



# *Engaging in the Washington State Legislative Process*

*A resource book prepared by the  
Washington Association for Career and Technical Education  
2015 Update*



*The Washington Association for Career and Technical Education has created and continues to update, "Engaging in the Washington State Legislative Process" to aid Career and Technical Educators and others in their efforts to improve Career and Technical Education programs in Washington State.*

*The intent of this resource book is to assist teachers, administrators, advisory committee members, business/labor leaders, and parents in their ability to effectively advocate for CTE as they provide valuable information and useful data to elected officials.*

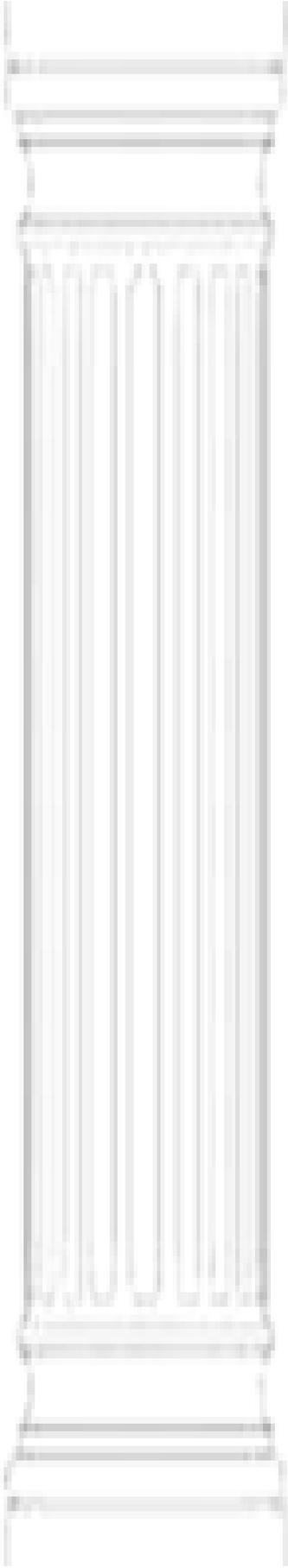
*Copies of this resource book are available for download at [www.wa-acte.org/legresources.php](http://www.wa-acte.org/legresources.php)*

*Tim Knue  
WA-ACTE Executive Director*

# Table of Contents

<i>Legislative &amp; Congress: Key Resources (Live LINKS)</i> .....	4
<i>Foundations for Advocating with Legislative Members</i> .....	5-6
<i>Composition of the Washington State Legislature</i> .....	7
<i>Legislative Leadership</i> .....	8-9
<i>The Committee System</i> .....	10-12
<i>Legislative Daily Order of Business</i> .....	13
<i>The Caucuses</i> .....	14
<i>Duties of Elected Officials</i> .....	15-21
<i>How to Get Through the Legislative Maze</i> .....	22-25
<i>What Do the Numbers Mean?</i> .....	26
<i>How to Work the Process</i> .....	27-28
<i>Elements of a Successful Office Visit</i> .....	29
<i>Preparing Written Statements</i> .....	30
<i>How to Write Your Legislators</i> .....	31
<i>How to Testify</i> .....	32
<i>Contacting Your Legislators</i> .....	33
<i>Why Communicate with Congress?</i> .....	34
<i>What is Clout? Why is it Important?</i> .....	35
<i>Congress-the Federal Level in Washington D.C.</i> .....	36-37
<i>When Do the Important Committees Meet?</i> .....	38
<i>What Happens After the Committees Meet?</i> .....	39
<i>Congressional Staff–A Vital Element in the Process</i> .....	40
<i>School Districts by Legislative District</i> .....	41-43
<i>Know Your B's</i> .....	<i>Back Cover</i>

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# *Legislature & Congress: Key Resources*

(Live LINKS)

## Washington State Legislature

**[Legislature Home](http://leg.wa.gov/)** – <http://leg.wa.gov/>

**[Find Laws & Rules](http://leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx)** – <http://leg.wa.gov/LawsAndAgencyRules/Pages/default.aspx>

**[House](http://leg.wa.gov/House/Pages/default.aspx)** – <http://leg.wa.gov/House/Pages/default.aspx>

**[Senate](http://leg.wa.gov/Senate/Pages/default.aspx)** – <http://leg.wa.gov/Senate/Pages/default.aspx>

**[Member Information / Rosters](http://leg.wa.gov/legislature/Pages/MemberInformation.aspx)** – <http://leg.wa.gov/legislature/Pages/MemberInformation.aspx>

**[Find Your District & Legislators](http://app.leg.wa.gov/mobile/FindYourLegislator/)** – <http://app.leg.wa.gov/mobile/FindYourLegislator/>

**[Find Bills](http://app.leg.wa.gov/billinfo/)** – <http://app.leg.wa.gov/billinfo/>

**[Track Bills](https://app.leg.wa.gov/DLR/user/login.aspx?ReturnUrl=%2fDLR%2fbilltracking%2f)** – <https://app.leg.wa.gov/DLR/user/login.aspx?ReturnUrl=%2fDLR%2fbilltracking%2f>

**[How to Comment on a Bill](https://app.leg.wa.gov/pbc/)** – <https://app.leg.wa.gov/pbc/>

**[Committees](http://leg.wa.gov/legislature/Pages/CommitteeListing.aspx)** – <http://leg.wa.gov/legislature/Pages/CommitteeListing.aspx>

**[Committee Meeting Schedules & Agenda](http://leg.wa.gov/legislature/Pages/Calendar.aspx)** – <http://leg.wa.gov/legislature/Pages/Calendar.aspx>

## Outside the Legislature

**[Governor's Website](http://www.governor.wa.gov/)** – <http://www.governor.wa.gov/>

**[United States Senate](http://www.senate.gov/index.htm)** – <http://www.senate.gov/index.htm>

**[United States House of Representatives](http://www.house.gov/)** – <http://www.house.gov/>

**[TVW](http://www.tvw.org/)** – <http://www.tvw.org/>

**[Washington Courts](http://www.courts.wa.gov/)** – <http://www.courts.wa.gov/>

**[OFM Fiscal Note Website](https://fortress.wa.gov/ofm/fnspublic/)** – <https://fortress.wa.gov/ofm/fnspublic/>

# *Foundations for Advocating with Legislative Members!*



There's a common saying in politics: "If you're not at the table, you're on the menu." Unfortunately, public CTE educators are often not seated at the table when political decisions are being made that affect our working lives, CTE programs, and our students. Perhaps it's because educators prefer to support and serve, rather than challenge and argue. Perhaps it's simply because we're too overworked to have time for political causes. But if we are truly going to serve the children to whom we dedicate our working lives, we need to engage in the struggle of politics.

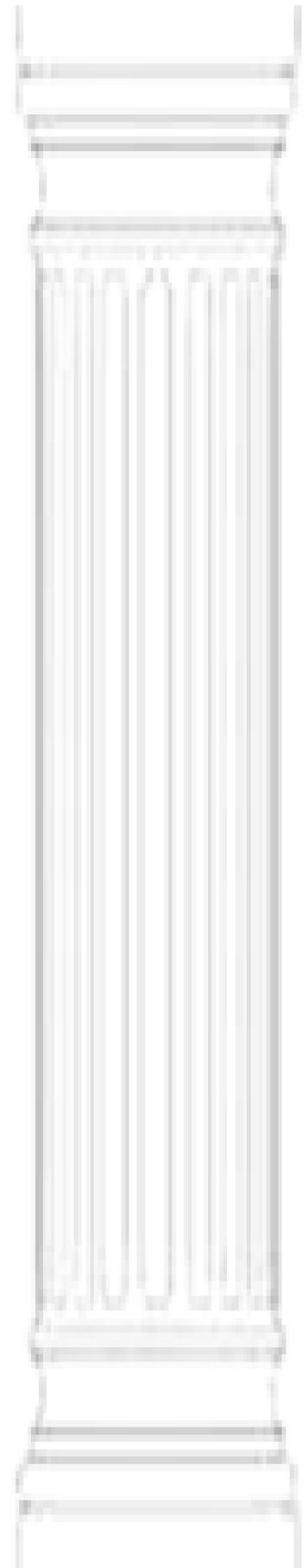
**They are citizen Legislators.** Do not assume they have formed an opinion.

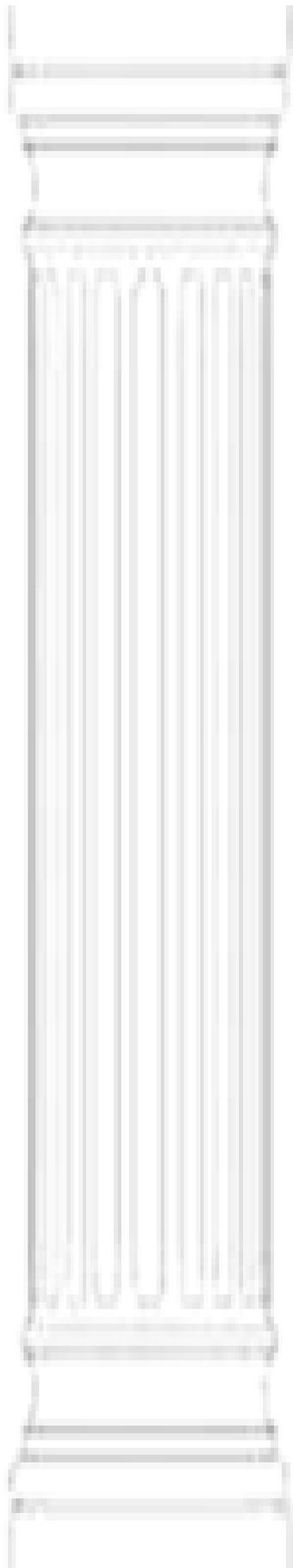
They need good, honest, and direct input to make good decisions on the thousands of issues they deal with each legislative session.

**Remember you are never "just" an educator.** Own the fact that you are the single most important factor in student achievement and many times in a particular student's life. Know that your perspective is critical in any conversation about education, especially about Career and Technical Education issues.

**Always maintain your classroom perspective.** Oftentimes educators feel intimidated or unprepared to talk to decision makers. Many have embraced the idea that "other people" know more than we do. Too many times we think we are not enough or we do not know enough about the issues. However, when it comes to matters of instruction and what is happening in your CTE classroom for meeting the needs of students this is untrue. When we speak the truth from our classroom perspective, we are the experts.

**Keep your students in the forefront of your mind at all times.** The fact that you interact with real, live students 180 days or more a year is what sets you apart. Being able to "see" education policy through the eyes of actual students and present a perspective that is formed by first-hand experiences is powerful.





## *Foundations for Advocating with Legislative Members - continued*

**Do what you do best...teach!** Many times, decisions are made based on information from unreliable sources or from an uninformed perspective. Most often, the information is not from a classroom-level view of how decisions affect students. Show them the cause and effect of their decisions. Embrace opportunities to educate others by sharing student stories about how specific policies actually impact the student learning experience, and the subsequent outcomes.

**Focus on the solution, not the problem.** There are plenty of people who can effectively explain the problems, but few can clearly articulate solutions. Be the person who proposes a viable solution, and have a strategy for how that solution can be implemented. Find examples of how your proposed solution is already being implemented and explain how your students will benefit.

**Don't be intimidated!** Fancy titles and business suits, not to mention all the staff, are often daunting: Representative, Senator, and Congressman/woman. How does a CTE educator fit into that group? The fact is, you don't, and truthfully, you should be fine with that. The benefits of teaching come in different forms, such as students leaving a handmade thank you on your desk. It is hard to imagine that receiving a promotion in the business world could match the feeling of accomplishment educators get when that student who has been struggling looks up and says with a huge grin, "OH, I get it now!" The feeling is the same with a legislator, so learn to help them "get it."

**Check your emotions at the door—but not your passion for education.** Don't be surprised if you hear misconceptions and/or negative comments about CTE. Even though you may feel like screaming when you hear statements like, "We need to have teachers be more accountable!" and "All students need to go to college..." it is so important to remain calm and focus on moving the discussion forward positively. Policymakers need to see classroom CTE teachers and administrators as knowledgeable, innovative, and very ready to embrace change that will improve student achievement for all students.

# *Composition of the Washington State Legislature*

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*The Washington State Legislature has two major responsibilities:*

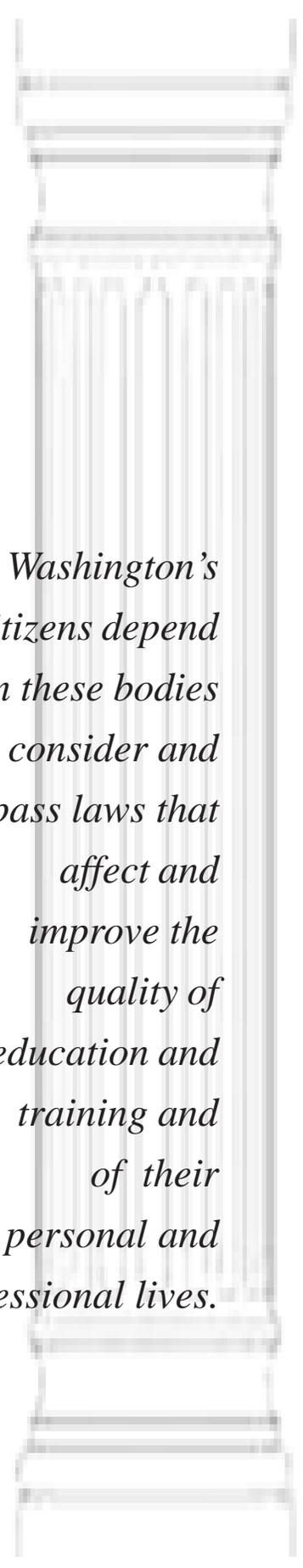
- 1) Making Laws, and*
- 2) Finalizing the State's Budget*

Washington has a bicameral (two chamber) Legislature consisting of the Senate and House of Representatives. The Senate has 49 members and the House of Representatives has 98 members, (one senator and two representatives from each of the state's 49 legislative districts). Representatives are elected to two-year terms and senators are elected to four-year terms.

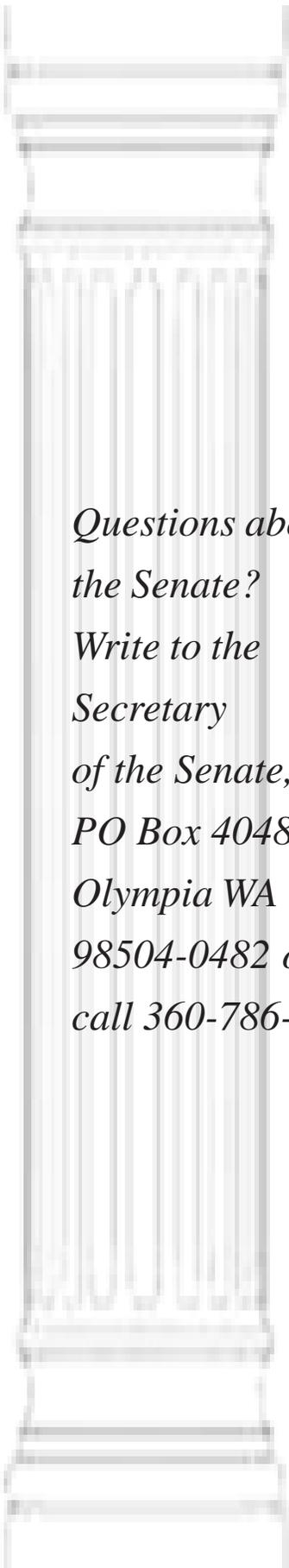
The Legislature convenes annually at 12 noon on the second Monday in January. The Constitution limits the regular session to 105 days during odd-numbered years and 60 days in even-numbered years. If the Governor calls an additional session, or the Legislature by a two-thirds vote calls one, there can be special sessions for up to 30 days each.

The Legislature is the branch of government that establishes government policy and determines services people want and need from government. Thus the Legislature, as the policy forming representatives of the people, fulfills its part in the American system of government.

All elected officials attend numerous committee meetings, meet with constituents, interest group representatives, local government officials, and serve on interim legislative committees that meet between sessions. Currently they receive \$90 per day while in any session or legislative meeting.



*Washington's  
citizens depend  
on these bodies  
to consider and  
pass laws that  
affect and  
improve the  
quality of  
education and  
training and  
of their  
personal and  
professional lives.*



*Questions about  
the Senate?  
Write to the  
Secretary  
of the Senate,  
PO Box 40482,  
Olympia WA  
98504-0482 or  
call 360-786-7550*

## *Legislative Leadership*



### *Officers of the Legislature*

With the exception of the Lieutenant Governor, who serves as President of the Senate, the Constitution provides that each house shall elect its own officers.

The Senate elects the President Pro Tempore, Vice President Pro Tempore, Secretary of the Senate, and Sergeant at Arms. Immediately after the oath of office is administered to the members, roll is called and temporary rules have been adopted. At the same time the House of Representatives elects the Speaker of the House, Speaker Pro Tempore, Chief Clerk, Assistant Chief Clerk, and Sergeant at Arms.

**Secretary of the Senate:** Administrative officer of the Senate. He or she selects and removes employees, supervises all procedural details, and performs other duties of the office during the session and until the election of a successor at the next session.

**Speaker of the House:** Presides over the House; preserving order and decorum; refers bills to committees; speaks to points of order; naming any member to perform the duties of the chair during a temporary absence; appointing all standing and special committees; signing all bills, resolutions, and memorials in open session; and when necessary signing all acts, orders, and proceedings of the House. In the event of illness, death, or inability to act, the Speaker Pro Tempore takes over the duties.

**Chief Clerk:** Not a member of the Legislature, but elected by the body. He or she selects and removes employees with approval of the Speaker of the House and supervises preparation of the journal.

## *Legislative Leadership - continued*



Assistant Chief Clerk shall assume duties and powers of the Chief Clerk.

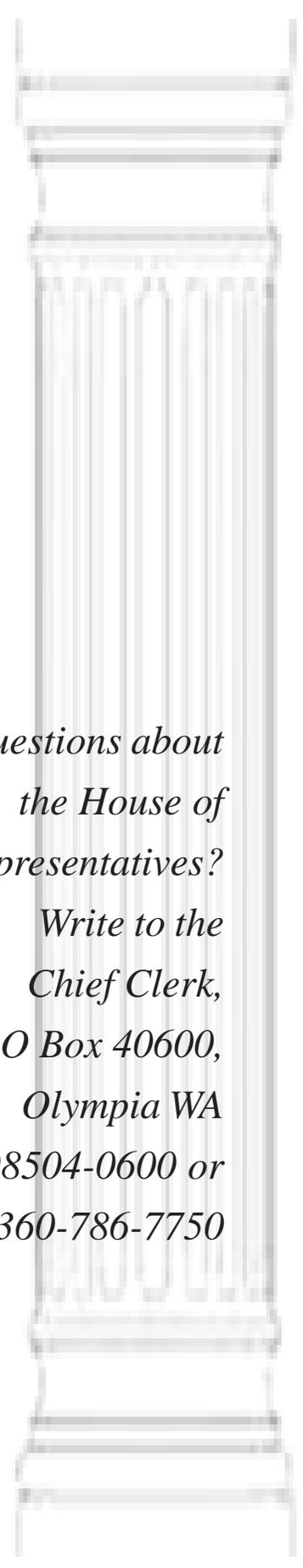
***Sergeant at Arms:*** Administers services and security needs of members. It is his or her specific duty to keep order, to summon members to their seats upon call of the House and Senate and to see that the legislative premises are kept clean and comfortable. Also supervises all other support services persons; tour guides, garage, parking, shuttle bus, cafeteria, pages, door keepers, and building security persons.

### ***Relationship Between the Two Houses***

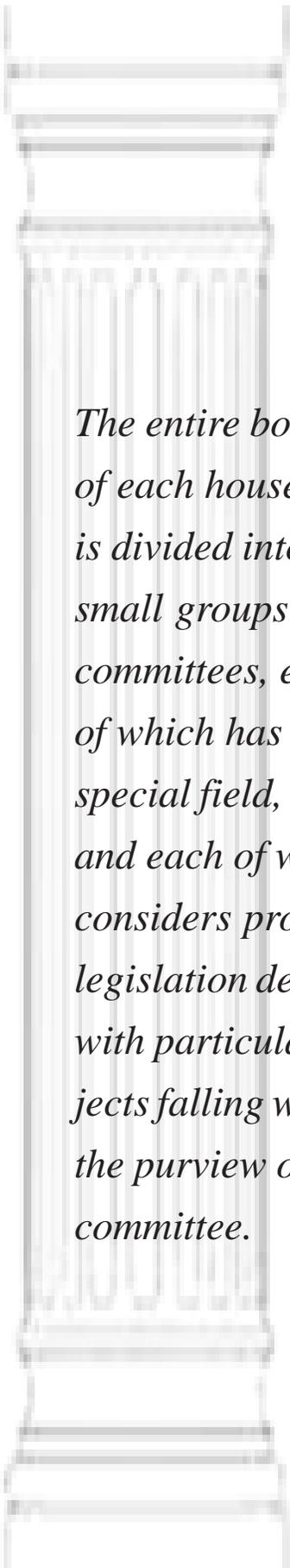
In most formal business matters, the Legislature functions as two separate bodies and conducts common action by exchanging official messages. However, there are occasions when communication between the two is critical. For example, when one house disagrees with the other, such as over the final text of a bill, they establish a conference committee. This committee, composed of members of both houses, strives to resolve the disagreement.

Shortly after the Legislature convenes, they meet in a joint session to hear the Governor present the “state of the state” address. Joint meetings other than those involving the Governor are rare.

Whenever the two Houses do convene a joint session, the President of the Senate presides, using the House Chamber. Most interaction between the Houses is informal and on an individual basis, such as influential party leaders working together to facilitate common action.



*Questions about  
the House of  
Representatives?  
Write to the  
Chief Clerk,  
PO Box 40600,  
Olympia WA  
98504-0600 or  
call 360-786-7750*



*The entire body of each house is divided into small groups or committees, each of which has a special field, and each of which considers proposed legislation dealing with particular subjects falling within the purview of the committee.*

## *The Committee System*

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With the introduction of thousands of bills during the regular session, and the limited time for consideration, it would be an impossible task for the entire legislative body to give proper consideration and study to each proposed piece of legislation in detail. Therefore, the committee system has been developed to facilitate the detailed study of bills. The same rules of procedure that govern the conduct of business in the House and Senate apply where applicable in committee meetings where the chair or, in his or her absence, the vice chair presides.

After a bill is introduced (dropped) and read for the first time, it is assigned to an appropriate committee by the President of the Senate or the Speaker of the House. After the public hearing process and when the bill is voted on, it is reported out of committee. The committee report must carry signatures of the majority of the members on the committee. It is required to have one of the following recommendations: Do Pass, Do Pass as Amended, Referred to Another Committee, or With No Recommendation. A bill may be reported out with a majority and a minority recommendation if disagreement on the measure exists. If the committee on the same subject drafts a completely new bill, it is reported as "The Substitute Bill to be Substituted for the Bill."

### ***Committee Functions***

Each of the committees is important to the legislative process and to the functioning of all departments of state government, but the most important committees are the House Appropriations, Senate Ways and Means, and Rules. The most important is Rules because it determines what bills having been passed out of committee(s) shall be brought before the respective houses for consideration on the floor. In unusual cases a simple majority of members present in the Senate can bring a bill from Rules and place it on the calendar. In the House, an affirmative vote by a majority of elected members is necessary to bring a bill out of Rules and place it on the calendar. These are rare actions for the Full Body to take.

## *The Committee System - continued*

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### ***Committee Procedures***

The committee chair will open the hearing on a particular bill with staff presentation on the bill and fiscal notes if appropriate and available, followed by introductory comments made by the bill's sponsor. Sometimes, however, the chair will ask for testimony from proponents and opponents immediately. The chair will organize the hearing to ensure:

- that the committee members hear relevant information;
- that interested persons are given the opportunity to express their positions; and
- that the hearing does not exceed the time available.

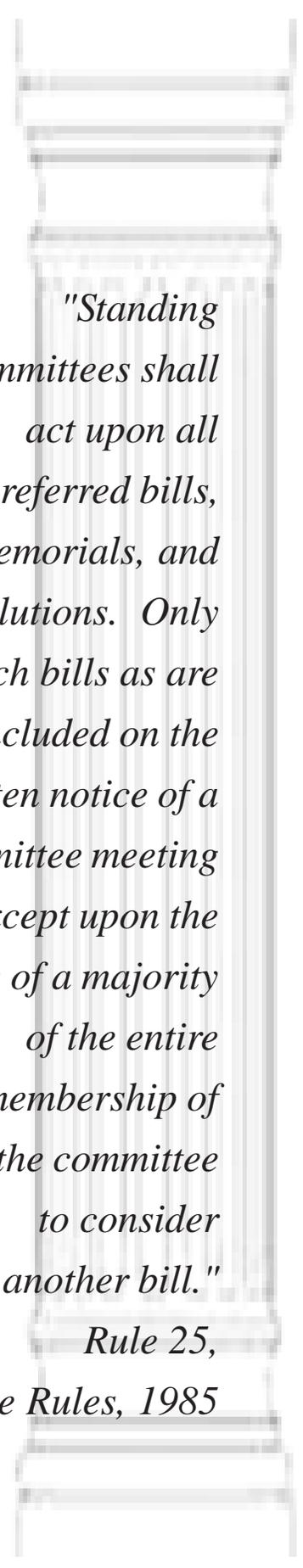
Most committee hearings are limited to no more than two hours, and may have several subject matters pending. The chair may find it necessary to restrict testimony to two minutes so that everyone is given an opportunity to express his or her opinions.

### ***Committee Hearings***

Legislative hearings are conducted informally. They are not judicial proceedings and there are no prescribed rules to follow. Anyone can testify; you do not need formal training. A bill has a public hearing before Senate and House committees before being considered by the houses of the Legislature. Committees usually meet in hearing rooms in the John A. Cherberg Building (Senate) and the John L. O'Brien Building (House). Both buildings are adjacent to the Legislative Building (Rotunda).

Schedules of committee hearings are published weekly and daily during the legislative session. They are available at the Legislative Information Center in the Joel M. Pritchard Building (Old State Library) or you can find out which committee will be hearing a bill by calling the Legislative Hotline (1-800-562-6000) or on the internet at:

<http://www.leg.wa.gov/legislature/pages/calendar.aspx>



*"Standing committees shall act upon all referred bills, memorials, and resolutions. Only such bills as are included on the written notice of a committee meeting except upon the vote of a majority of the entire membership of the committee to consider another bill."*

*Rule 25,  
House Rules, 1985*

## *The Committee System - continued*

*Frequently,  
the substantive  
action actually  
occurs in the  
committee rooms,  
be it a standing  
committee,  
joint committee,  
or an interim  
committee.*

*Committee  
meetings allow  
more time to  
scrutinize and  
revise proposed  
legislation.*



Most committees have email lists. You can sign up to receive notice of a particular committee's times and dates for public hearings. Email addresses of committee members are available at the Legislative Information Center or can be accessed on the web at <http://apps.leg.wa.gov/rosters/CommitteeMembersByMember.aspx>

### ***Conference Committee***

A conference committee is a joint committee appointed whenever the Senate and House are unable to agree on a bill. The presiding officers of both Houses appoint a chair and two other members to the committee. (No more than two members of the majority party can be appointed.) The conference committee then attempts to arrive at an acceptable compromise.

### ***Interim Committees***

To give continuity to the legislative process, in-depth studies and hearings on important issues are often conducted in joint interim committees between annual general sessions of the Legislature. This continuity improves the quality of legislation and provides more time than is often available to standing committees. Interim committees generally have the same names and jurisdiction as the standing committees that meet during the annual general session. Bills or issues reviewed by an interim committee have a much better chance of passing because they have been so thoroughly analyzed.

*“Every person may freely speak, write, and publish on all  
subjects, being responsible for the abuse of that right.”*

*Article 1, Section 1,  
Washington State Constitution*

# *Legislative Daily Order of Business*



Each house follows a prescribed order of business which is the standing agenda for each day of session.

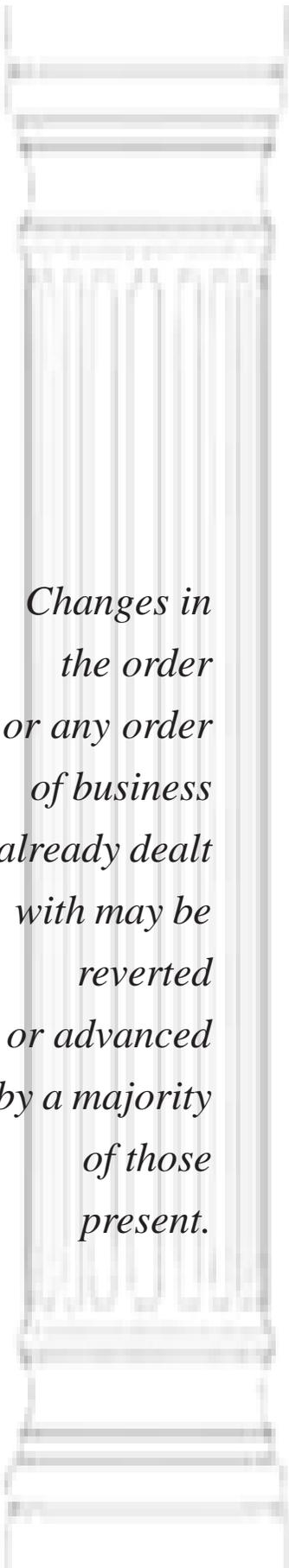
## *House Order of Business*

1. Roll Call, Presentation of Colors, Prayer, and Approval of the Journal of the Preceding Day
2. Introduction of Visiting Dignitaries
3. Messages from the Senate, Governor, and Other State Officials
4. Introduction and First Reading of Bills, Memorials, Joint Resolutions, and Concurrent Resolutions
5. Committee Reports
6. Second Reading of Bills—Calendar of the Day
7. Third Reading of Bills
8. Floor Resolutions and Motions
9. Presentation of Petitions, Memorials, and Resolutions addressed to the Legislature
10. Introduction of Visitors and Other Business to be Considered
11. Announcements

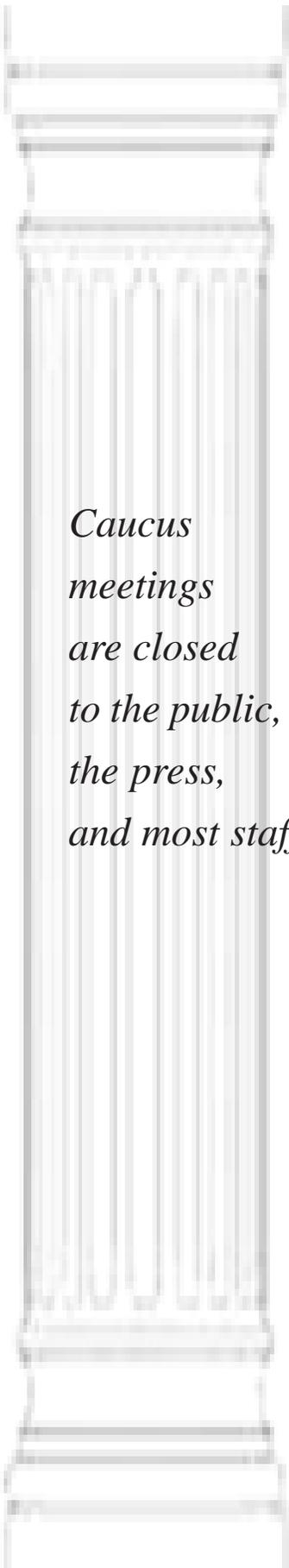
## *Senate Order of Business*

After the roll is called and the Journal read and approved, business shall be conducted in the following order:

1. Reports of Standing Committees
  2. Reports of Select Committees
  3. Messages from the Governor and Other State Officials
  4. Messages from the House of Representatives
  5. Introduction, First Reading, and References of Bills, Joint Memorials, and Joint Resolutions
  6. Second Reading of Bills
  7. Third Reading of Bills
  8. Presentations of Petitions, Memorials, Resolutions, and Motions
- *All questions relating to the priority of business shall be decided without debate.*
  - *Messages from the Governor and House of Representatives may be considered at any time with the consent of the Senate.*
  - *Any standing rules or business may be suspended temporarily by 2/3 vote of the members present.*



*Changes in  
the order  
or any order  
of business  
already dealt  
with may be  
reverted  
or advanced  
by a majority  
of those  
present.*



*Caucus meetings are closed to the public, the press, and most staff.*

## *The Caucuses*

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### *The Caucuses*

The four caucuses select their own officers, follow their individual organizational plans, and employ their own staffs. There are caucus chairmen, vice-chairmen, and floor leaders and any other officers a caucus may decide to have.

Caucuses meet regularly during session. Those meetings are not always listed in the meeting schedule but may be announced on the floor. Usually the announcement will include a request to bring a calendar of bills, an indication that there will be a discussion of the bills to be considered.

Caucus staffing and the assignments for staff also are determined by each caucus. Usually there is a caucus attorney who advises on procedural issues and serves as a resource on drafting bills and amendments. Additional staff may be employed to serve in the areas of policy, district relations, and communications.

# *Duties of Elected Officials*



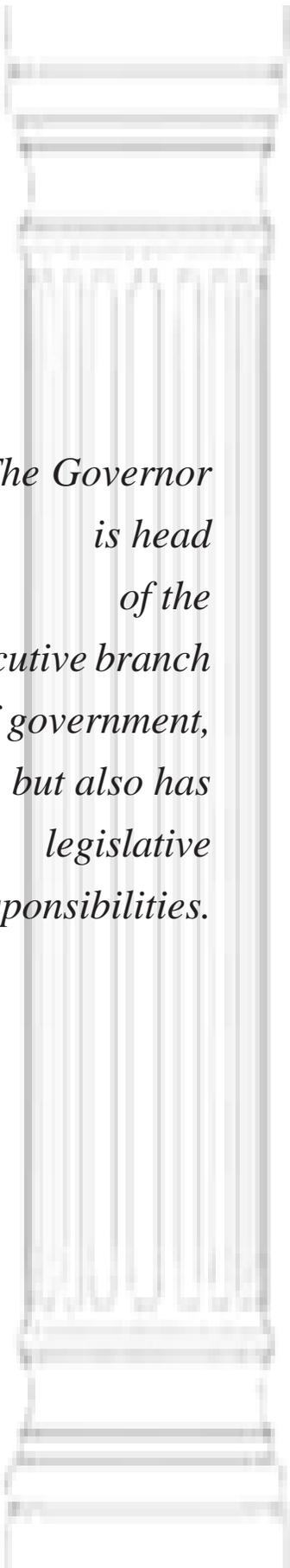
## ***Governor***

The State Constitution gives the Governor the “supreme executive power of this state.” He or she serves as a communications agent with other states and the federal government.

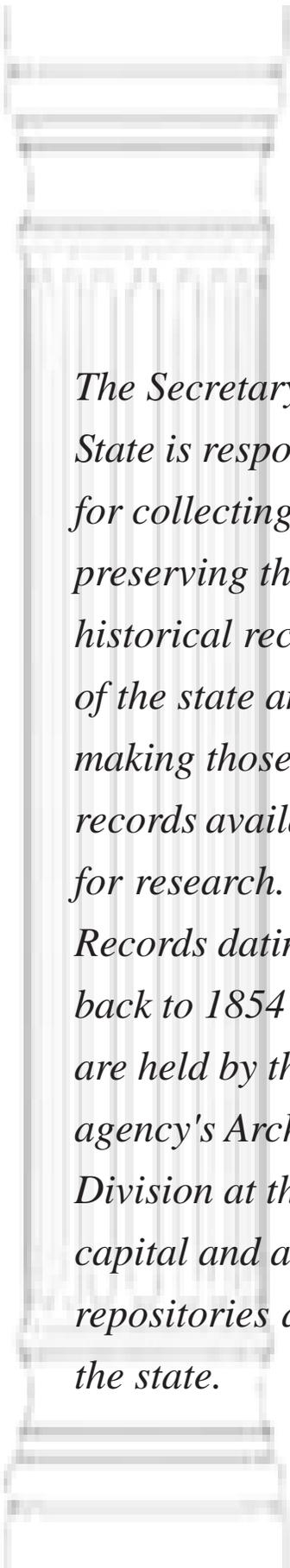
The Governor’s executive branch responsibilities include appointing the heads of departments, agencies, and institutions. Also, mid-term vacancies in certain positions outside the executive branch, such as judges, are filled initially by gubernatorial appointments. The Governor is responsible to “see that the laws are faithfully executed” by holding cabinet meetings, communicating with other state officers, and overseeing the budget expenditures, as well as serving as an ex-officio member on a number of boards and commissions.

The Governor reports to the Legislature annually by delivering the “state of the state” address and submitting a budget recommendation. The Governor has veto power over any legislation passed by the Legislature and can convene a special session (30 days).

The Governor is “commander-in-chief” of the state’s National Guard, except when it has been called into federal service. Pardoning power is vested in the Governor, subject to regulations and restrictions prescribed by law. In addition, he or she makes personal appearances in public and private events, and issues proclamations relating to matters of interest to the people of Washington.

A tall, fluted classical column with a decorative capital and base, rendered in a light gray, semi-transparent style. It is positioned on the right side of the page, behind the text.

*The Governor  
is head  
of the  
executive branch  
of government,  
but also has  
legislative  
responsibilities.*



*The Secretary of State is responsible for collecting and preserving the historical records of the state and making those records available for research. Records dating back to 1854 are held by the agency's Archives Division at the state capital and at five repositories across the state.*

## *Duties of Elected Officials - continued*



### ***Lieutenant Governor***

The Lieutenant Governor acts as Governor if the Governor is removed from office or is unable to perform the duties of the office, to be the presiding officer of the Senate, to serve as acting Governor when the Governor is absent from the state, and to discharge other duties prescribed by law.

The Lieutenant Governor serves by tradition as Chair of the Senate Rules Committee and Chair of the Legislative Committee on Economic Development. He or she is a member of the State Finance Committee, State Capitol Committee, the Washington Health Care Facilities Authority, the Washington Higher Education Facilities Authority, and the State Medal of Merit Committee.

### ***Secretary of State***

The office of Secretary of State was established with the adoption of the State Constitution in 1889. The Secretary of State is the state's chief elections officer and is responsible for supervising all state and local elections. The Elections Division produces and distributes the state voter's pamphlet, verifies petition signatures on initiatives and referendums, accepts declarations of candidacy of federal and state offices, administers voter registration programs, canvasses state election returns, and tests and certifies electronic voting equipment.

All corporations doing business in Washington must register with the Secretary of State. These registrations provide information about a corporation's officers and other related data for use by financial and legal services, law enforcement agencies, the IRS, and the general public. He or she is frequently called upon to meet and confer with dignitaries and delegations visiting the state.

## *Duties of Elected Officials - continued*

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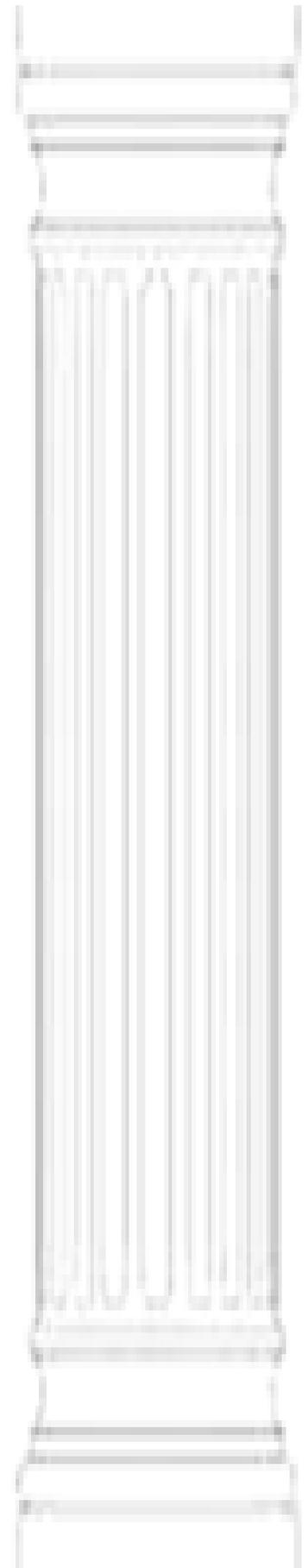
Additional functions include: registering all organizations involved in soliciting the public for charitable donations, administering the state's employee involvement and productivity programs, managing the Address Confidentiality Program for victims of domestic violence, affixing the State Seal and attesting to certain documents issued by the Governor, and certifying certain matters to the Legislature.

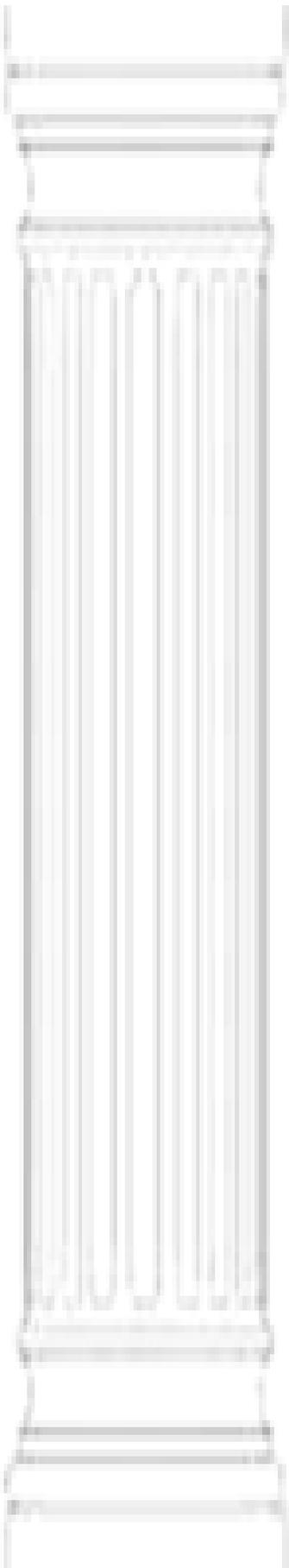
### ***State Treasurer***

As the state's chief financial officer, the Treasurer provides for the banking, financial, and investment needs of state government. Revenues and other funds collected by state agencies are transmitted to the Treasurer daily. The Treasurer is responsible for distributing these funds to state agencies, counties, cities, and school districts. The State Treasurer is responsible for managing cash flow of all major state accounts with deposits, withdrawals, and transfers totaling over \$408 billion last year. Investing the state's operating cash in short-term, interest bearing accounts that preserve our ability to access the funds. Issuing and managing all of the state's debt with bond sales that finance major projects, certificates of participation that help state agencies and local governments purchase equipment, and guaranteeing school bonds. In addition, the State Treasurer provides guidance for the management of long-term debt and investments as a member of a number of boards and commissions including the State Investment Board.

The Treasurer is custodian for all state-owned investments (securities, bonds, stocks, etc.), including \$30 billion in state pension and accident insurance funds managed by the State Investment Board. The Treasurer is one of nine members of the State Investment Board. The Treasurer, on behalf of the State Finance Committee, issues state bonds to finance state construction projects and pays interest and principal to the state's bondholders.

The Treasurer chairs the Public Deposit Protection Commission, which ensures the safety of all public deposits held in qualified commercial banking institutions in the state.





## *Duties of Elected Officials - continued*



### ***Attorney General***

The office of the Attorney General is the largest law firm in the state of Washington. The office is headed by the Attorney General, the state's chief legal officer. The office is also staffed by attorneys, appointed as Assistant Attorneys General, administrative, investigative, paralegal, secretarial, and other staff members.

The Attorney General has a broad array of responsibilities unique and necessary to the operations of state government. These responsibilities include: serving as legal counsel to the Governor, members of the Legislature, state officials, and the more than 230 state agencies, boards, and commissions; defending the state officials and employees for actions performed in their official capacities; advising and representing the state agencies so they can fulfill their official duties; and issuing legal opinions. The Attorney General also enforces the Consumer Protection Act, and advises and assists local prosecuting attorneys when requested.

### ***State Auditor***

The State Auditor has the important responsibility to ensure that state and local governments are accountable to the public they serve. The Washington State Constitution establishes the office as the auditor of all public accounts. Every public dollar spent by state agencies and local governments comes under the Auditor's purview.

The office's primary service is the performance of regular financial and legal compliance audits of all state agencies and local governments. There are more than 2,400 local governments in Washington including all cities, counties, schools, ports, and special purpose districts. Also audited are all state agencies, boards, and commissions, including public colleges and universities. Fraud and other special investigations are also performed.

In addition, the Auditor administers the Employee Disclosure, or "Whistleblower Act," and investigates citizen reports of government impropriety. As an elected office, the State Auditor has the independence necessary to objectively perform audits and investigations.

## *Duties of Elected Officials - continued*

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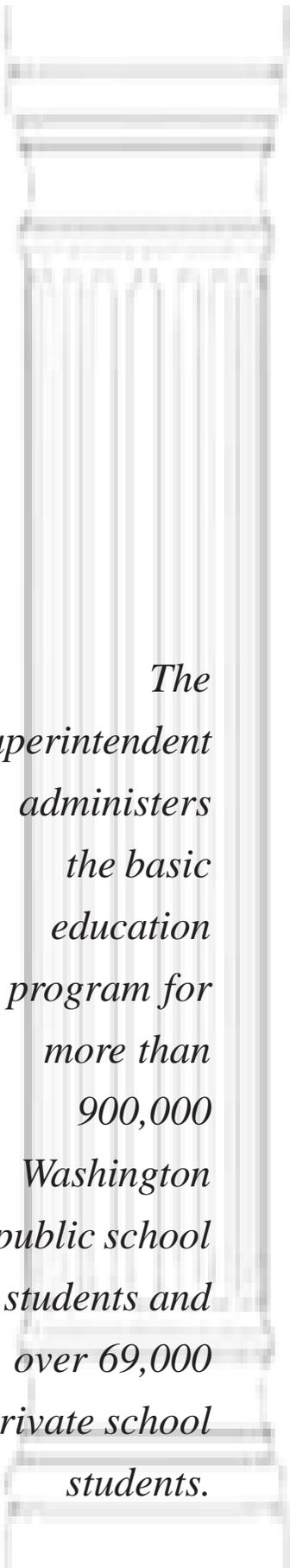
Other responsibilities include prescribing local governments' uniform budgeting, accounting, and reporting systems; training and technical assistance; prescribing the accounting manual for public school districts jointly with the Superintendent of Public Instruction; annually publishing local government comparative statistics; and coordinating the audit efficiency and quality assurance program.

With a staff of nearly 300 located strategically around the state, the Auditor's Office is able to deliver services effectively and efficiently.

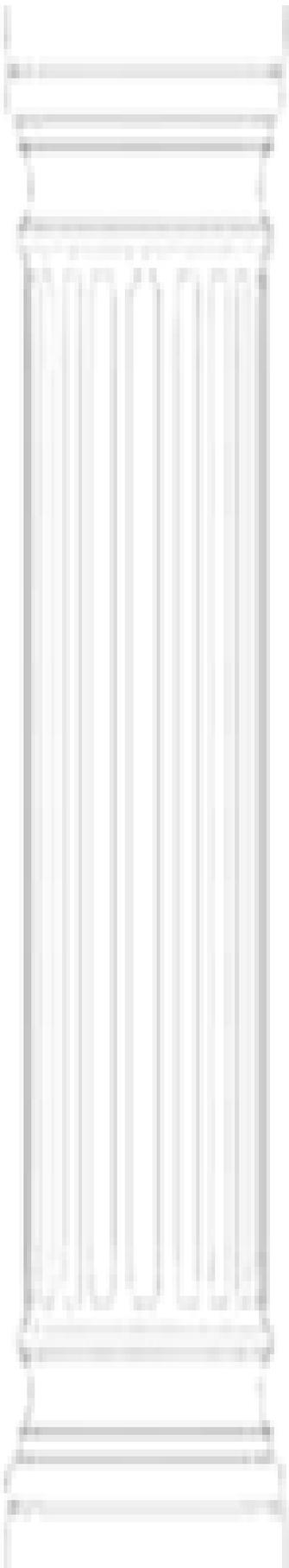
### *Superintendent of Public Instruction*

As head of the state educational agency and Chief Executive Officer of the State Board of Education, the Superintendent is responsible for the administration of the total state kindergarten through twelfth grade education program. This includes administering a \$13.78 billion annual budget, and providing the following services:

- Administers the basic education program for 1.04 million Washington public school students;
- Prepares the biennial state budget and administers an annual budget in each biennium for the 295 school districts of the state;
- Collects a great deal of data about our schools and operations for the School Report Card resource for data on student demographics, student performance, and school staff in our state;
- State and federal law requires testing to determine whether students are achieving state standards. Our state tests fulfill the requirements of the Washington State Educational Reform Law of 1993 (Bill #'s - 1209, 2261, 2776, 6552) and the federal Elementary and Secondary Education Act;
- Grants certificates for teachers, administrators, and others to work in the state's schools;
- Develops and disseminates curriculum guidelines and provides curriculum assistance to school districts;
- Administers the accreditation and school approval process for both public and private schools;
- Prepares state rules and regulations for disabled, gifted, remedial, health services, food services, CTE, basic education, bilingual, and other state programs;
- Regulates apportionment of federally-supported program funds; and
- Administers education programs for children in state institutions.



*The  
Superintendent  
administers  
the basic  
education  
program for  
more than  
900,000  
Washington  
public school  
students and  
over 69,000  
private school  
students.*



## *Duties of Elected Officials - continued*



### ***Insurance Commissioner***

The Washington State Office of the Insurance Commissioner (OIC) protects insurance consumers. It also oversees the insurance industry, ensuring that companies follow the rules and Washington consumers get what they pay for. They also answer questions and investigate problems for more than 100,000 people a year, and maintain a statewide network of volunteers to advise consumers on health-coverage issues.

When the office was created by the first state Legislature in 1889-1890, its main function was simply to register insurance companies that wanted to do business in Washington. Today, the role has expanded to include overall industry regulation, making sure companies meet all their obligations and abide by the rigorous financial and legal standards set for doing business in this state.

Any citizen may file a complaint with the Insurance Commissioner and request an investigation of that complaint. The Consumer Protection Division routinely fields more than 200,000 contacts a year, many of them via a special toll-free hotline: 1-800-562-6900.

Seniors on Medicare or other retirement benefits have access to a special arm of the agency. The Senior Health Insurance Benefits Advisors are trained by the experts on the Commissioner's staff and are available in most Washington communities to meet with other seniors to discuss health insurance concerns.

The Commissioner's office collects a special tax levied on insurance companies and turns over more than \$100 million a year to the state's general fund. The insurance industry also must pay for its own regulation. Companies share that cost according to the amount of business they do in the state.

## *Duties of Elected Officials - continued*

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### ***Commissioner of Public Lands***

The Commissioner of Public Lands is the elected head of the Washington State Department of Natural Resources (DNR), one of the largest natural resource agencies in the nation. The Board of Natural Resources, chaired by the Commissioner of Public Lands, establishes policy for the department.

The department has four primary roles: land manager, regulator, firefighter, and conservator.

### ***Land Manager***

The department, led by the Lands Commissioner, manages about 5 million acres of public lands. DNR manages about 2 million acres of forest lands and 1 million acres of agricultural and grazing lands as well as urban properties, generating income to support school construction, colleges, counties, state institutions, and other beneficiaries. DNR manages nearly 2 million acres of state-owned aquatic lands, tidelands, harbors, and the beds of navigable waterways to benefit the people of Washington.

### ***Regulator***

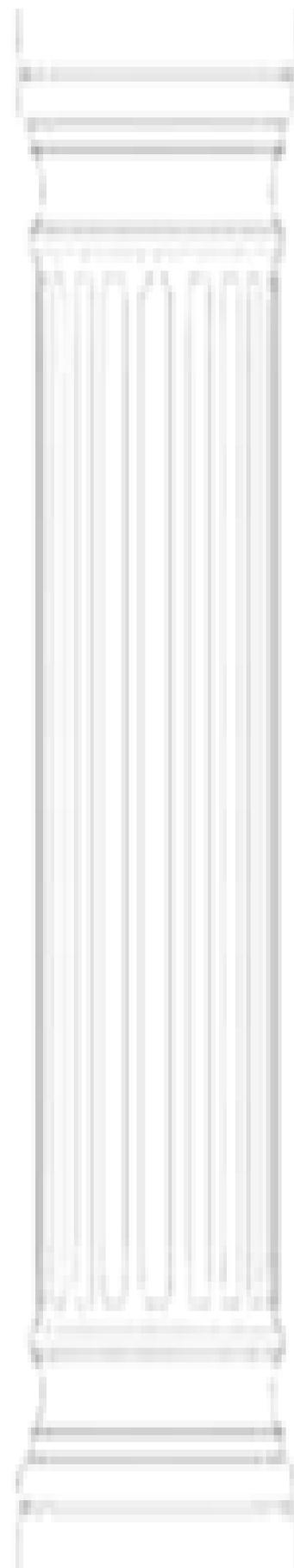
DNR oversees dozens of resource-based businesses at the foundation of Washington's economy. The department enforces laws regulating logging practices, reforestation requirements, petroleum, and natural gas exploration and surface mine reclamation.

### ***Firefighter***

The department's wildlife protection and suppression programs cover about 12 million acres of state and private forest land. Fighting fire is a priority that spans every level of DNR's seven regions and 13 divisions.

### ***Conservator***

DNR has taken a lead role in preserving Washington's natural heritage. A rapidly growing system of Natural Area Preserves and Natural Resources Conservation Areas protects sites of outstanding beauty and environmental significance. DNR's responsibilities are linked by a guiding commitment to be good stewards of Washington's natural resources.





***Information  
Center***

***360-786-7573***

***Legislative  
Hotline***

***800-562-6000***

***Website***

***[www.leg.wa.gov](http://www.leg.wa.gov)***

## *How to Get Through the Legislative Maze*



Tracking the progress of a bill is easily accomplished if you remember the KEYS. The internet is now the main means of communication and information in the legislative process.

- There is the Legislative Information Center, located on the first floor of the Legislative Building (Rotunda) where you can get hard copies of bills, lists of Legislators, lists of committee members, information about the legislative process, status sheets, weekly schedules, Congressional information, elected officials' addresses, phone numbers, email, etc. All of the information above and more can be found at the <http://www.leg.wa.gov/pages/home.aspx> website which has all the information needed to engage as a citizen in the legislative process.
- Knowing the Bill Number is key to finding bill information when tracking the bill(s) progress and is a must for referencing in messages to Legislators.
- If you prefer to use the Legislative Hotline (Toll Free 800-562-6000, Local 360-786-7573) you can ask for an up-to-date report on bills and get a voice mail message delivered to any Legislator. If you know the bill number, just ask where it is in the process; if you don't know the number, give the clerk as many specifics about the topic as possible and the clerk will attempt to research the subject in the computer system.

## *How to Get Through the Legislative Maze* *- continued*

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### ***Why Work the Legislative Process?***

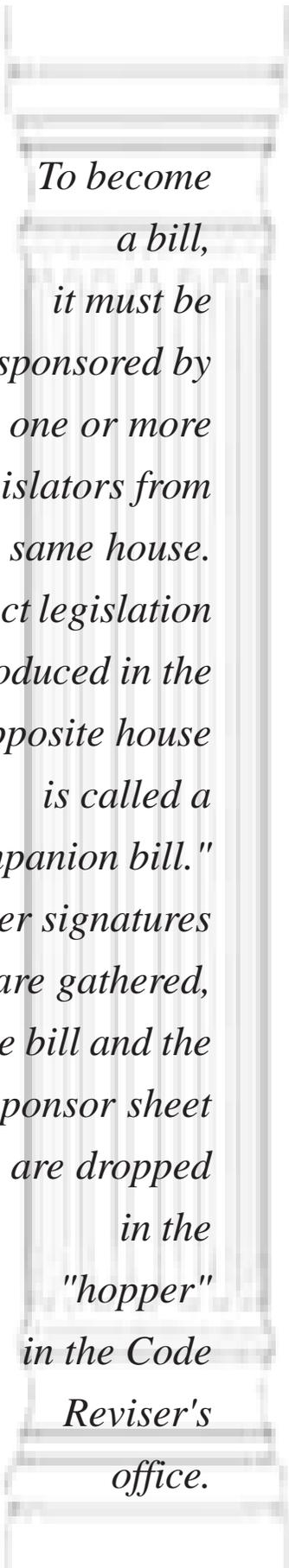
Legislators have the difficult task of determining what kind of laws and policies will best serve the citizens of Washington. They must reach a consensus on a wide variety of issues and to effectively perform their job Legislators rely heavily on input from a wide range of sources including staff, state agency personnel, professional lobbyists, and most importantly citizens who elect them.

Legislators make their decisions based on the best information available to them. It is up to individual citizens to keep their policymakers informed of issues of importance.

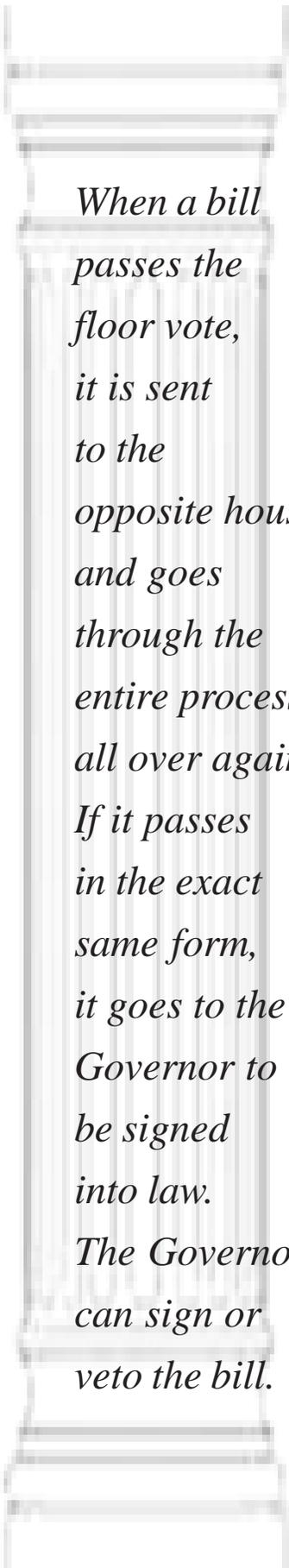
As a CTE educator you have the experience and knowledge to make yourself the expert and become a reliable resource to your Legislator. Before you talk with your Legislator, do some homework! Be as informed as you can be on the issue(s), share who supports it, who is against it, understand the pros and cons, and be able to effectively present the issue as best you can. Do the research to present your viewpoint with confidence and credibility, using personal experience whenever possible. Provide information in writing when visiting their offices and/or follow-up with email information for questions you may not have been able to answer or felt you could have provided more but did not have it readily available for the visit. Please know that you do not need to know everything to share your opinion on an issue and remember this is a discussion not an argument. Understand that you and your Legislator may not share the same views on an issue or bill, so do what you do best..."teach"...inform them of how you see the final outcome will positively or negatively affect you and your students.

### ***How a Bill Becomes a Law***

Each bill begins with an idea or combination of ideas, which can come from a Legislator or a private citizen. It may also begin as a request from the Governor or a state agency. Legislators may be responding to requests from constituents or special interest groups who have first-hand knowledge of a problem they believe can be solved by legislative action. Bills can be developed by interim studies, local governments, or civic groups. Some laws passed by the federal government require the state to pass laws. Even the courts sometimes dictate that laws on a particular issue be enacted.



*To become  
a bill,  
it must be  
sponsored by  
one or more  
legislators from  
the same house.  
Exact legislation  
introduced in the  
opposite house  
is called a  
"companion bill."  
After signatures  
are gathered,  
the bill and the  
sponsor sheet  
are dropped  
in the  
"hopper"  
in the Code  
Reviser's  
office.*



*When a bill passes the floor vote, it is sent to the opposite house and goes through the entire process all over again. If it passes in the exact same form, it goes to the Governor to be signed into law. The Governor can sign or veto the bill.*

## *How to Get Through the Legislative Maze - continued*



### ***How a Bill Becomes a Law - continued***

Attorneys and analysts from Senate Committee Services or House Office of Program Research may draft a bill in response to a committee study or at the request of a Legislator. Eventually, in whatever form, it will go to the Code Reviser's office to be drafted.

- The bill begins in the Code Reviser's Office where it is drafted into proper legal language and form.
- The Code Reviser's office gives it a number beginning with an S for Senate, H for House, or Z for agency; this is not the bill number, but an identifying number. At this point it is confidential and will not be released except to a Legislator, staff, or the agency requesting the draft.
- The bill is then given a title by the Code Reviser's office; the official title always begins with "An act relating to..."
- The bill then goes to the Chief Clerk's office in the House or the Secretary of the Senate where a number is assigned.
- The title is then read on the floor of the originating house (House or Senate) and is referred to a committee. Most referrals are routine, but where the subject matter makes the decision difficult, the presiding officer consults with majority leaders and bill sponsors.
- The chair of the committee will decide whether to give the bill a public hearing.
- Public hearings are scheduled and testimony is taken, pro and con, during the hearing process.
- It is important to talk with committee members in addition to presenting public testimony during a scheduled hearing.
- Amendments may be added or a substitute bill adopted in Executive Session of the committee. Executive Session is for action only and no public testimony is taken.
- Each committee has a committee clerk who can be reached by calling the committee number as listed in the Weekly Schedule. The committee clerk can give you the hearing times.
- The committee chair has the power to either send a bill to Executive Session for a vote or to keep it from a vote.
- If a bill passes out of a committee, it is sent to Rules or to a budget committee if money is attached. The Rules Committee members can pull a bill to the floor calendar or leave it in Rules. If it stays in Rules, no further action will be taken on the bill.
- If it goes to the floor, it will receive a vote if it is brought up prior to the cutoff date.

## *How to Get Through the Legislative Maze* *- continued*

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### ***Bills, Resolutions, and Memorials***

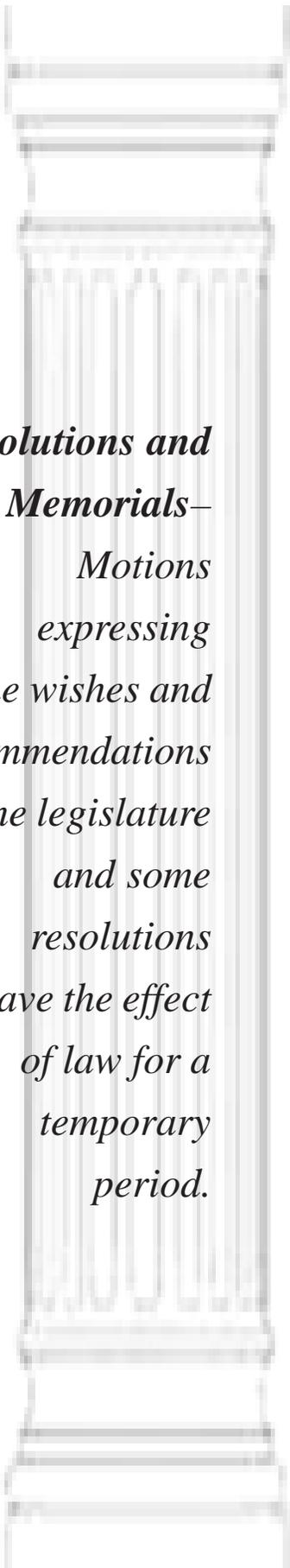
**Bills**—Written proposals to enact new laws or make changes in existing ones. A budget requires a bill. If a bill is amended, the new language is always underlined, unless it is an entirely new section in which case it would begin with NEW SECTION. Deletions from existing law are indicated by a strike-through. If a whole section is deleted, it will be in a repealer section by reference only.

**Joint Memorial**—A message or petition addressed to the President and/or the Congress of the United States or the head of any other branch of the federal government. The memorial will ask for consideration for some matter of universal interest or of concern to the state or region. (SJM or HJM)

**Joint Resolution**—Proposes an amendment to the State Constitution. It must receive a 2/3 affirmative vote of all members of each house in order to pass. It then becomes a ballot measure for a vote of the people. (SJR or HJR)

**Concurrent Resolution**—A statement of policy concurred to by both houses. It may relate to the joint rules and to the internal operation of the Legislature as a unit of government. It can create and assign duties to an interim committee or formulate a legislative directive to state administrative officers and agencies. Requires a roll call vote when they authorize investigating committees and/or allocate or authorize expenditure of funds. (SCR or HCR)

**Floor Resolution**—Relates only to the business of the house in which it originates. It is not considered by the other house. It is treated as a written motion and may be adopted by a voice vote.



***Resolutions and  
Memorials—  
Motions  
expressing  
the wishes and  
recommendations  
of the legislature  
and some  
resolutions  
have the effect  
of law for a  
temporary  
period.***

## *What Do the Numbers Mean?*

### ***Bills:***

*Bill numbers begin with two letters; (Senate) SB followed by four numbers beginning with 5000; (House) HB followed by four numbers beginning with 1000.*

.....

Additional letters preceding those designations indicate changes in the legislation. Following are the prefixes that may be used. The examples are for bills; however, they apply to memorials and resolutions. (But for search purposes on <http://apps.leg.wa.gov/billinfo/> the number of the bill is all that is needed and entered into the search.)

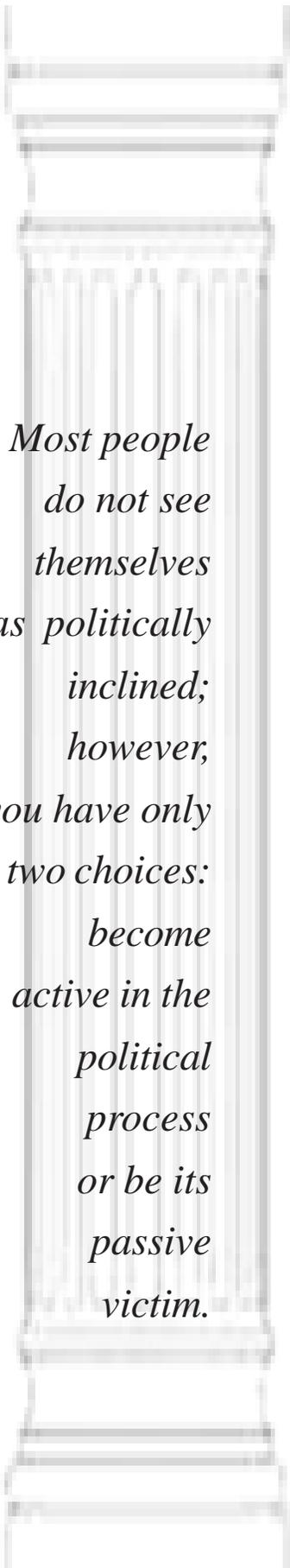
- **EHB or ESB:** Engrossed House Bill or Engrossed Senate Bill indicates that the bill was amended on the floor of the house of origin. The amendment may have been a committee amendment (adopted by a committee) or a floor amendment (proposed by one or more members).
- **2EHB or 2ESB:** A Second Engrossed House Bill or Second Engrossed Senate Bill is one that was amended and passed on the second reading. If it failed on the third reading and final passage, was sent back to the second reading and amended again, it would become a second engrossed bill.
- **SHB or SSB:** A Substitute House Bill or Substitute Senate Bill has a number of amendments approved by the committee when it was voted out. The committee chose to vote out a substitute bill rather than an amended one. When the bill receives a majority vote on the floor of the house of origin it becomes a substitute bill.
- **2SHB or 2SSB:** A Second Substitute House Bill or Second Substitute Senate Bill is one that was voted out of committee as a substitute bill. It may have been referred to another committee, usually the fiscal committee, or sent back to the original committee. The substitute bill was amended and voted out of committee.

# *How to Work the Process*

.....

In order to participate effectively, you must first have a good understanding of the process.

- Get to know your Legislator personally; to make a real difference, develop a relationship. You will probably not agree on every issue, but you can still build a positive and lasting relationship with honest and open discussion.
- Be honest and respectful of the time and commitment the Legislator makes in the form of public service. Honesty, friendliness, and cooperation are the best ways to establish and develop an effective working relationship with your Legislator.
- Maintain year-round contact. Most Legislators are active twelve months of the year. The best time to firm your relationship is when the Legislators are in their home districts.
- Get to know legislative staff. Legislators rely heavily on professional staff to provide them with critical information gathering and issue analysis. Staff appreciate sources of accurate, concise, and clear information. Citizens can become extremely valuable to staff. If they come to rely on you for data, you will become an invaluable asset to them and their door will be open to you on a regular basis.
- Provide relevant, factual information. Legislators need reliable information on which to make decisions and sometimes as a basis for speeches.
- Be knowledgeable on the issues. Be able to distinguish between fact and opinion.
- Influence can also defeat unfavorable legislation. It is often said that it is easier to stop legislation than to pass it.
- One vote can decide an issue.
- Understand that every education decision is a political decision.
- Monitor Legislators' voting records. Record your Legislators' votes on all education-related bills. Find out why your Legislator voted the way he/she did.
- Legislators need to keep expanding their networks in order to keep abreast of ever-changing issues.



*Most people  
do not see  
themselves  
as politically  
inclined;  
however,  
you have only  
two choices:  
become  
active in the  
political  
process  
or be its  
passive  
victim.*

## *How to Work the Process - continued*

### ***Methods of Communication:***

- *Personal presentations*
- *Testify at hearings*
- *In writing*
- *By phone*
- *By email*
- *Group functions (banquets, breakfasts, receptions)*
- *Campaign work and contributions*



- Legislators have two goals: first is to get elected; the second is to get re-elected.
- Monitor committee work. Bills must pass committees before getting to the floor for debate and passage. If you have an idea for an amendment, by monitoring a committee you will know the appropriate time to make recommendations.
- Keep communications brief. All communications: cards, letters, faxes, emails, and phone calls should be factual, to the point, and brief. Some Legislators have been known to discard letters of more than one page.

### ***When Should You Communicate?***

- *Year-round communications are critical to keep them informed.*
- *During session, before a bill is drafted, during hearings, and on the floor.*
- *Follow up is crucial to strengthen or clarify a position.*
- *Send a thank you for an appointment or for their support. Email is fine, and many times preferred over USPS.*

## *Elements of a Successful Office Visit*

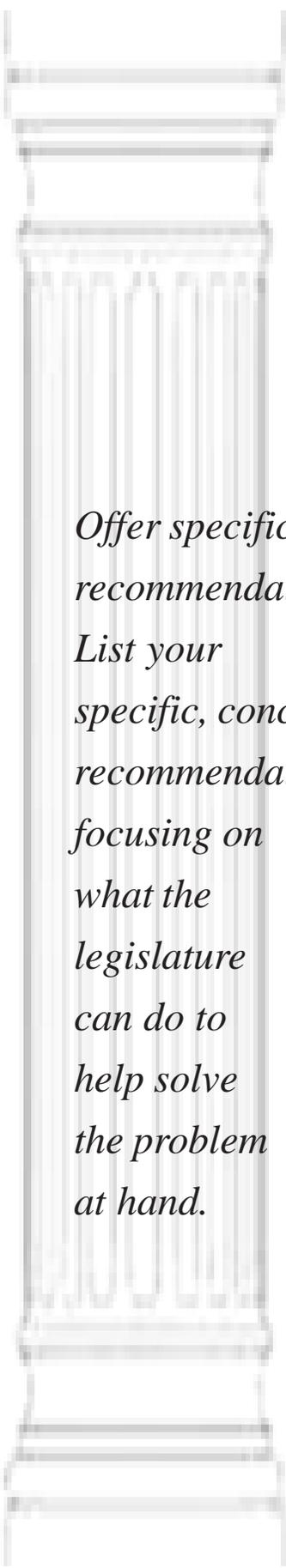
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- Connect your issue to the official so that it is important for him/her to listen. They can see the value in your position.
- Be well-prepared and well-informed.
- Be pleasant and non-offensive.
- If you do not know the answer to a question, volunteer to retrieve the information and report back—then do it! Your word is your credibility.
- Be personally convinced.
- Use the “soft sell”...never demand or threaten.
- Leave a short, written summary of your case as a leave-behind, using a question/answer FAQ format is appropriate and may even become the basis for a Legislator probing of witnesses at a future hearing.
- Offer to assist or provide service during the decision-making points in the legislative process and make yourself available going forward if you are so inclined.



*When possible, present arguments on both sides of an issue... then arrive at your advocated position. Show how your position is the perfect outcome.*

## Preparing Written Statements



*Offer specific recommendations.  
List your specific, concise recommendations focusing on what the legislature can do to help solve the problem at hand.*

.....

**In all forms of written communications it is important to keep the following in mind as you share your thoughts:**

- Briefly introduce yourself. Tell who you are and who you represent.
- State your goal and outline major points. In a sentence or two, tell the committee what you hope to accomplish with your statement. Be brief, offer specific recommendations, give statistical evidence, and if possible, give personal examples. Briefly outlining your major points assures the Legislators that you are organized and that your testimony/input is relevant along with respecting their time.
- Talk about the problem. Begin by discussing the problems that education is currently solving or can solve. This helps cast you in the role of problem-solver rather than one simply representing a vested interest. Discuss and relate the issue to the state and community. Try to relate the problem to the districts of the Legislators before whom you are testifying.
- Talk about current efforts to resolve the problem. Describe solutions that are being tried or considered. Has anything worked in various states or communities on an experimental or demonstration basis? Explain why the efforts are insufficient or how they can be improved.
- When using email or by USPS use the appropriate format and conventions for the text of your communication. Use their formal titles. You may abbreviate in an email/text or tweet to save space.
- When using social media (i.e., Facebook, LinkedIn, Twitter, etc.) be respectful and open with who you are and who you represent...no one likes a “troll.”
- Understand that as soon as you address a CTE issue you become the face and voice of CTE to that Legislator. Keep it positive and leave the member with a positive impression of both you and CTE.

Never underestimate the power of a constituent’s contact! Letters and phone calls expressing a given viewpoint can change a policymaker’s mind and are particularly helpful when that official is wavering on an issue. Personalized communication from constituents is the most effective at all levels. Tips to help you correspond with policymakers is available from the national ACTE at

<https://www.acteonline.org/general.aspx?id=661#email>.

# How to Write Your Legislators



## Washington State Information:

The Honorable (First) (Last) (Senator's Name)  
Washington State Senate  
PO Box 404\_\_ (last two digits is their leg district)  
Olympia WA 98504-04\_\_ (last two digits is their leg district)

The Honorable (First) (Last) (Representative's Name)  
Washington State House of Representatives  
PO Box 40600  
Olympia WA 98504-0600

## National Information:

The Honorable (First) (Last) (Senator's Name)  
US Senate  
Address  
Washington DC 20510

The Honorable (First) (Last) (Representative's Name)  
US House of Representatives  
Address  
Washington DC 20515

**SAMPLE EMAIL TO LEGISLATOR**

Date \_\_\_\_\_

The Honorable \_\_\_\_\_ (First) (Last) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Dear Senator or Representative \_\_\_\_\_ (Last) \_\_\_\_\_:

Introduction \_\_\_\_\_

Purpose of letter \_\_\_\_\_

Closing \_\_\_\_\_

Sincerely,

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone/fax/email \_\_\_\_\_

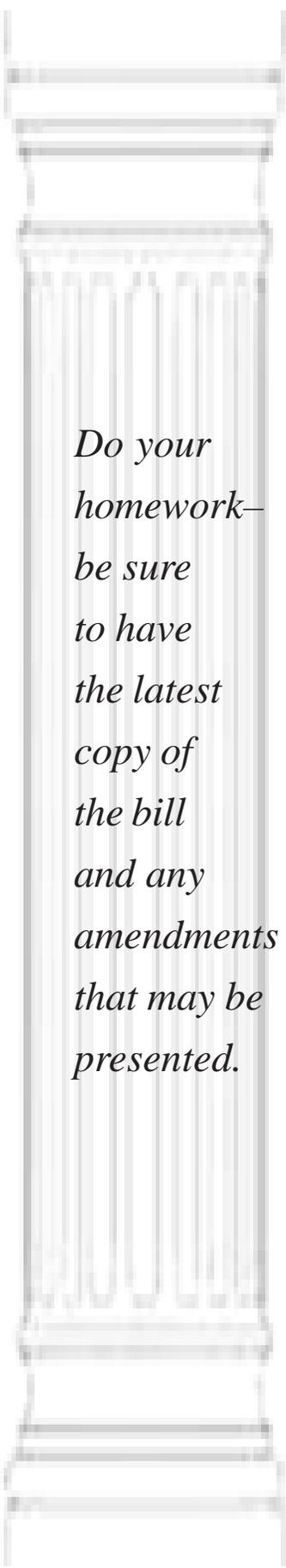
Identify yourself  
Brief reference to your occupation,  
business, or organization

Why are you writing?  
Refer to bill by name and number, if  
appropriate

Give facts and data to support your position

Request a reply indicating his/her position  
Thank him/her for their consideration of your  
position

## *How to Testify*



*Do your homework—be sure to have the latest copy of the bill and any amendments that may be presented.*

.....

Any citizen can present testimony before a committee.

- Provide written comments for each committee member and extra copies for staff (approx. 30 copies), using a MEMO style or format addressed to the Committee Chair and the full Committee name.
- Be prompt—arrive about 10 minutes prior to the hearing, more may be needed depending on the calendar of bills to be heard that day. If you plan on testifying to an Appropriations Committee concerning the budget, plan on a crowd and arrive VERY early.
- Sign-in sheets are on the table at the back of the hearing room. One sheet is available for each bill. Find the appropriate sheet and list your name, address, phone number, pro or con toward the bill, and “yes” to testify.
- The Senate has moved to “Electronic Sign” over the web. You must be in the building, you may use your own device or the stations they have provided. Follow the posted directions in the lobby and/or in the meeting room. (The House may be following suit soon.)
- If there are several people signed up pro and con, the committee chair may alternate between proponents and opponents. The chair can call names in any order.
- Be concise: When your name is called, go to the table in the front of the room and speak directly into the microphone. Briefly state your case and do not read your written testimony. The chair may limit testimony and the amount of time each person will be allowed to speak. This is typically 2 minutes, so be prepared to “cut to the chase” while at the microphone and then leave copies of your full testimony with the committee staff.
- Be prepared to answer questions from committee members. If you don’t know the answer, tell them you will research the information and get back to them and their staff.
- Invite and involve students or former students to join you in your testimony or testify on their own.
- Invite a board member and or an advisory committee member to speak on behalf of your programs.

# *Contacting Your Legislators*

.....

Legislators have very hectic schedules during session; however, they will usually find time to answer a letter, return a phone call, an email, or take an appointment with you in their office. Email has now become the communication most used in contacting Legislators and responding back to constituents.

- Be specific—If you want a reply, ask for one. Place the bill number or topic directly in the email subject line.
- Be courteous—Never be rude to a Legislator or staff member, even if you don't agree with their viewpoint.
- Don't give opinions, base everything on facts.
- Don't lecture or patronize.
- Give examples that fit their local area.
- Don't ever threaten a policymaker.
- Don't be critical of anyone (you never know who may be friends with each other).
- Do get to know the Legislator's staff and treat them with the same respect you treat the policymaker.
- Call in advance for personal appointments.
- Be prompt and be willing to wait.
- Attend town hall meetings; take every opportunity to see Legislators locally.
- During campaign season attend forums and ask questions of the candidates concerning CTE.
- When calling, be willing to speak with an administrative assistant.
- If you're calling or writing about a bill, give the number and state your concern, support, or opposition.
- When writing in any format, if you want a response, request one and be sure to provide your contact information.



*Be Brief  
and to  
the point—  
legislators  
don't  
have  
a lot  
of time;  
use it well.*

## *Why Communicate with Congress?*

*While the federal dollar represents a small portion of the total Career and Technical Education budget when compared to the state dollars, which go for salaries and benefits, it is important to know that the federal dollars have a significant impact by going directly into programs and classrooms.*

.....

You believe in the worth of Career and Technical Education and understand the importance of having strong programs for your students and their communities. You are doing a good job as a teacher or administrator, so why in the world “dirty your hands” in political activities? Why all the emphasis on communication with Congress?

Lets take a look at the realities of our political system and some reasons behind the imperative need to launch effective communications with Congress.

- Congress responds to pressures and counter-pressures. If Career and Technical Educators do not make the case for their programs and funding needs...someone else will be “waiting in the wings” to make the case for their programs.
- “Influence does not automatically make itself felt. It must be exerted.” (The Washington Lobbyists, Milbrath, 1963)
- By forming a strong alliance with Congress, we protect ourselves from potential presidential downgrading of our programs and additional bureaucratic involvement.
- When every Career and Technical Educator (Democrat, Republican, and Independent alike) becomes involved in the political process, we can garner bipartisan and “trans-ideological” support. We avoid legislation that is tinged with a party label.
- The complexity of modern legislation prohibits members of Congress from developing in-depth knowledge about many legislative subjects. A constituent who is a Career and Technical Educator has tremendous credibility to a member of Congress who does not know very much about the profession.
- The influence of groups is derived from the fact that members of groups are citizens. Members of Congress respond to the influence of citizens as potential.
- It is difficult for a member of Congress to vote against a group that has sent five thousand letters! It is hard not to listen to citizens who are persistent and communicate their case.

## *What is Clout?*

### *Why is it Important?*

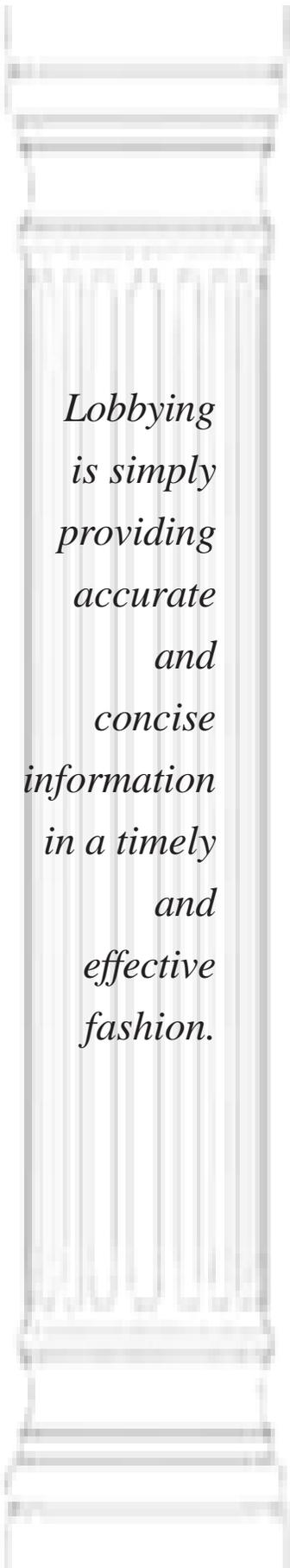
.....

Clout, used in political language, means “great and effective influence” or “sufficient pressure to achieve a desired end.” Within the legislative process, some individuals or organizations have more “clout” than others. They are the ones that are able to get bills passed or amended or defeated. Most lobbyists are hired to kill legislation, rather than get it passed. It is easier to defeat than pass bills.

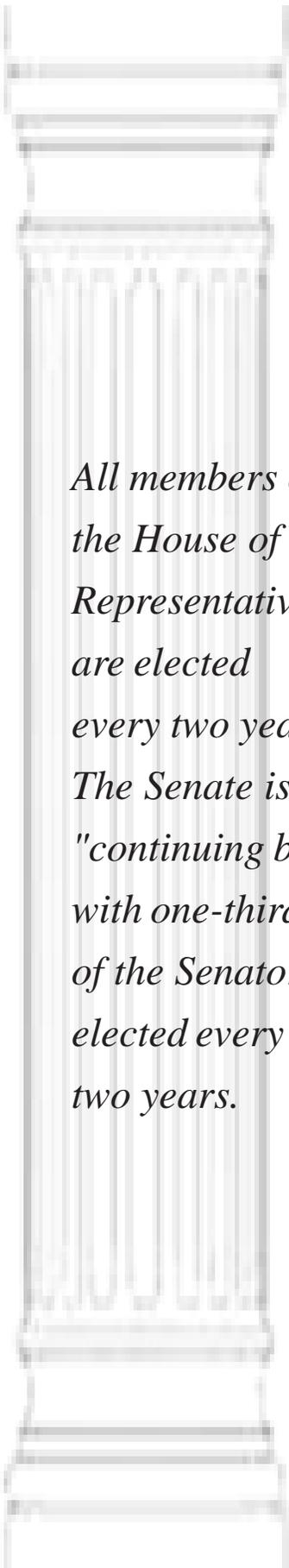
Lobbying has a bad name with some people; however, it is a necessary part of the process and can be a very honorable profession. Legislators and staff need information. They need facts, views, and ideas. They need to know alternatives, amendments, and/or consequences of action they are considering. They need to know the advantages and disadvantages and who supports and opposes their action. Lobbyists can provide all of this. Some prefer advocate or information specialist as the term for lobbyist.

You can have clout and not be a lobbyist. Individuals can and should influence legislative decisions that affect your programs. Remember, your best clout could be your students in your classroom, graduates from your programs, community business leaders, and board members. You can develop clout by knowing, supporting, and communicating on a regular basis with your Legislators.

All Legislators have the goal to be re-elected and that takes the help of many, many people. There are many ways for CTE educators to help with electing and re-electing CTE supportive candidates. While many citizens step back from getting involved in political campaigns it can be some of the most rewarding work one can do and can lead to CTE and education supportive members of the Legislature and Congress. We often hear about the money needed to run a campaign and while that is a vital component of any legislative race there are many other ways for educators to be involved; activities that call for “man and woman power” is the only thing that makes a difference and range from door-belling for the candidate to getting on the phone to get out the vote by simply asking them to take the time to fill out their ballot and mail it in. This type of support is invaluable and greatly appreciated by the candidates who when elected will be very open and willing to help with CTE issues.



*Lobbying  
is simply  
providing  
accurate  
and  
concise  
information  
in a timely  
and  
effective  
fashion.*



## *Congress—the Federal Level in Washington D.C.*



***There are great resources for CTE educators wanting to advocate at the federal level (some are for ACTE members only) found at: <https://www.acteonline.org/policy/>***

*All members of the House of Representatives are elected every two years. The Senate is a "continuing body" with one-third of the Senators elected every two years.*

There are 535 members of Congress:

- One hundred are senators, two from each state.
- Four hundred and thirty-five are representatives. They are apportioned among the states based on population. The "average" congressional district has a population of approximately 450,000.
- The number of representatives is determined by population for each state. Washington as a result of the 2010 census now has 10 congressional districts.

For legislative purposes, the Congress is divided into jurisdictional committees.

- 22 standing committees of the House
- 18 standing committees in the Senate

Leadership in the House and Senate and the chair of a committee generally comes to a member primarily because of seniority and through his/her political party affiliation.

"Separation of powers" creates three distinct branches of government:

- The Legislative (Members of the House and Senate)
- The Executive (President and Cabinet)
- The Judicial (Supreme Court and Federal Judiciary)

### ***The Executive Branch***

**The President**—Proposes a budget, spending priorities, and proposes legislation.

**Office of Management and Budget**—Oversees the President's budget request and makes recommendations about program funding.

**U.S. Department of Education**—Administers programs and funds.

## *Congress—the Federal Level in Washington D.C. - continued*

.....

### ***Facts to Remember***

- Thousands of bills are introduced each year in Congress.
- Members of Congress do not have the time or resources to study each bill.
- Congress is too large to study thousands of bills.
- Bills are assigned to particular committees for study.
- Committees are assigned to a particular field of government or a particular task.

### ***Functions of this Powerful Dynamic***

#### ***Trio of Committees***

#### ***Authorization Committees of House and Senate decide:***

- What programs should exist.
- How much money each program needs. This information is sent to the Budget and Appropriations Committees.
- The Authorizing Committees for Career and Technical Education are:  
House Education and Labor Committee  
Senate Labor and Human Resources Committee

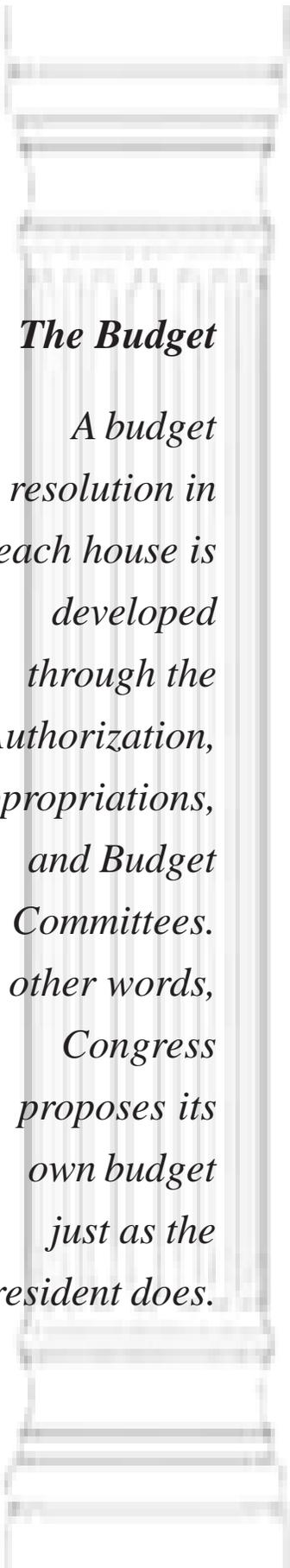
#### ***Appropriations Committees decide:***

- Make recommendations to floor of House and Senate annually.

#### ***Budget Committees decide:***

- Receive budget proposal from President and requests from Authorization and Appropriations Committees.
- Carefully study these proposals, amend them, and come out with own budget resolutions.

*(Example: There are 17 major government functions for which the Budget Committees recommend appropriate levels of budget authority (the authority to incur an obligation to pay out money) and estimated outlays. Career and Technical Education is part of the budget category titled "Education, Training, Employment and Social Services.")*



***The Budget***

*A budget resolution in each house is developed through the Authorization, Appropriations, and Budget Committees. In other words, Congress proposes its own budget just as the President does.*

## When Do the Important Committees Meet?

*This timeline holds true every year. Letters to these members of Congress, if delivered within the general time frames, are considered to be timely, appropriate, and very helpful. Personal visits and group functions are most appropriate during these critical months.*

.....  
Ninety percent of all congressional actions affecting Career and Technical Education funding rest with these three broad categories of committees:

- |                   |   |
|-------------------|---|
| 1. Authorization  | House Education & Labor Committee<br>Senate Labor & Human Resources Committee   |
| 2. Budget         | House Budget Committee<br>Senate Budget Committee   |
| 3. Appropriations | House Subcommittee on Labor, Health & Human Services, Education<br>Senate Subcommittee on Labor, Health & Human Services, Education |

### • Committee Timelines •

*Critical Times to Communicate*

#### **Authorization Committees**

**January - March**

This is the time during which the members of Congress who serve on the House Education and Labor Committee and the Senate Labor and Human Resources Committee make recommendations to the Budget and Appropriations Committees with respect to programs under their jurisdiction.

#### **Budget Committees**

**January - March**

This is the time during which these members of Congress receive requests from all authorization committees and, by April 15, try to have the budget prepared.

#### **Appropriations Committee**

**February - September**

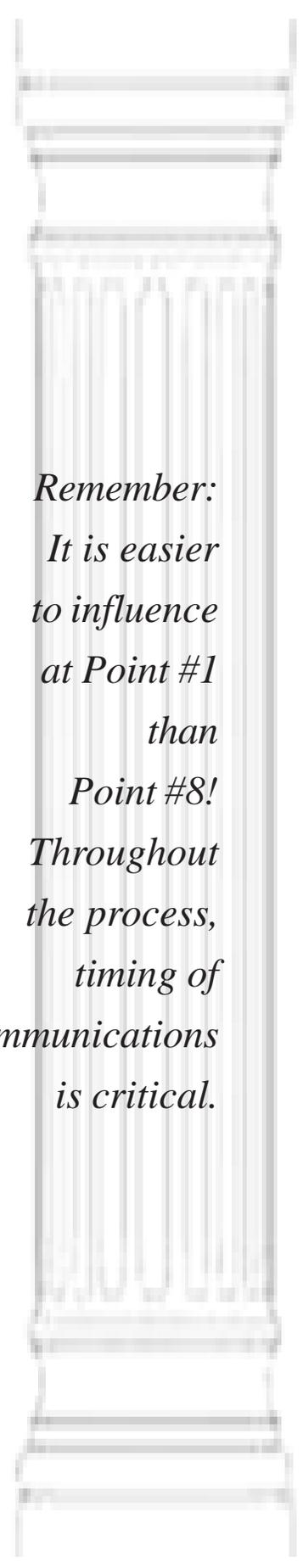
These members pass appropriations bills each year. Leading up to this action, committees hold many hearings. Usually administration officials are invited to testify first; the public testifies afterwards.

# *What Happens After the Committees Meet?*

.....

The Wheels of Congress move around the actions of committees. Look at their important role in the legislative process:

1. Subcommittee Deliberations:
  - Congressional staff prepare first drafts of new legislation
  - Congressional hearings are held
2. Subcommittee "Markup":
  - Members of subcommittee review proposed legislation
  - Members make changes by "marking" the bill
3. Full Committee Deliberations:
  - Full committee members hold congressional hearings on bills that have completed subcommittees "markup"
4. Full Committee Markup
5. Floor Vote:
  - Member may offer a floor amendment
6. Conference Committee:
  - A few members from the Senate and House of Representatives meet to resolve differences between the respective bills
7. Back to Both Houses for Another Floor Vote
8. President for Signature Into Law



*Remember:  
It is easier  
to influence  
at Point #1  
than  
Point #8!  
Throughout  
the process,  
timing of  
communications  
is critical.*



*To know the key Washington-based congressional staff who handle Career and Technical Education can be your most direct route to information and influence.*

## *Congressional Staff— A Vital Element in the Process*



Once you determine “where the action is” and the key Legislators who serve on important committees, it is equally important to recognize and appreciate the tremendous contribution of congressional committees and personal staff to the federal legislative process. Unless you have a strong working relationship with a member of Congress (who will return your phone calls personally!), your best access to the federal legislative process will be through key staff members. When you first contact a Legislator’s office, ask for the name of the Washington-based staff person who handles workforce education and training issues. Contact this person directly. Begin a dialogue that educates them about Career and Technical Education. Invite this staff person to your school and offer to help set up a visit for the Congressman/woman or their key staff members.

Keep in mind that committee staff work is more specialized than personal staff duties, permitting aides to become more knowledgeable about a subject. Committee staff are the ones who process a raw idea into a bill. Additionally, they plan hearings, select witnesses, and prepare questions for the witnesses. As a result of the demands of the position, committee staff are generally older, more experienced, and better paid than those who work on personal staffs. They are very important people to know!

## *Washington State School Districts by Legislative District*

<b>School District</b>	<b>Legislative District</b>		<b>School District</b>	<b>Legislative District</b>
Aberdeen	19, 24	•	Coulee/Hartline	12
Adna	20	•	Coupeville	10
Almira	7, 12	•	Crescent	24
Anacortes	10, 40	•	Creston	7
Arlington	10, 39	•	Curlew	7
Asotin-Anatone	9	•	Cusick	7
Auburn	30, 31, 47	•	Damman	13
Bainbridge Island	23	•	Darrington	39
Battle Ground	15, 17, 18, 49	•	Davenport	7
Bellevue	41, 48	•	Dayton	16
Bellingham	40, 42	•	Deer Park	7
Benge	9	•	Dieringer	31
Bethel	2, 25, 28, 29	•	Dixie	16
Bickleton	15	•	East Valley (Spokane)	4
Blaine	42	•	East Valley (Yakima)	13, 14, 15
Boistfort	20	•	Eastmont	12
Bremerton	23, 26, 35	•	Easton	13
Brewster	12	•	Eatonville	2
Bridgeport	12	•	Edmonds	1, 21, 32, 44
Brinnon	24	•	Ellensburg	13
Burlington-Edison	10, 40	•	Elma	19, 35
Camas	15, 17, 18	•	Endicott	9
Cape Flattery	24	•	Entiat	12
Carbonado	2	•	Enumclaw	5, 31, 47
Cascade	12	•	Ephrata	12, 13
Cashmere	12	•	Evaline	20
Castle Rock	18, 19	•	Everett	1, 38, 44
Centerville	15	•	Evergreen (Clark)	17, 18, 49
Central Valley	4, 9	•	Evergreen (Stevenson)	7
Central Kitsap	23, 35	•	Federal Way	30, 33, 47
Centralia	20	•	Ferndale	40, 42
Chehalis	20	•	Fife	25, 27, 30, 31
Cheney	6, 7, 9	•	Finley	16
Chewelah	7	•	Franklin Pierce	25, 27, 29
Chimacum	24	•	Freeman	9
Clarkston	9	•	Garfield	9
Cle Elum-Roslyn	13	•	Glenwood	15
Clover Park	2, 28, 29	•	Goldendale	15
Colfax	9	•	Grand Coulee Dam	7, 12
College Place	16	•	Grandview	8, 15
Colton	9	•	Granger	15
Columbia (Walla Walla)	16	•	Granite Falls	39
Columbia (Stevenson)	7	•	Grapeview	35
Colville	7	•	Great Northern	6, 7
Concrete	39	•	Green Mountain	18
Conway	10	•	Griffin	22, 35
Cosmopolis	19	•	Harrington	7

School District	Legislative District	School District	Legislative District
Highland	14	Mount Adams	14, 15
Highline	11, 33, 34	Mount Baker	40, 42
Hockinson	15, 17, 18	Mount Pleasant	15
Hood Canal	35	Mount Vernon	10, 39, 40
Hoquiam	19, 24	Mukilteo	1, 21, 38, 44
Inchelium	7	Naches Valley	13, 14
Index	39	Napavine	20
Issaquah	5, 41, 48	Naselle–Grays River	19
Kahlotus	9	Nespelem	7, 12
Kalama	18, 19	Newport	4, 7
Keller	72	Nine Mile Falls	6, 7
Kelso	18, 19	Nooksack Valley	42
Kennewick	8, 16	North Beach	24
Kent	5, 11, 30, 33, 47	North Franklin	9, 16
Kettle Falls	7	North Kitsap	23
Kiona–Benton City	8, 16	North Mason	35
Kittitas	13	North River	19
Klickitat	15	North Thurston	2, 20, 22
La Center	18	Northport	7
La Conner	10, 40	Northshore	1, 32, 45
Lacrosse	9	Oak Harbor	10
Lake Chelan	12	Oakesdale	9
Lake Stevens	39, 44	Oakville	20, 35
Lake Washington	5, 32, 45, 48	Ocean Beach	19
Lakewood	10, 39	Ocosta	19, 24
Lamont	9	Odessa	7, 9, 13
Liberty	6, 9	Okanogan	7, 12
Lind	9	Olympia	20, 22, 35
Longview	19	Omak	7, 12
Loon Lake	7	Onalaska	20
Lopez Island	40	Onion Creek	7
Lyle	15	Orcas Island	40
Lynden	42	Orchard Prairie	4
Mabton	15	Orient	7
Mansfield	12	Orondo	12
Manson	12	Oroville	7
Mary M Knight	24, 35	Orting	2, 25, 31
Mary Walker	7	Othello	9, 13
Marysville	10, 38, 39	Palisades	12
McCleary	25	Palouse	9
Mead	4, 6, 7	Pasco	9, 16
Medical Lake	7, 9	Pateros	12
Mercer Island	41	Paterson	16
Meridian	42	Pe Ell	19, 20
Methow Valley	12	Peninsula	26
Mill A	15	Pioneer	35
Monroe	1, 39	Pomeroy	9, 16
Montesano	19, 24, 35	Port Angeles	24
Morton	20	Port Townsend	24
Moses Lake	13	Prescott	16
Mossyrock	20	Prosser	8, 15, 16

<b>School District</b>	<b>Legislative District</b>	<b>School District</b>	<b>Legislative District</b>
Pullman	9	Summit Valley	7
Puyallup	2, 25, 31	Sumner	2, 25, 31
Queets-Clearwater	24	Sunnyside	15
Quilcene	24	Tacoma	25, 27, 28, 29
Quillayute Valley	24	Taholah	24
Quinault	24	Tahoma	5, 31, 41, 47
Quincy	12, 13	Tekoa	9
Rainier	2, 20	Tenino	20
Raymond	19	Thorp	13
Reardan-Edwall	6, 7	Toledo	20
Renton	5, 11, 33, 37, 41, 47	Tonasket	7, 12
Republic	7	Toppenish	15
Richland	8, 16	Touchet	16
Ridgefield	17, 18, 49	Toutle Lake	18
Ritzville	7, 9	Trout Lake	15
Riverside	4, 7	Tukwila	11, 33
Riverview	5, 45	Tumwater	20, 22, 35
Rochester	20, 35	Union Gap	14, 15
Roosevelt	15	University Place	28
Rosalia	9	Valley	7
Royal	13	Vancouver	17, 18, 49
San Juan Island	40	Vashon Island	34
Satsop	24, 35	Wahkiakum	19
Seattle	11, 34, 36, 37, 43, 46	Wahluke	13
Sedro-Woolley	10, 39, 40	Waitsburg	16
Selah	13, 14, 15	Walla Walla	16
Selkirk	7	Wapato	14, 15
Sequim	24	Warden	9, 13
Shaw Island	40	Washougal	15, 18
Shelton	35	Washtucna	9
Shoreline	32	Waterville	12
Skamania	15	Wellpinit	7
Skykomish	5, 39	Wenatchee	12
Snohomish	1, 39, 44	West Valley (Spokane)	4, 6
Snoqualmie Valley	5, 39, 45	West Valley (Yakima)	14, 15
Soap Lake	12, 13	White Pass	20
South Bend	19	White River	2, 31
South Kitsap	26, 35	White Salmon	15
South Whidbey	10	Wilbur	7
Southside	35	Willapa Valley	19
Spokane	3, 4, 6, 9	Wilson Creek	7, 12, 13
Sprague	7, 9	Winlock	20
St. John	9	Wishkah Valley	24
Stanwood	10	Wishram	15
Star	9	Woodland	18
Starbuck	16	Yakima	14, 15
Stehekin	12	Yelm	2, 20
Steilacoom Historical	2, 28	Zillah	15
Steptoe	9		
Stevenson-Carson	15		
Sultan	39		

# Know Your B's

**BE informed**

*...know the issues before talking to legislators*

**BE practical**

*...have a well thought out program of action  
you can recommend*

**BE brief**

*...legislators are busy, session is hectic*

**BE friendly**

*...keep in touch all year, not just when you  
want something*

**BE a worthy opponent**

*...fight issues—not persons*

**BE constructive**

*...you don't like to be preached to—neither  
do legislators*

**BE understanding**

*...know your legislators' positions*

**BE reasonable**

*...recognize that there are differences of opinion*

**BE realistic**

*...legislation yields compromise*

**BE thoughtful**

*...commend the right things done*

**BE charitable**

*...evaluate your lack of success by looking  
at yourself first—Did you do a good job  
of informing them of the issues?*

**BE fair**

*...legislators are people, too*

**BE discreet**

*...respect confidences*

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