

LeadingAge[™] *Missouri*



2011 Guide to Advocacy

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Who Is LeadingAge Missouri?

LeadingAge Missouri; formerly known as Missouri Association of Homes for the Aging (MoAHA) was founded in 1969, and represents nursing homes, retirement communities, hospital long-term care units, assisted living residences, residential care, senior housing and community service providers serving older people in Missouri every day.

LeadingAge Missouri is the only state association representing the entire aging services continuum.

A Message From LeadingAge Missouri's CEO

LeadingAge Missouri, members, and advocates worked hard this past legislative session. Due to your efforts and others, we were able to obtain significant strides in the fight for senior services. Your voice is powerful, and it was heard!

However, the fight continues on. This year we face the challenge of many new faces. On the House side there are 78 incoming freshman members and 12 new members in the Senate.

There will always be threats to funding and services as long as there is a budget upon which to agree. Not everyone understands the importance of quality health care services for the elderly. Your voice is still needed. Each individual who shares their story can influence another person's stance on an issue. The 2011 Legislative Session is here and there is work to be done, and you have the power to do it.



Denise Clemonds
CEO

Your Contact on Aging Issues and Long Term Care

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Preparing To Meet Your Legislator

Contact with elected and appointed officials can be made through letters, phone calls, and e-mail, but a personal visit often provides the most effective kind of political action. Direct, personal lobbying can make a significant difference in a legislator's vote or in a bureaucrat's action. Don't be afraid to meet with legislators. Once you have done it, each successive visit will get easier.

- In dealing with your representatives or senators, you will be working with one or more staff members. Especially in the federal Congressional Offices where many divide up the workload by assigning staff members to specific issue areas, such as Social Security, elderly, health, or Medicare. Others take a more functional approach, employing full-time caseworkers, legislative aides and legislative correspondents. In any case, your matter will be assigned to an individual staff member with whom you should work closely.
- Lobbying your officials is an ongoing process. Get to know them before a crisis arises. Assign someone in your organization the responsibility of maintaining a clipping file on your legislators.
- Know something about your legislator. Know the legislator's party affiliation, communities, seniority, districts served, areas of interest, and voting record.
- When planning to meet your legislator regarding a particular issue, research it thoroughly and be able to answer opposition to it. Try to find out what other constituent groups are thinking on this issue. Know how the issue affects your organization.
- Make an appointment ahead of time. When making the appointment, state the purpose of your visit. The legislator may then include a staff member with specific expertise.
- Send a copy of any questions in advance if you want specific data.
- You may find you know more about a particular issue than your legislator. This is especially likely if the legislator is not on a committee handling the issue. This is indicative of the myriad of substantive issues with which legislators deal. Continue to keep your legislator informed after your visit with your perspective of developments on the issue.

LeadingAge Missouri members can also provide visibility to their local elected officials. State legislators, and all elected officials, need opportunities to meet their constituents. The occasion need not be formal. It need not be a situation where constituents present a list of concerns. LeadingAge Missouri members should consider their organization as a very visible business within a legislator's district. In many cases, the LeadingAge Missouri member may even be the largest employer within the district. Long-term care providers have residents, staff, volunteers, and trustees – people who may all be potential voters for this legislator. Invite your legislator to your organization/company for a relaxing time within your long-term care community. ***(If your representative or***

senator is running for re-election, do not invite him or her during the campaign unless you offer the opponent the same opportunity.)

- ★ Invite your legislator to attend your organization's/company's picnic, barbecue, fair, open house or other event.
- ★ Assign a staff member to the legislator when he/she comes to assure that the legislator is personally introduced to as many people as possible.
- ★ If possible and appropriate, make an effort to see that your legislator and other invited guests are publicly identified.
- ★ Have photos taken and send copies of them and a short article to the LeadingAge Missouri office to be considered for inclusion in LeadingAge Missouri's *Hotline*, and/or to your local newspaper for publication.
- ★ If the occasion is appropriate, you might want to give the legislator a tour of your business/community.
- ★ Send your legislator a thank you note for his/her attendance. Encourage your legislator to contact you throughout the year with questions and concerns about long-term care for the elderly.



Coalition Building

As the tension between decreasing resources and increasing demands for services continues, coalition building is the key to success in the political arena. Coalitions can be a mechanism for getting all-out support on issues from a vast network of grassroots efforts. The reasons for forming a coalition are several: informal cooperation, networking with other groups or individuals, information exchange, temporary coalition on one identified project, or long-term coalition building to bring about systematic change.

In addition to providing opportunities for information sharing, reducing duplication of efforts among several groups, and coordinating group efforts, coalitions also provide another key to power: numbers. Cooperation among groups can show that many people support a given position or that support comes from diverse segments of the

community. Many times people are more likely to support a position if they see that others support it. A broad-based coalition can build bridges into many parts of the community. The support a coalition can mobilize often enables it to command more respect than a single, homogeneous group.

Coalition building is not easy. It requires an analysis of the situation, a pulling together of groups around an issue, a mobilizing of resources, and a tactful handling of such personal concerns as organizational turf and individual egos. Nearly all of us have been involved in coalition efforts, some successful, some not. In the past LeadingAge Missouri has worked with such organizations as the Missouri Hospital Association, Alzheimer's Association, AARP, the Silver-Haired Legislature, the OWL – the voice for middle & older aged women in Missouri, the Missouri Association of Long-Term Care Physician's, the OACAP – Older Adult Community Action Program, the Eastern Missouri Chapter of the Arthritis Foundation, the Missouri Chapter of the National Academy of Elder Law Attorneys and many other aging services organizations.

Our interest in influencing governmental processes should challenge us to continually strengthen our coalition activities. If you can identify other groups that LeadingAge Missouri could be working with, please let the LeadingAge Missouri staff hear from you.



Tyler Troutman, Janis Dickerman, Denise Clemonds, Former Representative Ike Skelton, Millisa Watkins and Dave Newton.

Addressing Public Officials

OFFICE	OFFICIAL TITLE	WRITTEN SALUTATION	SPOKEN
President of the United States	The President	Dear Mr. (or Madam) President	Mr. (or) Madam President
Vice President	The Vice President	Dear Mr. (or Madam) Vice-President	Mr. (or Madam) Vice-President
Cabinet Members (Federal or State)	The Honorable John (or Joan) Smith	Dear Mr. (or Madam) Secretary	Mr. (or Madam) Secretary
U.S. or State Representative or U.S. or State Senator	The Honorable John (or Joan) Smith	Dear Representative (or Congressman/Congresswoman for U.S.) Smith (Mr. or Ms. Smith also is considered acceptable)	Representative (or Congressman/Congresswoman for U.S.) Smith (Mr. or Ms. Smith also is considered acceptable)
Speaker of the House (Federal or State)	The Honorable John (or Joan) Smith	Dear Mr. (or Madam) Speaker	Mr. (or Madam) Speaker
President Pro Tem of the Senate	The Honorable John (or Joan) Smith	Dear Mr. (or Madam) President	Mr. (or Madam) President
Governor	The Honorable John (or Joan) Smith	Your Excellency or Dear Governor Smith	Governor Smith
Lt. Governor	The Honorable John (or Joan) Smith	Dear Lt. Governor Smith	Governor Smith
Attorney General	The Honorable John (or Joan) Smith	Dear Attorney General or General Smith	General Smith or Mr. (or Madam) Attorney General
Auditor	The Honorable John (or Joan) Smith	Dear Auditor Smith	Mr. (or Madam) Smith or Mr. (or Madam) Auditor General
State Treasurer	The Honorable John (or Joan) Smith	Dear Mr. (or Madam) Treasurer	Mr. (or Madam) Treasurer

How To Visit Your Senator And Representative

A personal visit with your Representative or Senator either in his or her district or in your state/federal capitol can be exciting and rewarding. Following are steps and tips to make such a visit most effective.

Before Your Visit:

1. Make an appointment:

- a. By letter, e-mail or by phone, at the home district office or the capitol office.
- b. Confirm appointment by phone.
- c. Appointments with legislative aids are also valuable.

2. Brief yourself about your legislator:

- a. General boundaries of the district.
- b. Committee assignments.
- c. Number of terms served.
- d. Professional background.
- e. Voting record on issues of your interest and major bills sponsored.
- f. Views stated publicly on issues of your interest.
- g. Personal interests of the legislator, i.e. hobbies.
- h. Take a copy of bill, analysis of bill, brochures on Senate or House, etc.

3. Define the objective of your visit:

- a. Is your objective to get acquainted, express general views, or discuss specific issues?
- b. Limit the number of issues to be discussed.
- c. Brief yourself on the facts surrounding the issue and your views on it.
- d. Briefly outline your comments and/or prepare a written summary. Charts or one-page fact sheets are very useful.

4. Anticipate:

- a. Appointment may start late.
- b. Legislator may be in session and unavailable – Plan to either wait, meet with staff, make new appointment, or meet your legislator at a different place for the meeting.
- c. Lengths of meeting may range from 10-15 minutes to an hour.
- d. Going as a group has advantages, especially if representing a broad base of people and organizations.
- e. Who (if a group) will be the spokesperson, introduce group, guide conversation, provide summary of issue of concern, etc. Assign specific roles to each participant.

While You're There

- 1. Introduce yourself, giving brief information on:**
 - a. Location of business.
 - b. How long business has been there; how many employees/residents/clients.
 - c. Affiliation or sponsor.
 - d. Group you are representing &/or are affiliated with (LeadingAge Missouri).
 - e. Your experience and expertise relevant to the issue for discussion.

- 2. Set climate of visit:**
 - a. Be on time.
 - b. Be positive and friendly – not argumentative.
 - c. Acknowledge areas of agreement.
 - d. Acknowledge areas of appreciation.

- 3. State reason for visit:**
 - a. Be concise and specific.
 - b. State position and recommendation on issue.
 - c. Identify your position or that of the group which you represent.
 - d. Leave a written summary of your position, reference material, and business card.

After Your Visit:

- 1. Debrief:**
 - a. Talk with members of the group or another person about the experience.
 - b. Determine possible next steps.
 - c. Inform others about what was learned. Call LeadingAge Missouri staff with details.

- 2. Write a letter:**
 - a. Thank legislator for visit.
 - b. Summarize the visit; comment on what was said by all parties present.
 - c. Identify follow-up steps committed to and/or by the legislator.
 - d. Respond to points unaddressed in visit.
 - e. Reiterate issue, position, and recommendations.
 - f. Express intention to continue dialogue.
 - g. Itemize names, addresses, telephone numbers, etc. of all participants in visit.
 - h. Send a copy of your letter to LeadingAge Missouri.

Make Your Letters Count

You represent a sizable group of your legislator's constituents – the residents/clients, volunteers and staff of your community/business. Their views are of major interest to legislators.

Legislators cannot possibly be experts on every issue that requires their consideration and vote. Elected officials rely on you and on your willingness to let them know your views. They need to know why an issue is important to their constituents – you, the voters – and what impact it will have on the people they represent. Letter writing is the most common way that you have to communicate with your legislators.

Why Write

1. You have something to say, an opinion to offer, a story to tell, a request to make, a question to ask.
2. Letters influence. Frequent correspondence is a spotlight on an issue, thus making your letter very significant. If correspondence is heavy, yours will be very important to offset heavy letters with a different opinion.
3. Constituent communications are more influential than the media, governmental information sources, lobbyists, and many other sources of information.
4. Your stories and pleas could change both attitudes and votes, but can also support and reinforce.

Who To Write

1. Those officials you elected are always most responsive. Therefore, write your Senator, Representative, Governor, and President.
2. The elected leaders within the State Senate and House and the related committees also need to hear from you. Learn who those people might be for the issues that concern you.
3. Members of the administrative or executive branch responsible for implementing the program or caring for the issue that concerns you.

To search for a listing and contact information for your elected officials follow this link:
<http://capwiz.com/leadingage/dbq/officials/>

Where To Write

Write to the state capitol, Washington or the home district office. As a constituent, your letter may get more notice at the district office.

When To Write

1. Early in the session to raise the need for responding to a concern.
2. Later on to address specific legislation and the issues being debated.
3. As the legislation is being considered in committee, on the floor, or before the President or Governor for consideration.
4. Often enough to be known and respected – but not too often to be a pest. Get others to write to increase the chorus of voices on an issue. Staff, residents, clients, board members, family and volunteers can also write.

What To Say

1. Spell name of official correctly. Use accurate title, The Honorable...; Dear Representative/Senator...
2. Write your own letter, not a form letter. Personally (and neatly) hand write or type your letter.
3. Use organizational letterhead with your return address.
4. Be brief! Short paragraphs, too! One page, if possible.
5. Be positive! Avoid criticism, veiled threats, name-calling, and personally judgmental statements. Express appreciation for a recent speech, vote, or action indicating both your courteousness and your knowledge.
6. Address only one issue in a letter.
7. State who you are and whom you represent (coalition/association – LeadingAge Missouri).
8. State what you are writing about, what you want done. Come to the point quickly. Be specific.
9. Give reasons for your concern, commitment, or request. Draw on personal experience or specific situations. Identify the impact of the issue on people (your clients/residents, your organization, and your community). Identify the human justice aspect of the issue.
10. Ask specific questions. The more specific and original, the more thought provoking the response. Also ask, “How do you plan to vote?”
11. Summarize and restate main point in last paragraph.

What About Post Cards, Petitions, E-Mails and Faxes?

1. Mass produced post cards do not get the same attention as your personal post card. Your personal post card does not get the same attention as your letter.
2. Petitions receive less attention than your personal letter.
3. Use FAX only if the letter must arrive the same day – then follow up with a “hard copy” of the letter.

4. E-mails are productive depending on the legislator. Legislative staff will usually print the e-mails and provide them individually or a summary of the e-mails to the legislator.
5. Any of the above are better than nothing, but...MAIL YOUR LETTER! Send a copy to the LeadingAge Missouri office!

What Happens To Your Letter

1. Each letter is read quickly to identify the issue and viewpoint and forwarded to appropriate staff.
2. Staff assesses content of mail, persuasiveness of points made, volume of opinion, and summarizes the information.
3. Quotable phrases, stories, and statistics are forwarded to legislator/Member of Congress for use in meetings, speeches, and hearings.
4. A reply is prepared: you may receive a standard form letter or a personalized response. If the response is vague, evasive or misunderstands your message, write again.
5. Write back. Ask follow up questions, provide additional information. Find out which staff person works on your issue and address that person directly, too.
6. Write a THANK-YOU letter when you appreciate action!
7. LeadingAge Missouri appreciates receiving copies of your letters and their responses.

Do's And Don'ts Of Letter Writing

Please remember the following do's and don'ts of letter writing to your elected officials:

- ✓ **DO** know the correct name (and spelling of your senator and representative), and address all correspondence to them properly.
- ✓ **DO** write about only one issue in each letter; be brief (one page if possible) and to the point. If you are writing about a particular bill, specify the bill number, if possible.
- ✓ **DO** identify yourself.
- ✓ **DO** include personal examples of how the specific issue that you are writing about will affect you and others in the legislator's district.
- ✓ **DO** be courteous and reasonable. Offer to be a resource for further information.
- ✓ **DO** subtly remind your legislator how many voters your organization represents – how many residents/clients, employees, and volunteers.
- ✓ **DO** be specific about what you want your legislator to do.
- ✓ **DO** write a thank you note when your legislator acts in support of your position.

But...

- x **DON'T** apologize for taking his/her time.
- x **DON'T** be rude or threatening.
- x **DON'T** give up the first time; it may take several sessions to get the legislation you want passed.
- x **DON'T** gloat over success. **DO** take defeat gracefully.

Today's Opponent May Be Tomorrow's Friend!



Understanding State Legislation

As you become involved in advocacy, knowing how to read a bill and understanding what is included in it are important skills to develop.

Following are some general points to look for:

1. Bill number: No matter how many times a bill is amended, it retains the same number. Similar bills are often introduced in both the House and the Senate.
2. LR number: Assigned by the Legislative Research office, this number changes each time a bill is modified. The current LR number appears in the upper right

corner of the bill. Much of the success of bill reading comes from recognizing the changes made from LR number to LR number.

3. Status of bill: The line immediately preceding the title of a bill shows the status of the bill, indicating either committee assignment or action taken on the floor chamber.

Certain markings are used to facilitate the reading of legislative bills:

1. [brackets] and ~~Strike-out type~~: both indicate current statutory language that is being deleted.
2. **Bold type** and Underlined type: both indicate NEW language that is being added to the statutes.

Despite efforts to write bills in common English, understanding their meaning is an art. Asking the right questions helps: Is this bill necessary? Who benefits from the bill? When does it go into effect? Will it sunset? If it will cost money, who will bear the cost? Who is responsible for implementing the law? Are definitions used in the bill clear?

Copies of state bills may be obtained from the House and Senate websites:

www.house.mo.gov

www.senate.mo.gov

The impetus for legislation may come from a number of sources – the Governor, legislators, associations, and constituents. Legislation, however, must be sponsored and introduced by a member or members of the House or Senate. Sponsorship may denote a strong commitment to the intent of the bill or simply a gesture of courtesy. A bill will normally move through numerous stages before it becomes law.

No law is passed except by bill. Bills may originate in either house and are designated as Senate Bills or House Bills, depending on the house in which they originate. No bill (except general appropriations bills) may contain more than one subject, which is to be expressed clearly in its title. No bill can be amended in its passage through either house so as to change its original purpose. No bill can be introduced in either house after the 60th legislative day of a session unless consented to by a majority of the elected members of each house. The governor may request consideration of proposed legislation by a special message. No appropriation bill shall be taken up for consideration after 6:00 p.m. on the first Friday following the first Monday in May of each year. In other words, Appropriation bills must be truly agreed to and finally passed one week before the last day of the regular legislative session.

Introduction of a Bill

Legislation approved by the 1971 Missouri General Assembly (H.B. 156) provides for the pre-filing of bills beginning on December 1 of each year and continuing up to, but not including, the first day of the session. Bills filed during the pre-filing period are automatically introduced and read the first time on the opening day of the session. Bills may also be introduced by any senator or representative during the session. Bills may be written by the legislator or drafted by the offices of the Senate and House or the staff of the Committee on Legislative Research at the request of a senator or representative. When introduced, a bill is assigned a number and read for the first time by its title by the Senate or House clerk. It then goes on the calendar for second reading and assignment to committee by the Speaker of the House or the President Pro Tem of the Senate.

A public hearing before the committee to which a bill is assigned is the next step in the legislative process. Except in the case of some unusually controversial, complex or lengthy bills, the bill is presented by its sponsor and both proponents and opponents are heard in a single hearing. When hearings are concluded, the committee meets in executive session to vote and make its recommendations. The committee may: (1) Report the bill with the recommendation that it "do pass"; (2) Recommend passage with committee amendments, which are attached to the bill; (3) Return the bill without recommendation; (4) Substitute in lieu of the original bill a new bill to be known as a committee substitute; (5) Report the bill with a recommendation that it "do not pass" or (6) Make no report at all.

Perfection of a Bill

If a bill is reported favorably out of committee or a substitute is recommended, it is placed on the "perfection calendar" and when its turn comes up for consideration it is debated on the floor of the originating house. If a substitute is recommended by the committee or if committee amendments are attached to the bill, they are first presented, debated and voted upon. A floor substitute may also be introduced. Further amendments can then be proposed by other members with their changes designated as House or Senate amendments to differentiate from the committee amendments. When all amendments have been considered, a motion is made to declare the bill perfected. Perfection is usually voted on by a voice vote but at the request of five members, a roll call shall be taken. If a majority of members vote to perfect, the bill is declared perfected and printed.

Final Passage of a Bill

After perfection and reprinting, the bill goes on the calendar for third reading and final passage. When the bill is reached in the order of business any member may speak for or against its passage but no further amendments of a substantive nature can be

offered. At the conclusion of debate, a recorded vote is taken. Approval of a constitutional majority of the elected members (18 in the Senate and 82 in the House) is required for final passage.

Passage of the bill is then reported to the other house where it is again read a first and second time; referred to committee for hearing; reported by committee; and third read and offered for final approval. If further amendments are approved, these are reported to the originating house with a request that the changes be approved. If the originating house does not approve, a conference may be requested and members from each house are designated as a conference committee. Upon agreement by the conference committee (usually a compromise of differences), each reports to its own house on the committee's recommendation. The originating house acts first on the conference committee version of the bill. If it is approved it goes to the other house and upon approval there, the bill is declared "truly agreed to and finally passed." If either house rejects the conference committee report, it may be returned to the same or a newly appointed committee for further conferences. Upon final passage, a bill is ordered enrolled. It is typed in its finally approved form, printed and the bills are closely compared and proofed for errors.

Signing of the Bill

Bills truly agreed to and finally passed in their typed form are then signed in open session by the House Speaker and Senate President or President *Pro Tem*. At the time of signing, any member may file written objections which are sent with the bill to the Governor.

Governor's Part in Lawmaking

The Governor has 15 days to act on a bill if it is sent to him during the legislative session; and 45 days if the legislature has adjourned or has recessed for a 30-day period. If he signs a bill, it is returned to its house of origin with his message of approval, then delivered to the Office of Secretary of State. If the legislature is not in session, it is delivered directly to the Office of Secretary of State. If the Governor vetoes a bill, it is returned to the house of origin with his objections. A two-thirds vote by members of both houses is required to override a Governor's veto. If any bill shall not be returned by the Governor within the time limits prescribed by Article III, Section 31 of the Missouri Constitution it shall become law in the same manner as if the Governor had signed it.

Effective Date of Laws

The 1945 Missouri Constitution provides that no law passed by the General Assembly shall take effect until ninety days after the end of the session in which it

was enacted, except an appropriation act or in case of an emergency, which must be expressed in the preamble or in the body of the act. The typical enactment date for bills is August 28 of each year. Some bills specify the exact date when they are to take effect.

Duties of the Secretary of State

The Secretary of State preserves the finally typed copy of the law. All the laws are bound together in one volume at the close of each session and seldom are seen unless some question arises. Prior to binding of the laws, the Secretary of State publishes annually a volume of "*Laws of Missouri*", which is distributed to members of the General Assembly, state officials and other interested persons.

The general statute laws are revised by the revisor of statutes in the Office of the Committee on Legislative Research, digested and promulgated. These are known as the *Revised Statutes of Missouri*. Under the Constitution, the Committee on Legislative Research also publishes annual supplements to the statutes to include changes in laws since the last revision.

A complete listing of the Revised Statutes of Missouri (RSMo) is available through the Missouri General Assembly at: <http://www.moga.mo.gov/statutesearch/>.

Summary

- Introduction and two readings
- Referral to committee
- Committee action
- Passage by one house
- Referral to the other house and similar procedures
- Possible conference committee action; and gubernatorial action.

The saying, "communication is a two-way street" is a valid truism to keep in mind when discussing public policy at the state association level. Members have an opportunity to direct public policy decisions throughout the year, in small group settings, and directly to LeadingAge Missouri staff or the board of directors.

It is important for members to communicate with LeadingAge Missouri staff on such questions as:

- To what legislators do you have access? Although it is relatively easy for us to identify which legislators have member communities/programs in their legislative districts, it is impossible for us to know, unless told, such important linkages as Senator so-and-so is my neighbor, Representative XYZ's mother

is in our community and talks to me on long-term public policy concerns, or the president of our board is a personal friend of Senator A.

- Have you recently hosted your legislator for an event held at your community/program? It is important that you share this information with the association. If legislators only have a vision of a nursing home or other program services from what they read in the newspaper or see in the media, it will be difficult to make them advocates for long-term care.
- Is your individual community/program currently discussing with Health and Senior Services, Social Services, or other state departments, issues affecting you but which can, and perhaps should, be addressed at the state level, with the state association's voice? It would be helpful for our office to receive copies of letters, reports, survey forms, etc., which can help build our resource files on public policy issues with the expectation of future action.
- What more information regarding public policy issues and action would you like to see from LeadingAge Missouri staff? We can make assumptions regarding material which would be helpful to you regarding public policy activities. Whether that assumption is true or not can only be confirmed by individual members.
- Whether you call it communication, dialogue, or just "please let us know what you are doing," it is important that members let LeadingAge Missouri staff know what they are doing with legislators and executive agencies. If they do nothing...never contact their legislator...never let us know what they would appreciate being done...never act on issues which they know are "right"...then decisions and actions will be made for them.

Glossary Of Legislative Terms And Titles

Effective advocacy requires an understanding of the Missouri political process. One aspect of that understanding is a familiarity with "legislative lingo." The following words and phrases used in the political process are designed to better enable you to speak the language of advocacy.

Amendment:

Committee - "HCA" or "SCA" - Changes proposed to the original bill by the committee.

Floor - "HA" or "SA" - Changes offered as a House or Senate amendment to a bill by a legislator during floor debate.

Conference - "CCA" - An amendment to a bill recommended by the conference committee.

Appropriations: Funds allocated for various departments of government set aside for specific use by action of the General Assembly.

Bill: Draft of proposed law presented to the legislature by a member of the General Assembly for consideration.

Bill History: Record of all the action on any given proposal.

Bill Summary: Brief summary of the content and changes to law proposed in a bill.

Calendar:

Consent - A special calendar for non-controversial bills.

Formal Perfection - List of bills recommended do pass by a committee which are ready for action by entire body. Bills must be taken up in the order presented on the calendar.

Informal Perfection - List of bills previously taken up for consideration, but not finally acted on. Bills may be taken up in any order.

Third Reading - The final reading of and voting on a bill before it is reported to the other House.

Committee:

Standing - A committee of continuous existence to which bills are referred for consideration by subject.

Conference - A temporary group of five members from each house, selected to resolve differences in a bill as passed by each house.

Interim - A committee established for consideration of a specific issue while the legislature is not in session; i.e. during the interim. Such committees are usually established by resolution.

Consent: A bill considered noncontroversial by a committee. In the Senate a consent bill can only be amended in committee.

Co-Sponsor: One or more persons proposing any bill or resolution along with the bills sponsor.

Emergency Clause(EC): A statement in the bill indicating the act shall take effect after signature of the Governor and prior to the normal effective date (August 28).

Engrossed/Perfectd: An official copy of a bill as passed by one house incorporating all changes.

Filibuster: Prolonged discussion of a bill to delay legislative action.

First Read: Bill offered, read by title and ordered printed.

Fiscal Note: An estimated amount of increase or decrease in revenue or expenditures and the present and future fiscal implications of pending legislation.

Hearing: Public discussion and appearance on a proposal scheduled by a committee.

Journal: An official daily record of the action taken and proceedings of the respective houses.

Legislative District: A division of the state represented by a legislator distinguished by geographical boundaries and given a numerical designation.

Out of Order: Not proper under parliamentary rules and procedures.

Pending: A substitute bill, amendment or motion offered but not acted on.

Referred: To send a bill to a committee.

Resolution: A formal expression of the will, wish or direction of one or both houses.

Joint Resolution - A temporary measure which dies when its subject matter is completed. This form is used in submitting a question to a vote of the people. It requires the same treatment as a bill in its passage through both houses and has the force of law, but it does not require the Governor's signature.

Concurrent Resolution - Expresses the opinion or will of both houses and is adopted by both houses. It does not have the force of law. This form is used for such purposes as memorializing Congress on particular matters, ratifying amendments to the United States Constitution, establishes interim committees, expressing recommendations and condolences, and requesting action of state officials and departments.

Rules: Rules are used to regulate principles and methods of procedure.

Administrative Rules - Rules developed by a department in order to implement programs and statutes enacted by the General Assembly.

Joint Rules - Govern the relationship and affect matters between the two houses.

Standing Rules - Adopted by each house for the duration of the session to govern matters affecting only that house.

Second Reading: When the bill number is read a second time in the chamber and referred to a committee.

Session: The period during which the legislature meets.

Regular Session - The annual session. Delineated in two-year increments as a first and second regular session. For example, the 2011 session is referred to as the 96th General Assembly, 1st regular session.

Daily Session - Each day's meeting.

Joint Session - The meeting of the two houses together. This occurs for the Governor's annual State of the State Address.

Extraordinary Session (also called Special Session) - Called by and limited to matters specified by the Governor.

Veto Session - Short session to allow the legislature to override the Governor's veto of bills.

Sponsor: A legislator proposing a bill

Statutes: Compilation of all laws presently in effect, prepared in volumes by the Division of Legislative Research.

Substitute, Committee: "HCS" or "SCS" - A bill recommended by a House or Senate committee in lieu of the bill referred. It may also be a "HS" or "SS" if it is a substitute offered by a legislator on the floor.

Table: To lay aside for future discussion, usually with a view to postponing or shelving the matter indefinitely.

Third Reading: The measure is "read at length" before a final vote is taken.

Truly Agreed To And Finally Passed: A bill passed by both houses of the legislature.

Veto: The rejection by the Governor of a bill passed by the legislature.

Other Helpful Hints

1. Put your legislator/senator or government official on your organization's/company's mailing list for press releases, newsletters and activities happening at your organization.
2. Find out what your legislator likes to eat (i.e. breakfast, dessert) and serve that if he/she comes to visit.
3. Invite your legislator to an open house, dedication, groundbreaking, picnic or just for a tour or visit.
4. Research the key issues, with which the legislator is involved and be prepared to discuss these briefly or ask questions about them.
5. Call LeadingAge Missouri at (573) 635-6244 for more detailed information of help.

If you have done something successful or have any suggestions, please send your experience or suggestions to LeadingAge Missouri to be shared with others.



9th 6th General Assembly, 1st Regular Session Dates Of Interest

January

- 5 Session Begins -12:00 p.m.
- 17 Martin Luther King, Jr. Day - No Session
- 18 Joint Session- State of the State Address - 7:00 p.m.

February

9 Joint Session- State of the Judiciary Address – 2:00 p.m.

March

1 Last Day to File Senate Bills

15 Last Day to Report Senate Consent Bills from Committees

17 SPRING BREAK BEGINS - Upon Adjournment

28 SPRING BREAK ENDS - Reconvene - 4:00 p.m.

April

1 Last Day for Introduction of Bills

14 Last Day to Report House Consent Bills from Committees

25 EASTER BREAK

26 Reconvene - 4:00 p.m.

May

6 Appropriation Bills must be Truly Agreed and Finally Passed - 6:00 p.m.

13 Session Ends - 6:00 p.m.

30 Adjournment per Constitution

September

14 Veto Session

Term Limits For Missouri Legislators

Since the admission of Missouri to the Union in 1821, members of the state House of Representatives have served two-year terms and members of the state Senate have served four-year terms, with half of the Senate being elected every two years. Until 1992 there was no limit on the number of terms that a person could be elected to the House or Senate.

In November of 1992, an amendment to the Missouri Constitution was approved to limit total service in the House to eight years and total service in the Senate to eight years, with total legislative service limited to sixteen years. Service prior to the effective date of the amendment is not counted in calculation of the limit. ([Article III, Section 8](#), Missouri Constitution)

The amendment applied to all persons elected to the legislature after November 3, 1992. For most state legislators, this meant that service begun as the result of election in November of 1994 counted against their limit. There were, however, a few senators and representatives elected in special elections between November 1992 and November 1994. There is no provision in the term limits amendment for partial terms; so, because they could not serve their full terms if elected in 2000, there were eight House members who could not run again for the House in 2000, even though they had served less than eight years. And a state senator who had been elected to fill out one year of a term could not run for the Senate in 1998, even though he had served only five years in the Senate.

The main effect of the term limits amendment occurred in the 2002 election when 73 House members and 12 Senators were not eligible to run for re-election. As of January 7, 2009, the number of members of the Senate who will not be eligible to run for re-election in a particular year are:

- For the 2010 election, 10 members were not eligible to run again for the Senate.
- For the 2012 election, 10 members will not be eligible to run again for the Senate.
- For the 2014 election, 7 members will not be eligible to run again for the Senate.
- For the 2016 election, 7 members will not be eligible to run again for the Senate.

The initial effect of the term limits amendment occurred in the 2002 election, when 73 House members and 12 Senate members were not eligible to run for re-election. As of November 30, 2009, assuming continuous re-election, the number of members of the House who will not be eligible to run for re-election in a particular year are:

- For the 2010 election, 52 members were not eligible to run again for the House;
- For the 2012 election, 34 members will not be eligible to run again for the House;
- For the 2014 election, 28 members will not be eligible to run again for the House;
- For the 2016 election, 44 members will not be eligible to run again for the House.

These numbers will go down as members retire, resign, are defeated, and otherwise leave the House.



Frequently Used Internet Addresses

- ☞ LeadingAge Missouri (formerly Missouri Association of Homes for the Aging) www.moaha.org
- ☞ LeadingAge (formerly American Association of Homes and Services for the Aging) <http://www.aahsa.org>

- ☞ Centers for Medicare and Medicaid <http://cms.hhs.gov>
- ☞ Medicaid Statistics & Data <http://cms.hhs.gov/medicaid/mcaidsad.asp>

- ☞ MO Code of State Regulations <http://www.sos.mo.gov>
- ☞ MO Certificate of Need <http://www.dhss.mo.gov/CON/>
- ☞ MO Department of Health and Senior Services <http://www.dhss.mo.gov>
- ☞ MO Department of Labor <http://www.labor.mo.gov/>
- ☞ MO Department of Social Services <http://www.dss.mo.gov>
- ☞ MoHealth Net <http://www.dss.mo.gov/mhd/>
- ☞ MO House of Representatives <http://www.house.mo.gov/>
- ☞ MO Register <http://www.sos.mo.gov/>
- ☞ MO Revised Statutes <http://www.moga.mo.gov/statutesearch/>
- ☞ MO State Auditor <http://www.auditor.mo.gov/>
- ☞ MO State Senate <http://www.senate.mo.gov>
- ☞ MO State Government <http://www.mo.gov/>

- ☞ National Academy for State Health Policy www.nashp.org
- ☞ National Council on Aging <http://www.ncoa.org>
- ☞ National Institute on Aging <http://www.nih.gov/nia>
- ☞ National Long Term Care Ombudsman <http://ltcombudsman.org>
- ☞ Occupational Safety & Health Admin. (OSHA) <http://www.osha.gov>
- ☞ Office of Management and Budget <http://www.whitehouse.gov/omb>

- ☞ U.S Administration on Aging <http://www.aoa.gov/>
- ☞ U.S. Department of Health & Human Services <http://www.hhs.gov>
- ☞ U.S. Department of Housing & Urban Development <http://www.hud.gov>
- ☞ U. S. House of Representatives <http://www.house.gov>
- ☞ U.S. Legislative Process <http://thomas.loc.gov/home/lawsmade.toc.html>
- ☞ U.S. House Leadership & Officers of House <http://house.gov/>
- ☞ U.S. Legislative Information <http://thomas.loc.gov>
- ☞ U.S. Senate <http://www.senate.gov>