



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LOBBYISTS

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YOUR STEPS AS A LOBBYIST

YOUR MISSION

Persuade Representatives and Senators to pass or defeat legislation that serves your client's interests.

THE THINGS YOU WILL DO AS A LOBBYIST ARE

- Select one lobbying client/organization
- Draft a Lobbyist Agenda outlining the selected areas of interest
- Partner with your coalition to assist in lobbying
- Advocate on behalf of a client/organization on a range of issues your client has interest in
- Work with Representatives and Senators to pass legislation in committee and on the floor
- Attend a luncheon with professional Minnesota lobbyists
- Organize and execute media campaigns for your cause
- Meet all deadlines
- Write bills/amendments and find authors for these items
- Adhere to the Code of Conduct

Lobbyists use their power and influence to mold and guide individual bills. A lobbyist's job is to ensure that a bill gets passed or defeated depending on their clients' interests. You'll do this by providing information, testimony, and research materials that will influence legislators to support your position. You should also work with other members of your coalition as they will often have similar interest. Remember, you are the "lifeline" for Senators and Representatives as they debate legislation in committees and on the House/Senate floors. The information you give them may help them decide their vote.

Along the way you will also have the chance to become a better speaker, networker, organizer, listener and work with the Legislative and Executive branches of government. And as an added benefit, you may even find out a little more about what is going on in the world around you! What more could you ask for?

WHAT IS A LOBBYIST?

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Youth lobbyists at Youth in Government have the unique opportunity to experience the legislative and administrative processes in the independent roles played every day by professional lobbyists. **YOUTH LOBBYISTS CHOOSE ONE ORGANIZATION TO REPRESENT AND LOBBY FOR, AND TEAM UP WITH A COALITION OF OTHER YOUTH LOBBYIST TO WORK WITH AT YIG.** Once organizations have been chosen, you will receive an organizational background (or do your own research) and write a Lobbyist Agenda detailing your client's top legislative priorities. This is due by the deadline posted in the calendar.

After researching your organization, you should contact the organization to ask for promotional products to be used at the conference (such as buttons, pins, t-shirts, pens, magnets, etc.). Remember to be kind and respectful, and don't worry if they don't get back to you right away they're probably busy and should reply within 3 days.

TYPES OF LOBBYISTS

Lobbyists come in various shapes and sizes, representing groups large and small, powerful and weak, rich and poor. They can be broken down into several categories. While you may not get this specific at Youth in Government, it's important for you to understand the different types of Lobbyists.

CONTRACT LOBBYIST

These advocates work for clients that are willing to pay their fees. They often have many clients and work on a number of different issues.

CORPORATION LOBBYIST

These advocates work for one company primarily on bills directly affecting their firms, although they also work in tandem with other Lobbyists sharing their goals. The firms may also hire contract Lobbyists who augment a full-court press on one particular measure.

ASSOCIATION LOBBYIST

These advocates are employed to represent groups of firms, agencies or professionals with similar interests.

PUBLIC-AGENCY LOBBYIST

Numerous cities, counties, and special districts maintain representatives. Most state agencies also assign personnel to serve as liaison with the Legislature. Most local government agencies are represented by associations such as the League of Cities.

PUBLIC-INTEREST/NON-PROFIT LOBBYIST

There has been a recent proliferation of Lobbyists working on behalf of groups that focus around a political issue or political group like environmentalists, consumers, women, prisoners, etc. to serve as liaison with the Legislature.

WAYS TO LOBBY

CONSTITUENT MEETINGS

Real life lobbyists often meet with their constituencies (such as the members of the National Wildlife Federation or parents in Mothers Against Drunk Driving) to gain information about issues. These Members gutturally sign petitions and send emails and letters to their representatives advocating for their cause. You should work with your coalition to help you get bills passed/failed.

ADVERTISING OF POSITIONS

We recommend having handouts, pamphlets, charts, etc. to use both during and after the committee process. Also, collecting promotional materials (such as buttons, small signs, pins, etc.) from your organization helps you promote your cause.

GIVING TESTIMONY

This is when you are able to speak to the entire committee that determines whether a bill is debated on the floor of the House and/or Senate. You are given a few minutes to provide reasons why the bill being debated in committee should be passed or failed.

INFLUENCING THE MEDIA

Lobbyists, and organizations, regularly try to get articles written about their cause. At Youth in Government, we suggest that youth lobbyists work with the program Press Secretary and YIG media (newspaper, radio, TV, and digital media) to advocate for their positions.

WRITING BILLS

Often, lobbyists will write the bills that are passed into law. After drafting a bill, they find an author (someone in the legislature) in support of the bill. The legislature will author the bill and you will be able to give testimony on your bill and help persuade people to vote for your bill. This not only helps ensure good bills are being debated but allows lobbyists the opportunity to be more active in the legislative process.

SELECTING YOUR CLIENTS

ALL YOUTH LOBBYISTS MUST CHOOSE ONE ORGANIZATION TO REPRESENT FROM THE LIST BELOW

The most important part of selecting your clients is that you choose topics that are meaningful to you. The strength of commitment you feel toward your issues and organizations will undoubtedly influence your overall experience at Youth in Government. Whether your interests lie in the environment, business, education, or social programs, your issue should be about something that you believe in.

SOME THINGS TO KNOW ABOUT CLIENT SELECTION

- For each program no more than 1 youth lobbyist will be allowed to represent any individual client.
- You will be assigned to coalitions based on request during Launch opening session.
- Your client choice will be made during the breakout session.

POTENTIAL LOBBYIST CLIENTS

As you are choosing the “client” you will lobby for, to ensure you have bills to lobby for at YIG, keep in mind that you need to choose organizations to represent around the following topic areas:

- Economic
- Education
- Environment
- Government Operations
- Social Services
- Transportation

ORGANIZATIONS BY COALITION

CIVIL LIBERTIES

AMERICAN CIVIL LIBERTIES UNION (ACLU)

Anti-Discrimination, Criminal Justice, Anti-Death Penalty, Disability Rights, Drug Policy, Free Speech, HIV/AIDS, Human Rights, Immigrants' Rights, GLBT Rights, National Security issues

AMNESTY INTERNATIONAL

Exposing/Preventing Human Rights Abuses, Prison Reform, GLBT Rights, Anti-Death Penalty, Addressing Poverty Issues, Anti Torture, Women's and Children's Issues

MINNESOTA BOARD OF PUBLIC DEFENSE

Civil rights, the rights of the accused, funding for the public defense system, support programs to help ex-offenders, oppose creating new crimes and increasing penalties on existing crimes.

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP)

Civic Engagement, Anti-Discrimination, Human and Civil Rights, Climate Change, Equal Access to Public Education, Health Care for All, Prison Reform

NATIONAL COUNCIL OF LA RAZA (NCLR)

Civic Engagement, Anti-Discrimination, Human and Civil Rights, Immigration Issues, Equal Access to Public Education, Health Care for All, Prison Reform

CONTRACT

Lobby Minnesota

Government Relations Programs, Work with members of the Minnesota Legislature

EDUCATION

EDUCATION MINNESOTA

Public Education, Teacher and Student Rights, Health Care Reform

MINNESOTA SCHOOL COUNSELORS ASSOCIATION

Education, Education Funding, Student Health (obesity, mental), Health Care Reform

MINNESOTA STATE COLLEGES AND UNIVERSITIES (MNSCU)

Higher Education Funding

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

Sports and Fine Arts Funding, Scholarship Opportunities, Sportsmanship and Chemical Health Issues

PARENT TEACHER'S ASSOCIATION (PTA)

Preschool-K-12 Education, Parent Involvement, Child Safety, Health and Wellness, Childhood Obesity, Education Funding, Diversity and Inclusion Issues

ENVIRONMENT & ANIMALS

ANIMAL HUMANE SOCIETY

Pet Adoption, Animal Rights/Welfare, Parks for Pets, Pet Overpopulation Issues

BLUEGREEN ALLIANCE (ALSO IN TRANSPORTATION)

Clean, Renewable Energy, American Jobs, Worker's Rights

DEFENDER OF WILDLIFE

Protection of Wildlife and Wild Lands, Pro-Clean & Renewable Electricity from Sun, Wind and Geothermal Sources, Pro-Climate Change Issues

CLEAN WATER ACTION ALLIANCE

Water Issues, Energy, Climate Change, Pollution (and health threats from)

DEFENDER OF WILDLIFE

Protection of Wildlife and Wild Lands, Pro Clean, Renewable Electricity from Sun, Wind and Geothermal Sources, Pro Climate Change Issues

GREEN PEACE

Climate Change and Energy, Oceans, Forests, Nuclear, Toxins, Genetic Engineering, Animal Rights

NATIONAL WILDLIFE FEDERATION

Pro-Clean Energy, Believes in Climate Change, Wildlife Protection, Outdoors, Protecting Public Spaces, Environmental Education

THE NATURE CONSERVANCY

Biodiversity Loss, Climate Change

PEOPLE FOR THE ETHICAL TREATMENT OF ANIMALS (PETA)

Animal Protection, Vegan Diets, Anti Animal Products for Clothing, Circus Cruelty, Anti Animal Medical Testing, Pro Wildlife

PHEASANTS FOREVER

Wilderness and Open Space Protection, Climate Change, Gun Rights

SIERRA CLUB

Climate, Clean and Renewable Energy, Public Transit, Public Space Park and Land Conservation, Public Transit, Renewable Resources, Wildlife Protection

GOVERNMENT & PUBLIC SAFETY

LEAGUE OF MINNESOTA CITIES

City Services, Taxes, Land Development, Energy, Local Government Aid, Transportation

MINNESOTA CHIEFS OF POLICE ASSOCIATION

Supports public safety and law enforcement. Opposes bills that would weaken existing criminal laws. But also supports efforts to rehabilitate former offenders so they don't commit more crimes

MINNESOTA COUNTY ATTORNEY'S ASSOCIATION

Supports public safety and law enforcement. If a new bill is introduced to create a new crime, the County Attorney's may have concerns about their ability to prosecute more cases on a tight budget.

MINNESOTA SHERIFF'S ASSOCIATION

Supports public safety and law enforcement. Supports bill that help they enforce law and get tough on crime. Opposes bills that would weaken existing criminal laws.

MINNESOTA FIRE CHIEF'S ASSOCIATION

Opposes fireworks. Supports requiring having sprinklers in all buildings, including homes.

HEALTH & SOCIAL SERVICE

AMERICAN ASSOCIATION OF RETIRED PERSONS (AARP)

Pro-Health Care Reform, Prescription Drugs Issues, Protecting Social Security, Medicare, Mortgage Crisis (keeping people in their homes), Financial Planning, Senior/Retirement Issues

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES (AFSCME)

Pro Health Care for all, Workers Rights, Safety in the Work Place (asbestos, infectious diseases, hazards), Anti Privatization (of Social Security, Government Contract Services), Taxes/Tax Cuts, Public Education and Job Training, Transportation

AMERICAN LUNG ASSOCIATION

Health Care, Smoking (smoking bans, smoking age, etc.), Air Quality

HEALTH PARTNERS

Health Care Reform and Access, Health Care Safety, Prescription Drug Reform

LUTHERAN SOCIAL SERVICES (LSS)

Health Care, Adoption, Debt and Financial Issues, Disability, Counseling, Homeless Rights and Care

MINNESOTA COUNCIL OF CHURCHES

Health Care, Taxes (Increases), Social Services (Poverty, Homelessness), Immigration

MINNESOTA MEDICAL ASSOCIATION

Health Care Reform (Administrative Simplification, Patient Rights, General Reform), Alcohol Abuse, Driver Safety, Medicare, Obesity, Medical Liability, Tobacco

PHARMACEUTICAL RESEARCH & MANUFACTURERS OF AMERICA

Health Care Reform, Prescription Drugs, Prescription Drug Regulation

THE FAMILY PARTNERSHIP

Health Care, Education, Domestic Violence, Counseling, Civic Engagement

TRANSPORTATION

BLUEGREEN ALLIANCE (ALSO IN ENVIRONMENT & ANIMALS)

Clean, Renewable Energy, American Jobs, Worker's Rights

MINNESOTA AFL-CIO

Support for unions, minimum wage, health care for all. Support Minnesota workers as they bargain with employers to improve their living conditions and workplaces, as well as their communities, state and nation.

MOTHERS AGAINST DRUNK DRIVING (MADD)

Transit, Education, Drug Use

MOVEMN

A coalition of more than 200 elected officials, communities, organizations, associations, and businesses dedicated to fixing Minnesota's transportation problem. Supports new roads, repair of old roads, transit such as light rail, bikes and pedestrians.

TRANSIT FOR LIVABLE COMMUNITIES (TLC)

Pro Public Transportation, Pro Biking, Transit Funding

LEFT

NARAL PRO-CHOICE MINNESOTA

Access to Birth Control, Pro Choice, Sex Education

NATIONAL ORGANIZATION FOR WOMEN (NOW)

Equality for all Women, Eliminate Discrimination, Pro Choice, Birth Control and Reproductive Rights, Violence Against Women issues, Promote Equality and Justice

NORMAL, WORKING TO REFORM MARIJUANA LAWS

Marijuana Legalization, Move Public Opinion on Repeal of Marijuana

OUTFRONT MINNESOTA

LGBTQ Issues, Trans rights, conversion therapy, workplace protections, voter access, civil rights

PLANNED PARENTHOOD

Abortion, Health Care, Health Care Funding, Women's Rights

RIGHT

CLUB FOR GROWTH

Smaller Government, Less Taxes, Fiscally Conservative Spending, Environment Deregulation, Education Choice

HERITAGE FOUNDATION

Immigration Reform (strong boarder policies), Pro Voter ID Laws, Education Choice, Repeal of Obamacare

MINNESOTA CITIZENS CONCERNED FOR LIFE

Anti-Abortion, Health Care, Health Care Funding, Euthanasia, Stem Cell and Cloning, Prenatal Development

NATIONAL RIFLE ASSOCIATION (NRA)

Gun Rights

CHRISTIAN COALITION OF AMERICA

Passing Repeal of Obamacare, Oppose Liberal Judicial Nominees, Protecting the Defense of Marriage Act, Anti Human Embryonic Stem Cell Research, Protecting Religious Programming, Energy Independence and Reform, Tax Cuts

RESEARCHING YOUR CLIENT

You will receive an organizational backgrounder on your client. This backgrounder gives some basic information as the mission, vision and types of issues your client represents.

You need to do additional research on your client and issues they represent. Some suggestions to do this:

- Contact your organization to learn more about it. Talk with your Program Specialists on how to do this.
- Read the organization's website.
- Search for general research on the industry the client represents.
- Look at the information on the Secretary of State's website for your organization.
- Use other media sources like magazines, newspapers, etc.

Your goal though this process is to gain in-depth information on what issues your client represents, and to narrow that down to write Lobbyist Agenda.

What you need to know about your organization:

- Get a copy of their mission and Lobbyist Agenda. This will help you to better understand what issues they represent.
- Looking for a list of issue they lobby and work on. Many have "Legislative" sections on their website.
- Look for current issues they are working on in the State of Minnesota and at the National Level (lobbying in Washington DC).

WRITING YOUR LOBBYIST AGENDA

Lobbyist Agendas are a one- to two-page document outlining your organization's stance on a particular issue that matters to your organization. A Lobbyist Agenda serves as a statement of what your organization represents. (See examples and template at the end of this section)

A FEW TIPS ABOUT YOUR LOBBYIST AGENDA:

- Make sure it is no longer than one page. With all the research you've done, making your paper one page shouldn't be a problem.
- DO NOT cut and paste all information directly from the client website. We trust you to process the information and rewrite it in language that you are comfortable with. You will need to know this information to effectively lobby for your bill.
- Write the Agenda from the perspective of someone who has never heard of your client. This will help you use simple, clearly defined language.
- Again, if you have questions talk to your Youth Officers or Program Specialists.



SUBMITTING YOUR LOBBYIST AGENDA

It is recommended that you prepare a draft of your Lobbyist Agenda in order to make it easier to get feedback from peers and leaders. Compose your Lobbyist Agenda in your word processing program of choice, referencing the template at the end of this section. Once you have completed your first draft, pass it along to some peers, your Delegation Director, and/or your advisors. Ask them to edit it and give you feedback. The more people who can read your Lobbyist Agenda and give you suggestions, the clearer it will be for Youth in Government!

After gotten feedback on a draft Lobbyist Agenda, you should write your final draft and submit it on Regy. You have been assigned a template on Regy. The template will have a variety of text boxes. Copy the content, section-by-section, from your text document and paste it into each corresponding text box.

Regy has the capabilities for back-and-forth editing. It is possible for a Lobbyist Agenda to be reviewed by your Delegation Director and you may be given additional instructions/conditions to fulfill before the Lobbyist Agenda can be submitted to the State Office for distribution to the Lobbyist Director and Team Leads.

Please be prompt in completing your Lobbyist Agenda so you and the entire Lobbyist team can be well-prepared for Youth in Government. Plan ahead in case of technical difficulties.



IF YOU DO NOT 'FINALIZE' YOUR LOBBYIST AGENDA AND SEND IT TO YOUR DELEGATION DIRECTOR, IT WILL NOT MAKE IT TO THE LOBBYIST TEAM.

Please take care that you fully complete the process.

It is strongly encouraged that you bring a printed and digital version of your Lobbyist Agenda with you to Youth in Government, just in case something goes wrong.

MINNESOTA YMCA YOUTH IN GOVERNMENT LOBBYIST AGENDA

PRESENTED BY: Jane Smith

DELEGATION: Blaisdell

REPRESENTING: League of Minnesota Cities

LOBBYING LEGISLATURE: Lobbyists

Name of Issue, Cause of Coalition: League of Minnesota Cities – Support charging fees on fireworks retailers

BACKGROUND

In 2002, the state enacted a law allowing the sale and use of non-aerial, nonexplosive consumer fireworks, including sparklers, party poppers, snakes, and other novelty items—relaxing the ban on consumer fireworks in place in Minnesota since 1941. In 2008, the Legislature further relaxed the ban by increasing the amount of explosive material allowed in legal fireworks.

Local fire service professionals have reported that consumers and law enforcement personnel have had difficulty distinguishing between legal and illegal fireworks, and that the 2002 law resulted in greater use in Minnesota of illegal fireworks purchased in other states. According to data provided by the Minnesota State Fire Marshal Division, injury trends and dollar losses related to fireworks incidents surged after the consumer fireworks ban was lifted. Hospital reports reveal that the annual number of injuries caused by fireworks rose dramatically in 2002 and remains elevated. Likewise, Minnesota Fire Incident Reporting System records show that the annual dollar loss resulting from fireworks incidents increased significantly in 2002 and has since grown.

In 2003, the state enacted a number of provisions limiting local authority pertaining to fireworks sales. The 2003 law caps the allowable municipal permit fee at \$100 per vendor selling fireworks with other products, and \$350 per vendor selling fireworks exclusively. The law restricts cities from requiring fireworks sellers to purchase additional liability insurance.

Finally, the 2003 law states that cities cannot prohibit or restrict the display of consumer fireworks if the display and structure comply with National Fire Protection Association (NFPA) Standard 1124. The NFPA is a private international association of individuals and trade and professional organizations. (NFPA Standard 1124 is not a public document and is available only for a fee.) Fireworks products can cause serious injuries and fire loss. The legal sale of consumer fireworks undermines fire prevention efforts. The sale and use of consumer fireworks increase local public safety enforcement, emergency response, and fire-suppression costs.

LEGISLATIVE PRIORITIES

The League opposes legislation that would further relax the ban on the sale and use of consumer fireworks. The League supports a repeal of the 2002 law that relaxes the ban on the sale and use of consumer fireworks. Fees are needed to cover the costs associated with compliance checks, education, and inspections relating to the sale of a regulated product. The current fee caps do not allow cities to recover these costs. The League supports allowing cities to establish and impose reasonable fees on retailers that sell fireworks. Fees are needed to cover the costs associated with compliance checks, education, and inspections relating to the sale of a regulated product. The current fee caps do not allow cities to recover these costs. The League opposes restrictions on requiring fireworks retailers to purchase additional liability insurance. Finally, the League seeks repeal of the NFPA reference.

- Oppose all legislation that relaxes or reduces regulation on fireworks.
- Support all legislation that strengthens laws on firework safety, education, and limiting the private use of fireworks (for individual use).
- Allow cities to establish and impose reasonable fees on retailers that sell fireworks.
- Support a statewide tax on fireworks and firework retailers to go to local public safety enforcement, emergency response, fire departments and hospitals.

MINNESOTA YMCA YOUTH IN GOVERNMENT LOBBYIST AGENDA

PRESENTED BY:

DELEGATION:

LOBBYING LEGISLATURE:

Name of Issue, Cause of Coalition:

Background:

Legislative Priorities:

•

•

•

AT THE CONFERENCE

Well, here it is at last. The big finale. The main event. What you've been waiting for this whole time. The Youth in Government conference. Let's talk about what to expect as a Lobbyist at this magnificent event.

At Youth in Government, Lobbyists will be busy working with each other to support or oppose legislation, meeting individually with Youth Legislators trying to sway their positions, organizing demonstrations and rallies, and testifying to committees. A good Lobbyist will never stop trying to assure the bills that they favor are passed or bills that they oppose fail. Often, Lobbyists band together to help each other by lobbying for certain issues.

TRACKING BILLS

As a Lobbyist, you need to be extremely self-motivated and able to figure out where you should be at what times during Youth in Government. Each Lobbyists' schedule will look different based on where his/her bills are at currently. It will be your responsibility to keep track of the bills that your organization supports and opposes. You will need to go through the bill book at the beginning of the session, identify such legislation, and keep track of it.

COMMITTEES

One of your first challenges will be to get your bills through committee. These committees are on subjects like "Education" or "Transportation". Each committee has a chair and vice-chair that run the show. It's the committee's job to look at all the bills that fall under their subject, debate them, and decide which ones will Pass to be discussed on the House or Senate floor, and which ones will Fail and go to the great hopper in the sky.

Each legislator will have a chance to present his or her bill and the committee will debate it for a bit. They will be looking to pass good bills that are well thought out and have the potential for good debate. Your job will be to attend all committee hearings where there are bills being considered that your clients care about. It is your job to provide testimony and give information as requested.

TESTIMONY

GIVING SPEECHES IN COMMITTEE (a.k.a. TESTIMONY)

Every good speech starts with preparation. You'll need to write convincing testimony in order to sway legislature's opinion. Use the following sources to write your speech:

- The Lobbyist Agenda you created
- Your client organization backgrounder
- Any other research you've done on this bill, the industry, etc.

USE MANY TYPES OF INFORMATION IN YOUR TESTIMONY:

Factual Knowledge - Information that is verifiable and agreed upon by almost everyone. Be ready to provide references as needed.

- Statistical Inferences - Interpretation and examples of an accumulation of facts.
- Informed Opinion - Opinion developed through research and/or expertise of the claim.
- Personal Testimony - Personal experience related by a knowledgeable party.

WRITING YOUR TESTIMONY

THINK ABOUT:

Who is your audience?

What do they believe? Where do they stand on the issue? How are their interests involved?

What evidence is likely to be effective with them?

QUALITY, NOT QUANTITY

Be concise. You have five minutes for your presentation, but you don't have to use it all. Be wise and don't confuse the issue with too much information. Select the best stuff and hold back-up information in case you need it during question and answer time.

ANSWERING QUESTIONS

After delivering your speech, the chair will open the committee up to questions. Committee members may ask questions but if you've done your homework you should handle it no problem. THINK ABOUT IT BEFORE! Use your delegation members or fellow lobbyists to practice.

Before you get put on the spot in a committee hearing, do your homework and find the answers to any questions that you were asked in practice debate.

PUBLIC SPEAKING

Yes, it is a fear of most people but it's also a really important skill. Practice, practice, practice! Do not fidget with your hair, clothes or papers. Speak clearly and loudly enough for the committee to hear you.

A HOW TO GUIDE

In order to testify to the committee, you'll need to be present when testimony is asked for. Use the following language when testifying:

- Chair and members of the committee
- My name is:
- I represent:
- I would like to testify for/in opposition to bill number:
- I have a handout/flyer/factsheet to distribute (if you have any)
- My organization supports (or opposes) this bill for the following reasons:
 - 1.
 - 2.
 - 3.
- Give legislators an example / story of what might happen if this bill passes or fails.
- Repeat to the committee whether you want them to vote Yes or No on the bill
- Thank you for your time!

OTHER HELPFUL HINTS

- Talk, Chat, Converse, and Communicate: Think of it as a conversation.
- Be yourself: speak naturally and with good preparation
- Smile when appropriate and genuine
- Speak in a comfortable strong voice
- Pause and take a breath: Don't speak without thinking. The pause gives you a chance to think clearly so that what you say will be the best message you can deliver at that moment.
- Think Silently: Don't use uh...ah...um...
- Be positive & honest
- Talk with pride: You should be proud to represent your client and that should come through in your tone, words, and body language.
- Keep eye contact
- Organize your material: Prepare! Outline, notes, manuscript.
- Practice aloud: Try giving your testimony to others. Consider creating visual aids (handouts or palm cards) to help present any points that may be complex or confusing rather than trying to explain verbally.
- Be concise and clear, using simple language & short sentences

SPEAKING WITH LEGISLATORS INDIVIDUALLY

Friday, Saturday, and Sunday of the conference you will be working individually with legislators to convince them of your position. Here are some helpful tips to dealing with people individually:

- Before contacting a legislator, be sure you know your stuff! By now you should be able to talk about your clients and bills in your sleep! Treat this as your ONLY opportunity to gain this legislator's support.

- Your time with them is limited, so use your time wisely. Get right to the point! Legislators will not want to hear long speeches; they can go back into the chamber if they want to hear that. Prepare your information in a short outline format so you can quickly review your main points. Stick to the issues you came to discuss, don't bunny-trail off into other subjects.
- Legislators are entitled to have a different opinion than you – don't become frustrated, angry, or take it personally. Sometimes you may need to "agree to disagree" and leave it at that.
- Don't be afraid to admit that a problem exists. Rather than tear apart a bill and point out what is wrong with it, spend time discussing what the right approach to that issue might be. You can propose amendments to the legislator at this time but be sure you have a well-organized idea of what should be changed in their bill. This would be a good time to leave a position paper with a legislator.
- Let a legislator tell their entire position – in other words, **DON'T INTERRUPT THEM!** Remember, you may not have all the facts on the issue or bill.
- Be sure to thank legislators for their time.
- Take notes on their comments including any suggestions they may have. Give answers if you have them; if you don't have the answer, offer to get them. Understanding their view of the facts and where they come from will help you develop counter arguments.
- Be willing to compromise.

THE FLOOR

Once committees are finished, the legislature will move onto the floor of the House or Senate. The rest of the weekend will be spent debating the bills that passed through committee. Your job is to locate the bills you are tracking on the docket and use your power and influence to pass or fail legislation. Depending on where the bills are placed on the docket, you may have time to develop a lobbying plan, or you may have to work very fast to rally the troops!

THE GOVERNOR'S OFFICE

If the bill you are lobbying for passes the House and Senate, it's headed straight to the top – the Governor's desk! This is your **LAST** opportunity to persuade the Governor why the bill is a good idea – remember that you are still lobbying on behalf of your client.

Hopefully, it will pass one chamber;

- then you will work in the other chamber will help it pass there;
- and the Governor will like it and sign it;
- and you've helped to create a **NEW LAW!**

COMMITTEE SCRIPT

Here's an example of what a committee meeting will look like:

MINNESOTA YMCA YOUTH IN GOVERNMENT LEGISLATIVE COMMITTEE PROCEDURES

1. CALL TO ORDER

Committee Chair

“THE COMMITTEE WILL NOW COME TO ORDER.”

2. INTRODUCTIONS

Committee Chair

(Introduces self, Vice Chair, Clerk, Advisors, resource people, etc.)

3. CHAIR REQUESTS THAT THE CLERK TAKE ROLL

Chair & Clerk

(Clerk must take roll each day to record those members present.

A motion to suspend with the roll call is not in order.)

“THE CLERK WILL TAKE THE ROLL.”

4. CHAIR EXPLAINS COMMITTEE PROCEDURE & POSTS

Committee Chair

THE BILL PRIORITY LIST/SCHEDULE & TIME THAT EACH BILL WILL BE HEARD

(To inform authors of schedule; Review the rules and the order of business.)

5. PRACTICE BILL IS PRESENTED

Committee Chair &
Assistants

(A bill not in that committee is presented and used as a warm-up bill.)

6. REGULAR ORDER OF BUSINESS

7. CONSIDERATION OF BILLS AS PRIORITIZED

Committee Chair/
Committee Clerk

(Chair announces each as it comes up – recognizes the author for a short presentation – two minutes)

“THE NEXT BILL UNDER CONSIDERATION IS _____ HOUSE/ _____ SENATE

FILE # _____. IS THE AUTHOR PRESENT?”

7. TESTIMONY

Lobbyists, Cabinet, the General Public

(After the author has made their presentation, the Chair will ask if anyone present would like to testify on the bill. This may include lobbyists, cabinet officials, or the public. Only members of the committee may ask questions. Questions may be asked of any person testifying before the committee, either during or after their presentation.)

8. DEBATE AND DISCUSSION

Committee Members

(After the testimony has been taken, the floor is open to the committee to debate and discuss the bill. Questions may be asked of those who testified.)

9. MOTION TO PASS BILL

Committee Members

(When the allocated time has elapsed, any member of the committee may move that the bill be recommended to pass.)

"I MOVE THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS (AS AMENDED).

(If a bill is considered to be of a non-controversial nature it may be moved to pass and be placed on the Consent Calendar.)

"I MOVE THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS AND BE PLACED ON THE CONSENT CALENDAR."

10. CHAIR HANDLES MOTION

Committee Chair

"IT HAS BEEN MOVED THAT _____ HOUSE/ _____ SENATE FILE # _____ BE RECOMMENDED TO PASS (AS AMENDED). ALL THOSE IN FAVOR PLEASE SIGNIFY BY SAYING 'AYE'. THOSE OPPOSED SIGNIFY BY SAING 'NO'. THE MOTION PREVAILS (DOES NOT PREVAIL)." (A hand vote shall be taken on all votes in committee for final passage.)

11. BILL FORWARDED TO SECRETARY OF STATE

Clerk & Chair

(Bill should be grouped by House & Senate and sent to the Secretary of State's office with the proper transmittal sheet attached.)

12. COMMITTEE REPORTS FORWARDED TO SECRETARY OF STATE

Clerk & Chair

(Separate Committee Reports should be prepared for the House and the Senate and must be forwarded to the Secretary of State's Office immediately when the committee has recessed for the day!)

- Remember to send the first two passed bills to the Secretary of State's Office immediately during the first committee meeting. During subsequent committee sessions, save up 4 – 5 bills and then send them to the Secretary of State's Office.
- Committee Reports must be turned in to the Secretary of State's Office immediately when the committee has finished its hearings for the day. The proceedings of the Houses and Senates cannot happen without these reports. The Secretary of State's Office has to turn these forms around very quickly, so the sooner you can turn in these reports, the better.

DEFINITIONS

- **LOBBYIST** – A person who tries to influence legislation. They do this in many different ways you will learn during training.
- **BILL** – A proposal to change the laws of Minnesota – or “draft legislation.” Legislators use a special format for wording the draft so that it fits with existing laws. Bills are introduced in committees (where you as a lobbyist are able to give testimony). If a bill passes in committee, it goes to the House or Senate (whichever body the author resides in) and if it passes there, it goes to the chamber. If it passes both the House and Senate the bill goes to the Governor. If the governor signs the bill it becomes a law.
- **TESTIMONY** – Your ability to speak in committees telling legislators why they should or should not vote in favor of a bill.
- **COALITION** – Your group of fellow lobbyists who have similar views to you and your organization. You will work together to help get bills passed or killed in committees and in the House/Senate.
- **TALKING POINT** – These are items you can provide to legislators either verbally or you can write them out. With some luck, you can get legislators to read your talking points when they are in chambers since you are unable to speak when the House and Senate are in their chambers.
- **COMMITTEES** – Committees are usually grouped by topic like “education” or “transportation.” In each committee you have a chair and vice-chair. Committees debate bills and decide which ones will pass to be discussed on the House or Senate floor, and which ones will fail. Each legislator will have a chance to present their bill in committee. You will attend committee hearings and provide testimony.
- **AMENDMENT** – Changes to bills. Legislators can amend a bill to add additional information or delete items in order to get the bill passed. You should suggest amendments to legislators to help them pass bills.
- **LOBBYIST AGENDA** – A one- to two-page document outlining your organization's stance on a particular issue that matters to your organization. This serves as a statement of what your organization represents.

NEXT YEAR

Before you pack up the bills and put the parliamentary procedure guide into storage, you should think about next year and what you might want to do.

If you like the debating and public speaking...

YOU MAY WANT TO CONSIDER BEING IN THE COURT PROGRAM.

The Court program gives you a lot of time to debate (our fancy word for arguing!). As an attorney, you represent one side of a case and try to convince a panel of judges that your arguments are better than the other side's. If you become a judge, you get to listen to the arguments of others and poke holes in them with your piercingly intelligent questions. It's all about the debate!

If you really enjoyed the process of seeing laws be made ...

YOU MAY WANT TO CONSIDER BEING A LEGISLATOR.

Legislators are the people who are in the forefront of the legislative process. They represent the people of the state and try to come up with ways that the government can serve them better – they make, change or get rid of laws. You get a chance to come up with your own good ideas for legislation and use all your debating skills to get your bills passed. Your primary focus is still legislation, but you get to speak and debate in groups more, like on the floor of the house and in committee. If you like coming up with new ideas, enjoy debating and speaking in public and want to improve our society, being a legislator may be right for you!

If you liked seeing laws get made, but you're interested in debating national and international issues...

YOU MAY WANT TO CONSIDER BEING IN THE NATIONAL ISSUES FORUM

Like the legislature, the National Issues Forum debates and discusses issues, and members work to pass proposals through. However, the National Issue Forum focuses on issues related to the federal government, while the legislature works on state issues.

If you didn't really enjoy the legislative aspect of government...

YOU MAY WANT TO CONSIDER BEING IN THE MEDIA

The media plays a vital role in the way the government runs, and there are a variety of jobs to choose from. You could be the journalist that discovers the big scoop about a controversial bill, or you may want to run a feature on personalities or social aspects of Youth in Government. You could be a photographer or a layout editor, or even try your hand at advertising. You could interview legislators on a particular bill for a television or radio broadcast. The Media is a great place to be, plus you get a great picture of all the different parts of YIG.

If you loved being a part of Youth in Government...

YOU MAY WANT TO BECOME AN ELECTED OFFICER OR APPOINTED OFFICIAL

YOUTH OFFICERS – GRADES 9 – 12

Officers for the program are elected by participants in each program area at Youth in Government, to take office at the conclusion of the conference and complete their leadership the following January. Youth Officers preside in the program areas during YIG.

APPOINTED OFFICIALS – GRADES 9 – 12

Shortly after Youth in Government, the newly elected Youth Officers appoint delegates to assist in the leadership of their program area. Some appointed positions include: Floor Leaders, Committee Chairs, Administrators, Press Secretaries, and Presiding Judges/Justices.