalized note.
 - c.** Write in a polite style.
 - d.** Identify yourself and your position.
 - e.** Be specific and concise.
 - f.** Focus the e-mail on the issue and the impact it will have on your local district.
 - g.** Ask the legislator for his or her support on the issue.
 - h.** Thank the legislator for his or her consideration.
 - i.** Make sure you request notification when opened.
 - j.** Legislative e-mail addresses and fax numbers for the House and Senate are listed on the Wyoming State Legislative Website legisweb.state.wy.us.

- 2.** Phone
 - a.** Best when time is short and vote is near.
 - b.** Issue should be simple.
 - c.** Review the issues.
 - d.** Prepare your notes.
 - e.** Identify yourself and your position.
 - f.** Briefly state the issue and your position.
 - g.** Focus the issue on the impact it would have on your district.
 - h.** Determine the legislator's position on the issue.
 - i.** Thank the legislator for his or her time. Follow-up with a written thank you that also restates a summary of your conversation and any additional information needed.
 - j.** If legislator is unavailable for the phone call, leave your name and phone number with the receptionist.
 - k.** If you want the legislator to vote a certain way on a bill or amendment, leave the bill number or title of the issue with the receptionist and the way you want the legislator to vote to support the children of your district.

- 3.** Letter
 - a.** Most effective.
 - b.** Needs lead time (2 weeks).
 - c.** Able to explain issue.
 - d.** Tell them you're a school board member and identify the school district.
 - e.** Tell them the issue, identify the bill.
 - f.** Explain the local impact.
 - g.** Be clear about the action you want them to take.
 - h.** Avoid form letters.
 - i.** Keep the letter short, one page limit.
 - j.** Be respectful and reasonable.
 - k.** When the vote the way you want, send a note of thanks.



Sample Letter to Legislator

The Honorable (Name)
Wyoming State Senate
State Capitol Building
Cheyenne, Wyoming 82002

(Use school district or personal letterhead)

Dear Senator (Name),

I am a school board member for (district). On behalf of my district, I urge you to support Senate Bill 245, which would significantly increase funding for at-risk students in my district.

Meeting the needs of at-risk children is very important if we are going to be successful in educating all children. Senate Bill 245 will help provide the funding needed to be successful in this worthy endeavor.

Thank you for your leadership in support of public education. Please respond to let me know your position on this important issue for many children in my district.

Sincerely

Name, title, address, phone, e-mail



Testifying Before a Legislative Committee

The following materials have been prepared by the Legislative Service Office as a guide to testifying before a legislative committee.

I'm going to appear before a Legislative Committee

How does it work?

What shall I expect?

What do I do?

A Citizen's Guide to Attending Committee Meetings

Legislative Committee Meetings

These committees undertake complex or major issues during the interim. The procedure is very similar to appearing before a standing committee during the legislative sessions. If you want to be sure to have a spot on the program, you can contact the committee chairman and tell him or her of your intention to appear. If you can't be there in person, you can always submit a written statement, which will be distributed to the committee and made a part of the meeting record.

Do I Have to Register as a Lobbyist Before I Speak?

If you are speaking on your own behalf, you do not have to register. If you are representing a group or organization, you do. The Secretary of State handles lobbyist registrations.

What Does it Mean to "Address the Chair?"

This procedure is to ensure an orderly flow of discussion at a legislative meeting. Since the chairman controls the meeting, all comments, questions, and responses must go through the chairman. Anyone who wishes to speak -- committee members, witnesses or members of the public -- must be recognized and called on by the chairman. Once recognized, that person starts by saying, "Mr. Chairman," and continuing with the question or statement. The person talks to the chairman even if the question or the comment is directed to someone else. For example, a committee member might say, "Mr. Chairman, would the sponsor of the bill tell us if an additional appropriation will be required?" The sponsor then would reply, "Mr. Chairman, the proposal would not require additional funding."

Is the Procedure Similar at Interim Committee Meetings?

Between sessions, the Legislature holds meetings of the joint interim committees where the same standing committees of both the Senate and House meet together. They are held between the regular legislative sessions held in the Capitol building. The joint interim meetings often are held at various communities in the state.

What is the Role of a Legislative Committee?

When a bill is introduced in either the Senate or the House, it is sent to a standing committee for study and to receive public comment. The committee makes an initial determination if the proposal should go forward in the Legislature. The committee can suggest amendments to the bill, approve it for further action by the full Senate or House, or kill it.

What Happens to a Bill When it is Referred to a Committee?

Once a bill has been sent to a committee, the committee chairman will set a date and time for a hearing on the proposal. You can keep track of the committee's schedule by reading the notices on the committee room door, by following the daily calendar available in the Senate or House Lobby or the Capitol rotunda, or by checking the Legislature's website (<http://legisweb.state.wy.us>).

Who are the Players at the Committee Hearing?

A Senate committee has five members; a House committee has nine. The chairman presides over and controls the meeting. A committee secretary takes notes and assists the chairman. Seats are available for the public. Committee meetings are always open to the public.

What is the Order of Business in the Committee Hearing?

When the time comes to consider a particular bill, the chairman will announce its name and number. The sponsor or sponsors will explain the proposal to the committee. Any member of the committee may ask the sponsor questions. Next, other legislators may speak and can be questioned. Then the chairman will ask if anyone in the audience wants to comment on the proposal -- either for or against. That person also can be questioned. When everyone has spoken, the committee will "work the bill." This is when the committee discusses the proposal, considers amendments and decides if the bill should go forward or be stopped.

Will I be Welcome at Any Committee Meeting?

You will always be welcome at any committee meeting. The members of the Legislature want you to be an active participant in the legislative process. If you are interested in a particular bill, you should be in the committee room when the hearing is scheduled.

What do I Need to do if I Want to Attend a Committee Meeting?

When you arrive at the meeting room, you will need to sign the Attendance Sheet indicating you attended the meeting. You can observe the proceedings, present additional written information to the committee, or tell the members how you feel about the proposal. This is where the citizen can have direct input to the Legislature on any proposed legislation. If you would like to provide written information to the Committee, please fill out the Committee Handout Form when you

arrive at the meeting room and give the form and a copy of your handout (including an electronic copy, if available) to the committee staff. Filling out the form ensures that your information will be available to all members of the Legislature. If you would like to address the committee, please stand and address the Chairman after you have been recognized. Then, clearly state your name and the name of the organization you represent, if any, prior to addressing the committee.

How Do I Make an Effective Presentation to the Committee?

- Stand if you want the committee chairman to call on you to speak.
- When the chairman recognizes you, give your name clearly and distinctly and the name of the group or organization for whom you will speak, if any.
- Don't repeat what another speaker has said. If your statement would be the same, simply state that you agree with a previous speaker.
- Be brief.
- Consider having a handout with a summary of your points. Have enough copies for the committee, its secretary and a few for interested members of the audience. Before you begin, hand all copies to the chairman or committee secretary for distribution.
- Please fill out the Committee Handout Form if you are providing written information to the committee.

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Additional Suggestions for a Successful Presentation-TASB

The Texas Association of School Boards adds some additional tip on testifying before a legislative committee. A WSBA member's testimony before a committee can be more important than a professional lobbyist's, but members must be just as well-prepared as the lobbyist and follow the same rules of conduct.

Tips

- **Tell legislators what they don't already know.** Lawmakers usually know statewide significance of proposed legislation, but they may not understand how the law will affect specific school districts. Lawmakers want good evidence of what a bill will do to the people affected by it. Communications should be targeted on local impact and should be as specific as possible.
- **Provide copies of written testimony to all members of the committee,** staff members, the news media, and other observers.
- **Avoid reading written testimony to members.** Legislators often are unappreciative of those who read their testimony to them. You will increase your effectiveness if you provide copies of written testimony and summarize the key points.
- **Waive the opportunity to speak** if several others have already said what you wanted to say, and distribute your written statement.
- **Keep your goal in mind** and don't let legislators' questions get you off track.
- **Put key points in priority order** so that if you don't get all the time you need, you'll at least have gotten across the main points.
- **Get the facts straight and attribute them.** Giving credit to the source of the information makes you more credible and protects your credibility if the details turn out to be incorrect.
- **Keep testimony extraordinarily brief.** Legislators often hear much boring, repetitious testimony, so make sure yours stands out. Be sincere. Be yourself.
- **Don't become emotional or be too dramatic.**
- **Try to keep good eye contact** with the panel, and address comments to committee members.
- **Dress on the conservative side** because your appearance may be as important to some legislators as what you say and how you say it.

- **Answer questions as honestly as you can.** If you don't know the answer, say so or defer to another person who can provide the information accurately.
- **Always offer to get the answer** or responsive information to the member or committee after the hearing.
- **Avoid a public confrontation,** if you are asked a hostile question. Diffuse the hostility by remaining poised and unruffled. Even if you are confident the battle is lost before you begin, your testimony may gain respect for the Association or may educate committee members in ways that may not be apparent immediately. You also are proving that support or opposition exists and shouldn't be ignored.
- **Be yourself. Try to relax.** Your influence will be greater if you speak from the heart.

Materials provided by the Texas Association of School Boards

CITIZEN'S GUIDETO THE WYOMING LEGISLATURE

The following materials have been prepared by the Legislative Service Office to provide information about the Wyoming Legislature to the citizens of the State

I. WELCOME TO THE CAPITOL.

A. Parking, Accommodations and Access to the Capitol Building.

1. **Parking.** Parking space near the Capitol is quite limited during legislative sessions. There is no public parking lot within close walking distance. The parking lot to the West of the Capitol and the underground parking lot at the Herschler building are reserved for legislators, legislative staff and state employees. Limited parking spaces are available on side streets around the Capitol but note that many of these spaces are metered or are restricted to time limited parking.
2. **Capitol Building Hours.** During the Legislative session, the Capitol building is open each morning at 7:00 a.m. and remains open at all times the legislature is in session and while committees are meeting.
3. **Information.** The first stop for general information is the information desk located in the Capitol rotunda. Information relating to bill status is available at the computer information terminal located in the basement of the Capitol.
4. **Rest rooms.** Public rest rooms are located in the basement of the Capitol. There are also public rest rooms located in the vicinity of the third floor public seating gallery in the House of Representatives.
5. **Telephones.** Public pay telephones are located in the basement of the Capitol.
6. **Cafeteria/Refreshments.** Vending machines are located in the basement of the Capitol. There is no public cafeteria in the Capitol building. The House and Senate coffee rooms are not open to the general public. The nearest public cafeteria is located in the basement of the Herschler building immediately north of the Capitol (accessible via the "tunnel" on the north side of the basement in the Capitol.)

Please note that food and beverages are not allowed in the House and Senate galleries.

B. Accommodations for individuals with disabilities.

1. **Parking Spaces.** Handicapped parking spaces are available along 24th street directly in front (south) of the Capitol.
2. **Access to Capitol Building.** A wheel chair accessible ramp and door is located on the north side of the Capitol Building. Vehicle access to this location is from the West side of the Capitol Building off of Carey Avenue.
3. **Elevators.** There are two elevators accessible from the basement or at the east and west ends of the rotunda area on the main floors. Use the West

elevator to access the third floor public seating area for the Senate. Use the East elevator to access the third floor public seating area for the House of Representatives.

4. **Seating.** Both the House and Senate Chambers have been remodeled to provide wheelchair accessible seating spaces in the public seating areas on the third floor.
5. **Rest rooms.** The public rest rooms in the basement of the Capitol are wheelchair accessible.
6. **Accommodations for Individuals with Hearing Impairments.** Individuals desiring the use of an interpreter should contact the Legislative Service Office or the Staff Supervisor in the House or Senate for assistance. While a reasonably prompt response can be expected, individuals requiring the services of an interpreter should make this request known as far in advance as possible since legislative proceedings will not be delayed to provide this accommodation.

The Senate is equipped with a personal listening system consisting of a low-power FM transmitter which is activated whenever the Senate is in session. Individuals visiting the Senate may check out a receiver from the Senate doorman or watchman.

7. **Telephone Services.** Individuals with hearing impairments are encouraged to phone the Wyoming Relay Service (Ph. 1-800-877-9965 for TDD or Text Telephones) for assistance in reaching the Voter Hotline or other telephone services described in this publication.
8. **Accommodations for Individuals with Vision Impairments.** If a person with a visual impairment requests accommodation regarding bill drafts or other legislative information or publication through audio means, the LSO will arrange to make the material requested available on audio tape and will charge no more than charges levied for the same printed materials.

- C. **Legislative Web Site: Electronic Access to Government Information.** The legislative Web site on the Internet provides Wyoming citizens with electronic access to legislative information. The address is <http://legisweb.state.wy.us>. It can also be reached through the state's home page on the Web, <http://www.state.wy.us>. A library in your community may have the needed equipment and support for public access to the legislative Web site for individuals who do not have a personal computer. Please contact your local county library, nearest branch library, community college library or the University of Wyoming library about the current availability of public accessible computers.

Wyoming state government's public information menu on its Web site includes a wide variety of data maintained by executive agencies as well as information relating to the judicial and legislative branches of state government through their respective Web sites.

Legislative information available on the Web site includes:

- Wyoming State Statutes and Wyoming Constitution.

- House and Senate Standing Committee Lists.
- Information about Wyoming's Legislators.
- Information relating to the most current Legislative Session including: Indexes and text of bills; calendars of committee meetings and pending legislative action on bills; text of amendments; information on bill status; and all roll call votes.
- Real Audio broadcasts of House and Senate proceedings during session.
- Historical information relating to previous legislative sessions and Joint Interim Committee activities.
- Information concerning interim legislative activities such as joint interim committee meeting schedules, topics assigned for committee study and minutes of meetings.

II. ABOUT THE WYOMING LEGISLATURE.

A. **Citizen Legislature.** Wyoming remains one of the few states having a true part-time citizen legislature. While this may keep Wyoming legislators in closer touch with their constituents, it also means that they do not enjoy the same accommodations provided to full-time legislators in larger states. For example, legislators in Wyoming do not have individual staff. As noted below, staff services for Wyoming legislators are provided by a small permanent central staff agency (the LSO) and by temporary session staff. Office accommodations are similarly austere. Except for a few officers of the House and Senate, members of the legislature are not provided offices in the Capitol nor do they maintain full-time offices in their districts. While in session, the "office" of a typical Wyoming legislator consists of the legislator's desk on the floor of the House or Senate and one or two file cabinet drawers in a committee meeting room. Except for the relatively short periods of time they meet each year in Cheyenne for the annual legislative session, Wyoming legislators can be contacted at home or at their places of business.

B. **Members of the House and Senate.**

1. **House of Representatives.** Located in the East Wing of the Capitol, the House of Representatives is made up of 60 members elected from single member districts for two year terms. The principal officers of the House include:

-- **Speaker of the House:** Appoints committees; assigns bills to standing committees; presides during session; determines whether to appoint conference committees and designates membership; handles administrative functions of the House.

-- **Speaker Pro-tem:** Performs duties of the Speaker in the Speaker's absence.

-- **Majority Floor Leader:** Offers formal motions necessary for the conduct of legislative business; in consultation with the Speaker, directs

activities on the floor and regulates daily scheduling including order of bills considered in Committee of the Whole.

-- **Minority Floor Leader:** Directs activities of the minority party on the floor and serves as spokesman for minority party.

-- **Majority and Minority Whip:** Assists the floor leader; ensures that party members are present on the floor to speak or vote on important measures.

-- **Majority and Minority Caucus Chairman:** Directs party caucus meetings.

2. **Senate.** Located in the West Wing of the Capitol, the Senate is made up of 30 members elected from single member districts for four year terms. The principal officers of the Senate include:

-- **President of the Senate:** Appoints committees; assigns bills to standing committees; presides during session; determines whether to appoint conference committees and designates membership; handles administrative functions of the Senate.

-- **Vice President:** Performs duties of the President in the President's absence.

-- **Majority Floor Leader:** Offers formal motions necessary for the conduct of legislative business; in consultation with the President, directs activities on the floor and regulates daily scheduling.

-- **Minority Floor Leader:** Directs activities of the minority party on the floor and serves as spokesman for minority party.

-- **Majority and Minority Whip:** Assists the floor leader; ensures that party members are present on the floor to speak or vote on important measures.

-- **Majority and Minority Caucus Chairman:** Directs party caucus meetings.

C. **Legislative Sessions.** The Legislature meets in general session in odd numbered years, beginning on the second Tuesday of January. The general session is limited to 40 legislative days, but generally lasts around 38 days.

The Legislature meets in budget session in even numbered years, beginning on the second Monday of February. A typical budget session lasts 20 legislative days. Except for the budget bill, any other bill requires a 2/3rds vote of the House or Senate for introduction in a budget session.

Special sessions of the Legislature may be called at any time by the governor.

D. **Legislative Committees.**

1. **Committee Structure.** There are twelve permanent parallel committees in the House and Senate. Much of the work of the Legislature is carried on by these "standing committees" which generally contain 9 members in the

House and 5 members in the Senate. Most members serve on several committees.

Standing committees meet before and after the daily general session of the House and Senate, and sometimes during the noon recess, to review bills, hear testimony from interested citizens and recommend action back to the full body of the House or Senate.

Additional information on committee operations is provided in other sections of this booklet.

2. **Directory.** Qwest and the Wyoming Trucking Association jointly publish an annual legislative directory which includes a photo and a brief biographical sketch of each legislator. The directory also includes telephone numbers for all House and Senate offices and committee rooms, make up of all House and Senate standing committees, and the position and title of each member of the session staff. Copies of the directory are available free of charge at the information desk in the Capitol rotunda.

E. Legislative Staff.

1. **Legislative Service Office (LSO).** The LSO is the full time, nonpartisan central staff agency of the Wyoming Legislature. Services provided by the LSO include: research; bill and amendment drafting; revision and recompilation of the statutes; Legislative budget and accounting; and personal staff services for Legislators. Members of the office staff also prepare administrative rule reviews; conduct performance evaluations of executive agency programs, conduct fiscal studies and budget analysis and maintain the legislative Web site. The LSO also employs several part-time staff during the session.
2. **Session Staff.** The House and Senate employ temporary staff (including chief clerks, staff supervisors, committee secretaries, etc.) to assist during each legislative session. Session staff are responsible for many of the day to day operations of the legislature and work under the general direction and control of the chief clerk and staff supervisor in the House and Senate. During the session, standing committees and many Legislators also use student interns and legislative aides to assist with research, filing, correspondence, etc.

Operating from their work stations at the front desk of the Chamber, the chief clerk, assistant chief clerk, reading clerk and computer terminal team coordinate the flow of work on the floor of the House and Senate.

III. THE LEGISLATIVE PROCESS.

A. How a Bill Becomes Law.

1. **Bill Drafting.**
 - a. **Committee Bills.** When the legislature is not in session, the respective standing committees of the House and Senate combine

to function as "joint interim" committees which are assigned to study major problems facing the state. Many of the bills introduced in the legislative session result from the work of joint interim committees. Special and select committees of legislators may also be established to perform interim work, including studies and the drafting of bills. Information on all interim committee activities including minutes of committee meetings may be obtained by contacting the Legislative Service Office. Computer access to committee information is available to individuals outside the Capitol via the legislative Web site. For more information on the legislative Web site see Section I C. of this booklet.

- b. Drafting By LSO.** All bills proposed by interim committees as well as all bills sponsored by individual legislators are drafted by the staff of the Legislative Service Office.

STEPS IN THE LEGISLATIVE PROCESS.

The Flow Chart appearing at the back of this booklet provides a "thumbnail" sketch of the step by step process a House bill or Senate file follows from initial introduction to final enactment.

A more detailed description of each step in the legislative process is provided in the publication, "Extract from The Wyoming Manual of Legislative Procedures" available free of charge at the information desk in the Capitol rotunda.

The rather complicated process a bill follows in becoming law can be summarized as consisting of four principal stages: Committee action; Floor action; Conference committee action; and Action by the Governor.

- 2. Committee Action.** Following introduction and first reading, a bill is assigned to a standing committee of the House or Senate for discussion and consideration. The committee may hold public hearings on the bill (see information below on how to obtain notice of scheduled committee hearings.) The committee then reports back its favorable or unfavorable recommendation on the bill to the full House or Senate and the bill is placed on "General File" awaiting floor action.
- 3. Floor Action.** A bill receiving a favorable report by a standing committee is then ready for "floor action" by the entire body of the House or Senate. This means the bill will be subject to debate and amendment on the floor of the House or Senate by all the members during Committee of the Whole, and then again on 2nd and 3rd readings. A final vote on the bill is taken following third reading.
- 4. Conference Committee Action.** To become law, a bill must be passed in identical form by both houses of the Legislature. Upon passage by the first house, the bill is sent to the second house where it is again subject to committee and floor action and possible amendment in the second house

as described above. If the bill passes the second house without amendment, it is immediately sent on to the Governor for approval or veto. If the bill is amended by the second house, however, additional steps are necessary to complete Legislative action on the bill.

Since a bill must be passed in identical form by both houses of the Legislature, a bill amended in the second house must be returned to the first house to determine if the house of origin will agree or "concur" in the amendments of the second house. If the first house concurs, action on the bill is finished and it is enrolled and sent on to the Governor.

If the house of origin does not concur in the amendments of the second house, the bill is assigned to a conference committee to attempt to work out the differences. If both houses subsequently approve the report of the joint conference committee, the bill is deemed enacted and is then sent on to the Governor.

5. **Action by the Governor.** Before any bill passed by the Legislature becomes law it must be presented to the Governor. If he approves the bill, he signs it. If he disapproves (vetoes) the bill, he returns it to the house of origin with his objections.

The House and Senate may override the Governor's veto by a vote of two-thirds of the members elected to each body.

If any bill sent to the Governor during the session is not signed by him and is not returned within three days (Sundays excepted) it becomes law without his signature. If the Legislature adjourns before the three days have passed, the bill becomes law unless the Governor, within fifteen days after the Legislature adjourns, files his objections to the bill with the Secretary of State.

B. Order of Business - Typical Legislative Agenda.

1. The House and Senate generally follow the same schedule or "order of business" each regular legislative day (note this schedule may change near the end of the session as the Legislature winds down its work):
 - a. Roll call
 - b. Prayer by the chaplain
 - c. Journal committee report
 - d. Messages from the Governor or the other house
 - e. Unfinished business
 - f. Introduction, reading and reference of bills
 - g. Bills of other house on first reading
 - h. Reports from standing committees
 - i. Reports from select committees
 - j. Bills on second reading
 - k. Bills on third reading and final passage
 - l. Consideration of bills on general file
 - m. Special orders and committee announcements

n. Adjournment

On a typical legislative day during the course of the session it is common for the legislature to recess for lunch between third reading (agenda item k) and committee of the whole (agenda item l.)

2. Standing committees meet in the mornings before the House and Senate convene, in the late afternoons or evenings following adjournment and sometimes during the noon recess. A schedule of committee meetings for each day is available by 3:00 p.m. on the preceding business day.
3. In planning your visit to the Legislature, consult the House and Senate calendars in advance to determine when bills of interest have been scheduled for debate.

IV. FREQUENTLY ASKED QUESTIONS.

A. Copies of Bills and Amendments.

WHERE DO I GET COPIES OF BILLS?

Outside the Capitol. Copies of all bills are sent to each county clerk and to each county library in the state for public use.

Members of the public may obtain copies of bills from the LSO by mail, for a nominal copying charge plus postage.

Computer Access. Computer access to the text of bills is available to individuals outside the Capitol via the legislative Web site (<http://legisweb.state.wy.us>). For more information on the legislative Web site see Section I C. of this booklet.

In the Capitol. If you merely wish to read the text of a bill, a full set of bills is maintained on tables in the Capitol rotunda. You may also obtain your own copy of a bill, for a nominal charge, by contacting the LSO.

DO I HAVE THE RIGHT VERSION OF THE BILL?

It is important to note that bills are often revised and reprinted in different versions during the course of the session. For example, a standing committee may so heavily amend a bill that a "substitute bill" incorporating all the committee's proposed amendments is prepared. This version of the bill will have the designation "Substitute No ____" in the upper right-hand corner of the first page. Similarly, if a bill is amended in the first house, it is "engrossed" (reprinted with all adopted amendments) before it is sent to the second house. The engrossed bill is reprinted on different colored paper than the original "introduced" version of the bill.

If you have difficulty "tracking" a proposed amendment into the text of a bill, it may be that you do not have the most recent version of the bill.

WHERE DO I GET COPIES OF AMENDMENTS?

Computer Access. At the close of each legislative day the text of each amendment adopted that day is available to individuals outside the Capitol

via the legislative Web site (<http://legisweb.state.wy.us>). For more information on the legislative Web site see Section I C. of this booklet.

In the Capitol. Printed copies of amendments adopted the previous legislative day are available the following morning at the information desk in the rotunda and at various locations throughout the Capitol.

Pending Amendments. Amendments which have not yet been acted upon but which have been prepared and distributed to Legislators are generally available through the office of the staff supervisor in the House and Senate.

WHERE DO I GET COPIES OF ENROLLED ACTS AND CHAPTERS?

Enrolled Acts. Following final adoption by the House and Senate, bills are "enrolled" (reprinted with all adopted amendments including any amendments contained in a joint conference report) and presented to the Speaker of the House and the President of the Senate for signature. This version of the bill is referred to as a "House Enrolled Act" or a "Senate Enrolled Act." Note that this version of the bill is subject to further action, i.e., approval or veto by the Governor and possible veto override attempt.

Chapters. Following final approval by the Governor (or following a successful attempt at a veto override) enacted bills are printed in their final form and are referred to as enacted "Chapters."

Outside the Capitol. Copies of Enrolled Acts and Chapters may be obtained from the LSO by mail, for a nominal copying charge plus postage.

Computer Access. Computer access to the text of Enrolled Acts and Chapters is available to individuals outside the Capitol via the legislative Web site (<http://legisweb.state.wy.us>). For more information on the legislative Web site see Section I C. of this booklet.

In the Capitol. Copies of Enrolled Acts and Chapters may be obtained from the Legislative Service Office for a nominal copying charge.

B. Bill Status.

HOW DO I GET BILL STATUS INFORMATION? (i.e., INFORMATION ON WHAT HAS HAPPENED TO A BILL SO FAR AND WHERE IT IS IN THE "PROCESS.")

Outside the Capitol. Individuals may use an in-state toll-free telephone number to receive bill status on a maximum of five bills per telephone call. This is a limited service which allows the caller to determine the current status of a bill but not information concerning the contents of the bill. The number is 1-800-342-9570 (out-of-state number 307-777-6185).

Computer Access. Shortly after adjournment at the end of each legislative day, information contained in the Calendar and LSO Bill Status Report (described below) is available to individuals outside the Capitol via the

legislative Web site (<http://legisweb.state.wy.us>). For more information on the legislative Web site see Section I C. of this booklet.

Inside the Capitol:

(1) Computer bill status. Individuals who are in the Capitol while the House and Senate are in session can obtain bill status information at the computer information terminal located in the basement.

(2) Calendars. Following the close of business each legislative day, both the House and Senate prepare a Calendar listing: bills scheduled for second and third reading on the following day; bills reported out of committee and on general file; and committee meeting notices. Copies of the Calendar are available each morning, free of charge, at the information desk in the Capitol rotunda.

(3) LSO Bill Status Report (purple sheet). LSO prepares a daily status report listing the last action taken on each bill and whether the bill is scheduled for further action on the day of the report. Copies of the purple sheet are available each morning, free of charge, at the information desk in the Capitol rotunda.

C. Committee Meetings.

WHEN AND WHERE DO THE COMMITTEES MEET?

Standing committees meet in the mornings before the House and Senate convene, in the late afternoons or evenings following adjournment and sometimes during the noon recess. A few committees meet each legislative day while others meet every other day.

Committee meeting rooms are scattered throughout the 2nd and 3rd floors of the Capitol building. To locate a particular committee room, contact the information desk in the Capitol rotunda or consult the map in the Qwest/Wyoming Trucking Association Directory available at the information desk.

HOW DO I FIND OUT WHEN A COMMITTEE WILL MEET TO CONSIDER A PARTICULAR BILL?

Computer Access. Shortly after adjournment at the end of each legislative day, information contained in the House and Senate Calendar, including meeting notices, is available to individuals outside the Capitol via the legislative Web site (<http://legisweb.state.wy.us>). For more information on the legislative Web site see Section I C. of this booklet.

Inside the Capitol:

(1) Meeting notices. Standing committees generally provide advance notice of meetings at which bills will be discussed. Notices are normally posted by 3:00 p.m. on the day before the meeting is to be held. Meeting notices are posted outside the House and Senate chambers (and on the door of the meeting room for each committee) and are published in the House and Senate Calendar.

(2) Calendars. Following the close of business each legislative day, both the House and Senate prepare a Calendar listing committee meeting notices. Copies of the Calendar are available each morning, free of charge, at the information desk in the Capitol rotunda.

WILL I BE ALLOWED TO PRESENT TESTIMONY AT COMMITTEE MEETINGS?

For each bill under consideration, committees will generally schedule at least one meeting at which public testimony is solicited. If you are unable to attend the meeting in person on the day the bill is being discussed, you may provide written testimony which may be left with the committee secretary.

A brochure is available in the LSO which provides general information to members of the public explaining how to make a presentation to a legislative committee.

I HAVE A PHYSICAL DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS TO ATTEND OR PRESENT TESTIMONY AT A COMMITTEE MEETING. WHOM DO I CONTACT?

Contact the Staff Supervisor in the House or Senate or the LSO as far in advance of the meeting as possible. Arrangements can be made to provide an interpreter for persons with hearing impairments or to provide information through audio means for persons with visual impairments.

DO I HAVE TO REGISTER AS A LOBBYIST?

A citizen appearing at a committee meeting as an individual to express his own views does not need to register as a lobbyist.

You need to register with the Secretary of State's Office (1st floor of the Capitol Building) as a lobbyist only if you are representing an organization and you are receiving reimbursement for expenses or compensation as a lobbyist.

D. Contacting Legislators During the Session.

HOW DO I CONTACT MY LEGISLATOR FROM HOME TO LEAVE A MESSAGE OR TO EXPRESS MY OPINION ON A BILL?

During the legislative session, constituents are encouraged to use the Voter Hotline (Phone 1-866-996-VOTE) to call and recommend a vote for or against a particular piece of legislation. While it is not possible to speak directly with a legislator on the Voter Hotline, the message will be delivered more quickly than by calling any other number at the legislature.

Personal telephone messages may be left by calling the House or Senate receptionist at the number listed in the Qwest/Wyoming Trucking Association directory.

I'M IN THE CAPITOL AND WISH TO SPEAK TO MY LEGISLATOR. WHERE DO I GO?

Individuals wishing to speak personally to a legislator while the House or Senate is in session can present a written message to the receptionist or doorman in the House or Senate lobby. The

message will be delivered on the floor by a Page and the legislator can determine whether he is able to leave the floor to meet in the lobby with the individual.

Key State Officials

Knowing how to correctly address public officials is important when advocating. Here is a list of key state officials and correct forms of address for letters and personal contacts:

The Governor When writing:

The Honorable Matt Mead Governor of Wyoming
State Capitol Building
Cheyenne WY 82002
Dear Governor Mead:

State Representative

When writing:
The Honorable (Full Name) Wyoming House of
Representatives
State Capitol Building
Cheyenne WY 82002
Dear Representative (Last Name):

State Senator

When writing:
The Honorable (Full Name) Wyoming Senate
State Capitol Building Cheyenne WY 82002
Dear Senator (Last Name):

United States Representative

When writing:
The Honorable Cynthia Lummis
U.S. House of Representatives
113 Cannon House Office Building
Washington D.C. 20515
Dear Representative (Last Name):

United States Senator

When writing:
The Honorable Mike
Enzi U.S. Senate
290 Russell Senate Office
Building Washington D.C.
20510
Dear Senator Enzi:

United States Senator

When writing:
The Honorable John Barrasso
U.S. Senate
109 Hart Senate Office
Building Washington D.C.
20510
Dear Senator Barrasso:



Management Council

Senate

House

Senator	Party	District		Representative	Party	District	
Eli Bebout	R	S26	Chairman	Steve Harshman	R	H37	Vice Chair
John Hastert	D	S13		Donald Burkhart, Jr	R	H15	
Drew Perkins	R	S29		James Byrd	D	H44	
R. Ray Peterson	R	S19		Cathy Connolly	D	H13	
Chris Rothfuss	D	S09		John Freeman	D	H60	
Michael Von Flatern	R	S24		Mike Greear	R	H27	
				David Miller	R	H55	

Statutory Authority: W.S. 28-8-102

Education Committee

Senate

House

Senator	Party	District		Representative	Party	District	
Henry H.R. "Hank" Coe	R	S18	Chairman	David Northrup	R	H50	Chairman
Affie Ellis	R	S08		Debbie Bovee	D	H36	
Stephan Pappas	R	S07		Landon Brown	R	H09	
Chris Rothfuss	D	S09		Jamie Flitner	R	H26	
Jeff Wasserburger	R	S23		John Freeman	D	H60	
				Mark Kinner	R	H29	
				Jerry Paxton	R	H47	
				Garry Piiparinen	R	H49	
				Evan Simpson	R	H21	

Appropriations Committee

Senate

House

Senator	Party	District		Representative	Party	District	
Bruce Burns	R	S21	Chairman	Bob Nicholas	R	H08	Chairman
Dan Dockstader	R	S16		Donald Burkhart, Jr	R	H15	
Ogden Driskill	R	S01		Lloyd Larsen	R	H54	
John Hastert	D	S13		Andy Schwartz	D	H23	
Bill Landen	R	S27		Albert Sommers	R	H20	
				Tom Walters	R	H38	
				Sue Wilson	R	H07	

Select Committee on School Finance Recalibration

Senate

House

Senator	Party	District		Representative	Party	District	
Henry H.R. "Hank" Coe	R	S18	Chairman	Albert Sommers	R	H20	Chairman
Dave Kinskey	R	S22		Cathy Connolly	D	H13	
Bill Landen	R	S27		Steve Harshman	R	H37	
Drew Perkins	R	S29	Alternate	Bob Nicholas	R	H08	
R. Ray Peterson	R	S19		David Northrup	R	H50	
Chris Rothfuss	D	S09					

Select Committee on School Facilities

Senate

House

Senator	Party	District		Representative	Party	District	
Bill Landen	R	S27	Vice Chair	Tom Walters	R	H38	Chairman
Henry H.R. "Hank" Coe	R	S18		John Freeman	D	H60	
Ogden Driskill	R	S01		Steve Harshman	R	H37	
Stephan Pappas	R	S07		Hans Hunt	R	H02	
Chris Rothfuss	D	S09		David Northrup	R	H50	

Statutory Authority: W.S.28-11-301

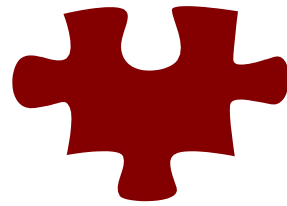
Number of Members: 10 members overall; 5 appointed by President of the Senate; 5 appointed by Speaker of the House

Qualifications: No more than 4 of the 5 members shall be from the same political party

The



Legislative

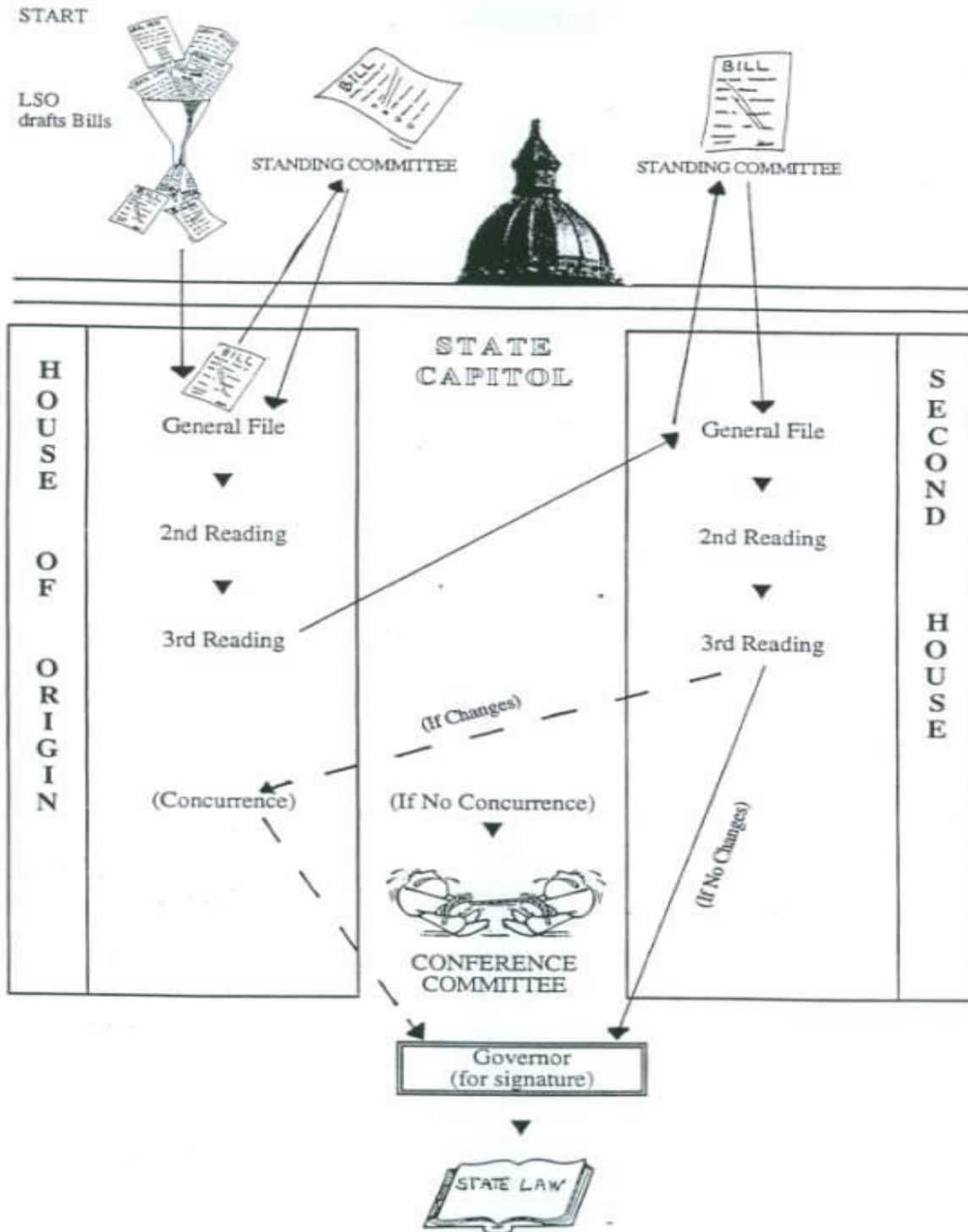


Process

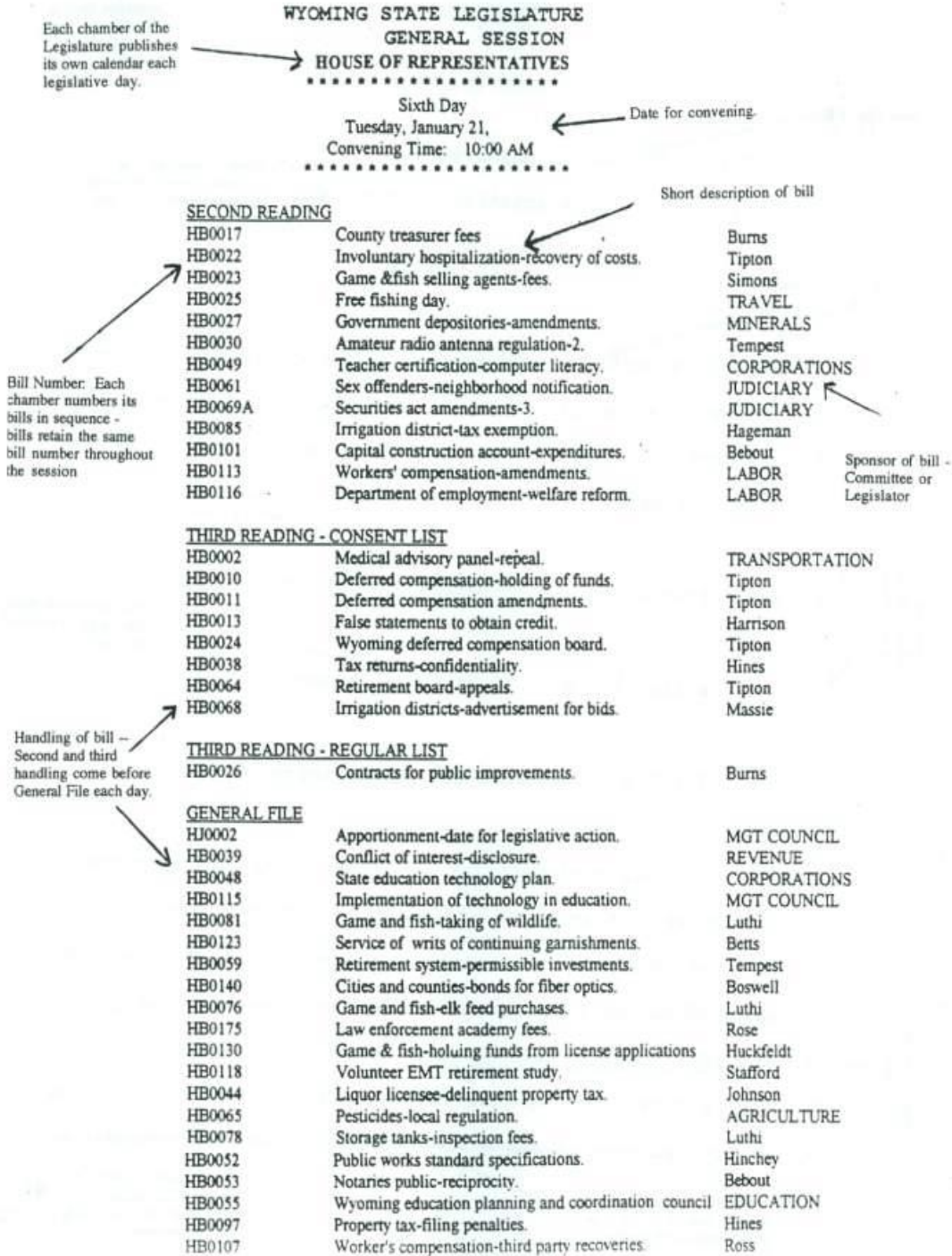
From idea to law

Idea from citizen, legislator, organization, etc. to
Legislator, who may do basic draft or simply ask LSO to put together, to
LSO for final draft, number, put on computer data base, etc. to
Committee Assignment by Speaker of the House or President of the Senate unless
delegated
then,
if prior to legislative session, to committee for discussion and determination of
what support the committee might offer,
or,
if after start of legislative session, to the respective house for introduction:-(title
only) and announcement of committee assignment,
then to
Committee for study and recommendation. (Committee may vote not to send the bill
out, or may vote to send it out with a Do Pass or Do Not Pass recommendation, or
send it out without a recommendation, or send it out as a "committee bill," or lay it
back for more work later),
to
Appropriations-Committee, if there is a cost to the bill,
to
Appropriate house Committee of the Whole (1st reading) for full reading of bill, with
opportunity to amend. *Dead if fails any time after this.* If passes,
then
Second reading must be the next legislative day (can offer amendments), and
Third reading must be the next legislative day (can offer amendments),
to
Other house, with amendments, for same type of action on 1st, 2nd and 3rd reading,
then, if amended further,
to
House of origin to see if first house will concur with second, then, if first
house doesn't concur,
to
Conference Committee to consider amendments only and come to agreement
regarding differences between the two approved "bills",
to
Each house for concurrence on recommendations of Conference Committee, then, if
houses do not concur on first recommendations,
to
Conference Committee second (and even third) time, at which times the
Conference Committee is not limited to consideration of differences only, to
Both houses,
to
Governor.

HOW LAWS ARE ENACTED



THE KEY TO THE CALENDAR



STATE OF WYOMING

97LSO-0295

Legislative Service Office Number. First four digits won't change.

HOUSE BILL NO. HB0026

Brief title of bill

Contracts for public improvements.

Sponsored by: Representative(s) Burns

Sponsors name(s). The first name listed is the prime sponsor, the legislator who introduced the bill.

Title: A short description of the bill.

A BILL

for

1 AN ACT relating to cities and towns; increasing the cost
2 threshold at which contracts for public improvements are
3 required to be advertised for bid; and providing for an
4 effective date.

A bill must have an enacting clause to provide validity.

All lines on each page of a bill are numbered for ease of reference.

5
6 Be It Enacted by the Legislature of the State of Wyoming:

This number identifies the law being amended or created.

7
8 Section 1. W.S. 15-1-113(a) is amended to read:

9
10 15-1-113. Contracts for public improvements.

Words to be added to the law are underlined.

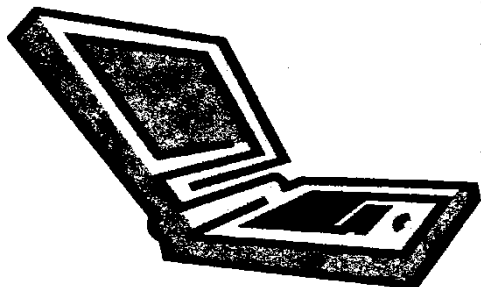
11
12 (a) All contracts for any type of public improvement,
13 excluding contracts for professional services, for any city
14 or town shall be advertised for bid if the cost exceeds
15 ~~seven thousand five hundred dollars (\$7,500.00)~~ twenty-five
16 thousand dollars (\$25,000.00), except that a contract for
17 the purchase of a new automobile or truck shall be
18 advertised even if the cost is less than seven thousand five

Words which are stricken through indicate matter to be eliminated from the

Once assigned, the Bill Number never changes, regardless of how many times it is amended and

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