

**The Delta Kappa Gamma Society International**

**GUIDELINES  
FOR LEGISLATIVE ACTION**

Developed by the  
**DKG California Educational Law/Policy Committee**



**Revised 2016**

The publication of these **Guidelines for Legislative Action** is the result of the vision and work of the previous Chi State Professional Affairs Committee and the current DKG California Educational Law/Policy Committee of The Delta Kappa Gamma Society International. They are meant to be a resource for all members as they develop a better understanding of the legislative process in the California State Legislature.

**Guidelines revised by:**

**2015-2017 DKG California Educational Law/Policy Committee**

Hazel Powell, Chairman

Carolyn Clark, Legislative Coordinator

Kathy Kinley, U.S. Forum Representative

Olithia O'Toole, Legislative Study Session Treasurer

Sandy Parsons, Member

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# THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL



## MISSION STATEMENT

**The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.**

## DKG CALIFORNIA VISION STATEMENT

### **Educational - Professional - Making an Impact**

Purpose Number Four of the Society, “To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators,” is a mandate reinforced and expanded in Purpose Number Seven, “To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.” These purposes are addressed through the information contained in these Guidelines.

The success of legislative work and the influence of DKG California of The Delta Kappa Gamma Society International depend on:

- the extent of the knowledge each member has about the legislative process,
- the active involvement of each member in implementing the DKG California Legislative Platform, and
- the communication among the DKG California Legislative Consultant/Advocate, the DKG California Legislative Coordinator, the DKG California Educational Law/Policy Committee, DKG California Areas, Chapters, and members as bills move through the legislative process.

# CALIFORNIA STATE LEGISLATURE

## ***THE LEGISLATIVE BRANCH***

The government of California is vested in the Executive, Legislative, and Judicial Branches. The Executive power is vested in the Governor, the Legislative power in the Senate and Assembly, and the Judicial power in the Courts. This material describes the Legislative Branch and guides members to a better understanding of the DKG California Legislative Platform and the process by which DKG California policies are developed and implemented.

## ***WHO***

The Legislature is composed of two Houses, the Senate and the Assembly. Half of the forty Senate members are elected for a four-year term in each general election held in even numbered years. All eighty Assembly members are elected for two-year terms in each general election. Legislators may serve a maximum of 12 years without regard to whether the years are served in the State Assembly or the State Senate.

By virtue of the office, the Lieutenant Governor serves as the President of the Senate. The Senators elect a President “Pro Tempore” who presides in the absence of the Lieutenant Governor and is on the Rules Committee. The Senate selects four members to serve on the Rules Committee. The Rules Committee appoints all other Senate Committees and assigns all bills to a Committee.

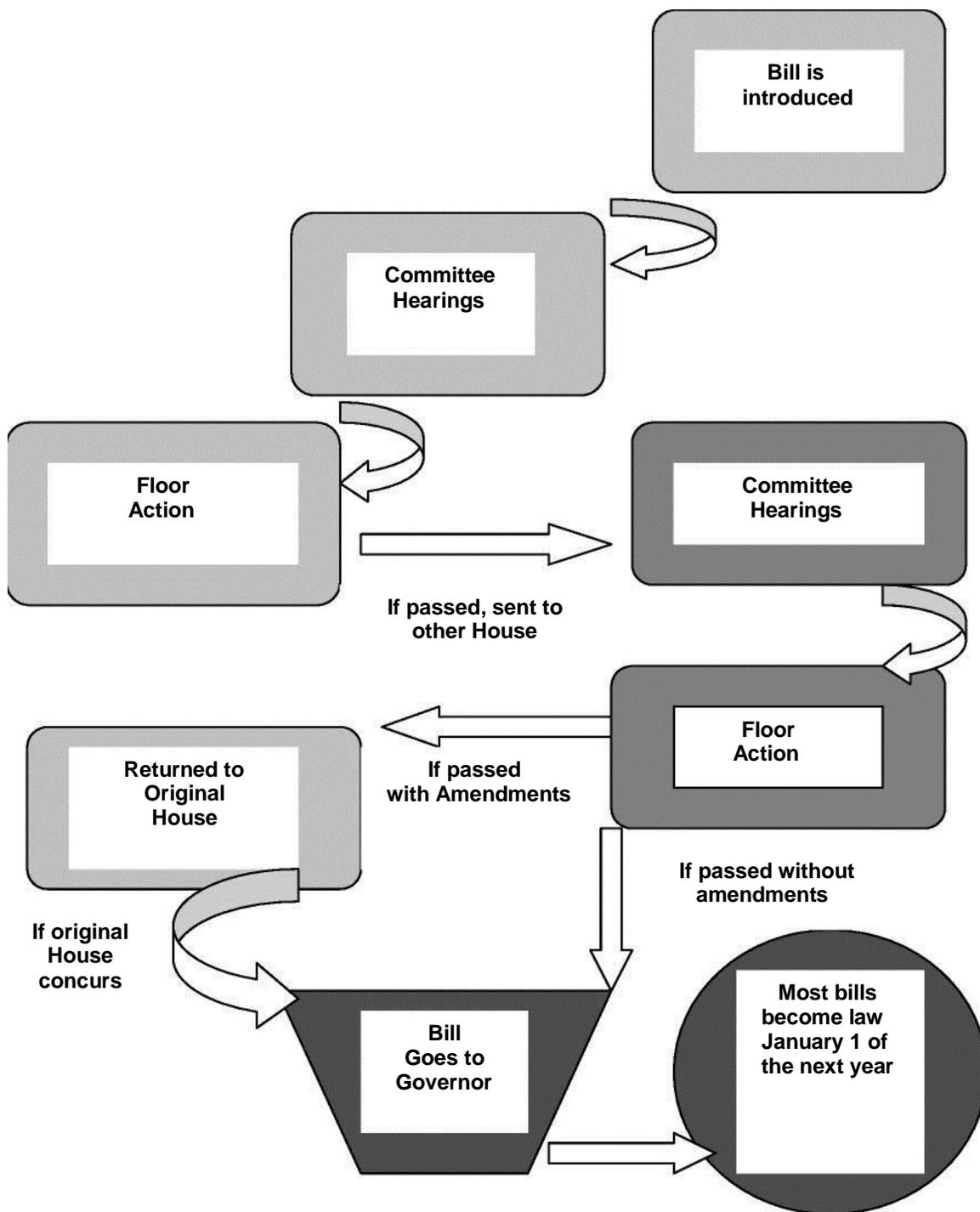
The Assembly elects its own Speaker and the “Speaker Pro Tempore” who performs leadership duties during the absence of the Speaker. Each political party caucus selects a Majority Floor Leader and a Minority Floor Leader to manage political strategy. The Speaker of the Assembly names the Majority Floor Leader, names the Chair of the Rules Committee, and establishes the size and membership of all Assembly Committees. For this reason, the Speaker has significant power. The Rules Committee refers bills to Committees. Members of this Committee may not chair Standing Committees.

## ***WHEN***

The Legislature convenes the first Monday in December of each even-numbered year and adjourns on November 30 of the following even-numbered year. Recesses occur regularly during July and from October-December. The Governor may request or call the Legislature into extraordinary session for the purpose of acting on legislation specified in the call.



# How a Bill Becomes a Law



## **HOW**

The rules for transaction of legislative business are established by each House according to State Constitution guidelines.

A bill is any measure introduced by a member of the Legislature to add new laws or to repeal or to amend existing laws. A bill may propose a Constitutional Amendment which must be approved by a majority of voters in a general election to take effect. A bill may refer to resolutions for House rules, congratulating someone requesting action by Congress, or expressing legislative intent.

Before a bill is introduced in either House, the Legislative Counsel's Office prepares a digest explaining the purpose and the text. A Legislator presents the bill in proper form. The digest also specifies if it needs referral to a Fiscal Committee. A number is then given to the bill and the President/Speaker of the appropriate House refers it to a Committee.

The bill is sent to the state printer and free, single copies are made available to the public (see page 6). If the bill's author does not have a set Policy Committee hearing date, the bill no longer proceeds through the legislative process. When the author has a Policy Committee hearing date set, the process is as follows:

- A Policy Committee hearing can be set if the bill has been in print for thirty days (except budget bills introduced in extraordinary session), so that the public has a chance to learn about it and be prepared to act. When the hearing date has been set, notice is put into the *Daily File* (see page 5). Interested persons may provide testimony at the Policy Committee hearing.
- At the conclusion of testimony, the Policy Committee takes a roll-call vote of Committee members. Committee members may offer an amendment resulting from the testimony. The Committee must vote to adopt the amendments. The bill is reprinted and sent back to the Committee for consideration in its amended form or it can be voted upon in Committee.
- A majority vote of all Committee members is necessary to pass a bill. If the bill gets the majority vote, it is given a "do pass" and proceeds to the floor of the House if it is a non-fiscal bill. When a bill involves state money, the House refers it to the Appropriations Committee for discussion and action. Upon a favorable vote of the Committee, the bill can then be considered by either the Senate or the Assembly.
- When the bill comes to the House of origin, it is placed on the Second Reading File, and then, the next day, on the Third Reading File. No vote is taken until the Third Reading. No testimony from the public is heard on the floor; only debate by members of the respective Houses is permitted.
- Passing an ordinary bill requires a simple majority vote of both Houses (21 votes in the Senate, 41 votes in the Assembly). Passing a Constitutional Amendment, urgency measures, and bills requiring an appropriation, including the budget bill, requires a 2/3 vote of both Houses (27 votes in the Senate, 54 votes in the Assembly).

- If a bill has cleared in its House of origin, it goes to the second House, and is assigned to a Committee. It goes through the identical process as in the first House. In the event the second House amends a bill, it must go back to the House of origin for concurrence (agreement on the changes) and for a floor vote before going to the Governor for signature.
- Any bill introduced during the first year of the biennium that has not passed the House of origin by January 30 of the second calendar year of the biennium may no longer be acted on by either House. No bill may be passed by either House after September 1 of an even-numbered year, except tax bills for current expenses of the state, urgency statutes, and bills passed after being vetoed by the Governor.
- Once a bill has been passed by the Senate and the Assembly, it is sent to the Governor for signature. Within 12 days after receiving a bill, the Governor may sign it into law, allow it to become law without his signature, or veto it. If the Governor does not act within twelve days, it becomes law without a signature. Bills go into effect on January 1 of the year following their passage, except urgency measures passed by a 2/3 vote, which go into effect immediately.

## ***TOOLS OF THE LEGISLATURE***

Each House has three daily publications for the use of the Legislature and the public: the *Daily File*, the *Daily Journal*, and the *Daily History*.

The *Daily File* lists all daily House activities, including Committee meetings, floor sessions, and other pertinent activities.

The *Daily Journal* is a record of the proceedings of each House for the previous day, a record of all motions, the recorded votes of representatives, and the number and title of all bills considered and the text of House resolutions. It publishes a record of Committee votes as kept by each Committee.

The *Daily History* shows the action taken on the action file each day, since the last Weekly History, and other data, such as all members' names and addresses and their Committee assignments.

Each House also publishes a *Weekly History* at the end of each week. This document summarizes all action taken on every measure from the beginning of the session through the end of that week.

A *Final History*, showing the action on all measures introduced in the two-year session, is published about a month after the session closes.

The *Legislative Index*, published by the Legislative Counsel, is used to access various pieces of legislation by either House by subject matter and is published periodically throughout the session.

Copies of these publications are available to the public. Free, single copies of any bill, up to one-hundred different bills during a session, are available from the Legislative Bill Room on the basement level just off the rotunda of the Capitol. Copies may also be obtained by phone

(1-916-445-2323) or by visiting the website: [www.leginfo.ca.gov](http://www.leginfo.ca.gov). There is a nominal charge for larger quantities. Copies of the *Daily File*, *Daily Journal*, or *Daily History* may be picked up in the Bill Room each morning during a session.

## **COMMUNICATING WITH YOUR LEGISLATOR**

Address your Legislator properly. Use the Legislator's correct, full name and title (Dear Senator ..., or Dear Assembly Member). Formality is the safest course in your writing style. See the sample letter (page 8).

Identify yourself. When writing your Legislator, be clear if you are acting as an individual or acting as a DKG California representative, reflecting the DKG California Legislative Platform and policies. You may use the Mission Statement on page 1 to describe our Society. Write your name and address clearly on the letter. Identify yourself with a statement such as, "I am an educator and a member of The Delta Kappa Gamma Society International-DKG California...." or, "I am a parent/voter constituent in your district..." The Legislator can place you quickly and better understand who you are and why you are writing.

Identify the legislation you support or oppose. Be specific. Don't say, "I'm writing about those school finance bills." State clearly, "I'm writing about Assembly Bill \_\_\_\_\_, by \_\_\_\_\_ (author's name), about \_\_\_\_\_".

If it is an amended bill, identify the version. State your personal (or DKG California's) position of support or opposition in the opening paragraph. Write separate letters for each bill.

Localize. Legislators are interested in, and respond to, the opinions of their constituents.

Write concisely and research facts. Describe what the bill means to your community and local schools. Use accurate facts to describe specific, potential effects, such as growth, more or fewer students, building needs, or decreased services.

State your case. Give reasons why you believe the bill is necessary (or not), and why it warrants the Legislator's support or non-support of your position.

Remember:

- Verify the accuracy of your statements.
- Be factual.
- Be correct in spelling and grammar and be careful in your handwriting.
- If you are writing as an individual, use plain or personal stationery.
- Use first-class mail, email or a postcard. Include your return address.

## **SPEAKING TO YOUR LEGISLATOR**

**Be professional in appearance and manner.** Shake hands. Be positive, friendly, direct, and prepared.

**Use the proper title.** Say, "Senator...." or "Assembly Member..." along with the last name.

**Identify yourself and your voting district.** Be clear whether you are representing yourself or DKG California. (If DKG California, you may use the Mission Statement, page 1.) State your name, where you are from, (DKG California Area or Chapter if appropriate), associations, professional positions, and one or two personal facts. Identify educational issues of interest to you with specific reasons for the interest.

**Thank the Legislator.** Research the voting record on particular bills and express appreciation for previous support.

**Ask for further support.** When discussing any current bill, identify it clearly and state your support or opposition to it. Explain your position and ask the Legislator for support when voting on the bill.

**Give reasons for your position.** Be factual and specific. If you do not know an answer to a question, tell the Legislator you will research it and provide the information.

**Localize.** Tell how the bill would affect your students, school, teachers, and district.

**Information:** Determine what, if any, further information is needed by the Legislator. Leave a business card or contact information with the legislator or legislative staff for future communication purposes.

**Appreciation:** Thank the Legislator for listening to your requests and for giving you time and consideration.

## ***INTERACTING WITH YOUR LEGISLATOR***

Area Legislative Chairmen and Chapter Legislative Representatives are to establish personal contact and meet with their Senators and Assembly Members. It is important to determine their positions and thinking about issues, identify their special interests, and research their voting records. Often it is a member of the Legislator's staff who meets with them.

Respect the Legislator's time and convenience. When representing DKG California, identify yourself as a member of The Delta Kappa Gamma Society International- DKG California and briefly describe the organization (Mission Statement, page 1). A brochure, explaining the Society, which may be given to legislators, is available by contacting the DKG California Education Center. A brochure explaining DKG California Legislative Program is available for download on the website (See [www.dkgcalifornia.org](http://www.dkgcalifornia.org); click on Member Resources> Legislative Information.)

Tell them you speak as a concerned professional educator. Inform yourself of any official positions taken by your Chapter or DKG California in accordance with the DKG California Legislative Platform prior to meeting with the Legislator.

## **SAMPLE LETTER TO A LEGISLATOR**

1000 Elm Street  
Hometown, CA 95810  
Date

The Honorable Jane Jones  
Senator, 34<sup>th</sup> District  
State Capitol, Room\_\_\_\_  
Sacramento, CA 95814

Re: SB329 (Johnson)

Dear Senator Jones:

This letter is to ask for your support of the School Finance Bill, SB329 (Johnson).

I am a member of The Delta Kappa Gamma Society International- DKG California, a society of women educators. (Provide 1 or 2 sentences describing the Society).

I serve as the Legislative Representative of \_\_\_\_\_ Chapter, located in \_\_\_\_\_. I work (rephrase, if retired) for the \_\_\_\_\_ School District in \_\_\_\_\_ as a \_\_\_\_\_, and am concerned about the present status of school finance.

SB329 is pending before the Senate and provides a formula giving additional funds to districts. Our school district is in your legislative district and our schools are financially strained. We are unable to provide students with basic books and materials needed for required course work.

(Add details about your local situation, being brief and factual.)

Passage of this bill is essential to maintain the quality of our local schools. Please support SB329.

Thank you.

Sincerely,

Mary B. Smith  
(Include your email address)

## **INITIATING DKG CALIFORNIA LEGISLATION**

Any DKG California member may propose legislation to be initiated and supported by California State, providing the proposal does not conflict with either the Purposes of the Society or the Legislative Platform. Steps to be taken are:

- The member will present her proposal to the Legislative Coordinator, who will present it to the Legislative Consultant/Advocate, the DKG California President and the Chairman of the Educational Law/Policy Committee.
- The Legislative Consultant/Advocate will check past and present legislative proposals for status and/or duplication of ideas.
- The Legislative Consultant/Advocate will inform the DKG California President and the Chairman of the Educational Law/Policy Committee of her review. The DKG California President and the Chairman of the Educational Law/Policy Committee will consult with state officers and the Educational Law/Policy Committee members and determine whether the initiation process is to continue.
- If the process continues, the member who made the proposal is to provide relevant research information. She may request help from the Legislative Coordinator to contact Area Legislative Chairmen to gather statewide information from the membership.
- The member will work with the Legislative Consultant/Advocate to prepare the proposal in its final form.
- When possible, forums on the proposal are to be held at State and/or Area Conferences or Conventions.
- When completed, the proposal is presented in final written form by the member to either the Executive Board (at State Convention) or the Executive Committee for acceptance or denial.
- If the legislative proposal is approved, the Legislative Consultant/Advocate will find a Legislator to carry the proposal and properly present it to the Legislature.
- Once the proposal is in bill form and is introduced into the Legislature, the Legislative Consultant/Advocate will shepherd the bill through the legislative process and assure that no amendments revise the intent of the bill.
- The Legislative Consultant/Advocate will keep the DKG California President, the Legislative Coordinator, the Educational Law/Policy Committee Chairman, and the Area Legislative Chairmen informed about the status of the bill.
- The Legislative Consultant/Advocate, assisted by the Legislative Coordinator, will arrange for the attendance of DKG California members at Committee hearings whenever their testimony or support is needed.

## **TAKING DKG CALIFORNIA POSITIONS ON PROPOSED STATEWIDE PROPOSITIONS**

Any member of DKG California may request that the organization take action on any proposed legislation or statewide propositions which will appear on the ballot in either a primary or general election, providing the action fulfills either the Purposes of the Society or the Legislative Platform. Steps to be taken are:

- The member presents her request, with the rationale for DKG California action (support or opposition), to the Educational Law/Policy Committee Chairman, who will work with the Legislative Coordinator. They will ask the Legislative Consultant/Advocate to research the proposed legislation or proposition and determine if it relates to the Purposes of the Society and the Legislative Platform.
- The Educational Law/Policy Chairman will inform the DKG California President and members of the Committee of the request and keep them informed of the research.
- The Legislative Consultant/Advocate will provide relevant pro and con information on the proposed legislation or proposition to the Educational Law/Policy Committee Chairman.
- The Educational Law/Policy Committee will determine whether or not to recommend action on the proposed legislation or proposition. Action may include support, support with amendments, oppose unless amended, no action, or watch.
- The Educational Law/Policy Committee Chairman will present the recommendation to either the DKG California Executive Board at the DKG California Convention or through the Legislative Coordinator.
- The action must be approved by the DKG California Executive Board or if a position is required immediately, the action must be approved by the DKG California President and the chairman of the Educational/Law Policy Committee.
- The Legislative Consultant/Advocate will notify the Legislative Coordinator, who will inform the Executive Board and/or the Bill Evaluators and Area Legislative Chairmen, regarding the action taken.
- The Educational Law/Policy Committee Chairman and the Legislative Consultant/Advocate will provide Area Legislative Chairmen with materials to support/oppose the proposed legislation or proposition.
- The Educational Law/Policy Committee Chairman will announce the action and rationale in the DKG *California Connection* newsletter.

# **DKG CALIFORNIA LEGISLATIVE PLATFORM**

The DKG California Legislative Platform was established in May 1981 with *Guidelines for Legislative Platform*. Revisions were made in 1989, 1997, 2003, and 2014. DKG California members believe that free public education is a basic and essential part of our national heritage. Therefore, DKG California members will support programs that provide free public education of high quality and equal opportunity for all.

“To initiate, endorse and support desirable legislation or other suitable endeavors in the interests of education and of women educators,” is Purpose Number Four of The Delta Kappa Gamma Society International. This mandate is reinforced and expanded in Purpose Number Seven, “To inform the members of current economic, social, political and educational issues so that they may participate effectively in a world society.” To fulfill these Purposes, DKG California seeks to initiate and support legislation in the following areas:

## ***EQUAL EDUCATIONAL OPPORTUNITY FOR ALL***

DKG California recognizes that the purpose of education is to enable individuals to become responsible, productive adults and to continue intellectual, personal and spiritual pursuits throughout their lifetimes. DKG California supports measures that will provide for:

1. A public education system from early childhood through higher education, including adult education.
2. Programs of instruction, guidance, and counseling to permit optimum development of abilities and skills.
3. Programs to encourage and make use of innovative methods to reach every child, building on the cultural backgrounds of all children.

## ***CURRICULUM AND INSTRUCTIONAL DEVELOPMENT FOR EDUCATORS***

DKG California recognizes that the California State Commission on Teacher Credentialing awards credentials and certificates based on completion of programs that meet Standards for Educator Preparation and Educator Competence. To that end, DKG California supports measures that will provide:

1. Programs to further teacher development for the fulfillment of their professional role in the education and well-being of youth.
2. Programs that will prepare teachers to assume responsibility for working with students, parents, policy makers, and the public in determining the goals and objectives of the schools.
3. Instructional materials and programs in curriculum planning and in the implementation of the educational program to achieve the goals and objectives of the schools.

4. Implementation of existing legislation to provide a safe and secure environment for students and school personnel.
5. Legislation to promote alternative programs for educating at-risk students.

### ***PROFESSIONAL STANDARDS***

Every child has the right to be instructed by competent teachers. Maintenance of high standards for the teaching profession is essential, and DKG California supports measures to provide for:

1. Involvement of educators, including classroom teachers, in decisions concerning teaching credential requirements.
2. Teaching credential requirements to include a balance of courses in academic fields as well as instruction in physical, intellectual, emotional, and social growth and development of the learner as they apply to the role of the teacher.
3. Pre-service preparation requiring some courses, beginning no later than the sophomore year in college, which combine observation of and involvement with students of varying ages and instructional levels and include a variety of experiences with pupils from differing ethnic and socio-economic backgrounds.
4. More emphasis on early screening of teacher candidates prior to entering training to determine their sensitivity to and understanding of human relations as well as their suitability for a teaching career.
5. Continuous evaluation of teacher-training candidates.
6. Early and continuous evaluation of teachers and administrators. In-service training designed with emphasis on knowledge, skills, and attitudes toward those they teach, and sensitivity to, and understanding of, human relations.
7. An orderly process for the release of incompetent and unsuitable educators.

### ***EMPLOYMENT CONDITIONS***

Agreements on employer-employee relations need to be made in an orderly manner. DKG California supports measures that will:

1. Provide teachers a professional atmosphere in which to carry out their responsibilities to their students without undue or improper restraint, permitting them to present factual information on conflicting sides of controversial issues.
2. Protect by law the continued employment of competent teachers.
3. Safeguard, improve, and strengthen the State Teachers' Retirement System.
4. Establish procedures whereby agreements concerning goals of the educational program, conditions and terms of employment, and the content and mode of instruction can be achieved in an orderly manner.

## ***FINANCIAL STRUCTURE OF PUBLIC EDUCATION***

Every student is entitled to a quality education. The burden of the financial structure of our system of education must lie with the state rather than local districts. DKG California State supports measures to provide:

1. The major financial burden of the cost of education to be borne by the state, equalizing contributions with consideration for the tax basis of local school districts.
2. State financial support for state-mandated programs.
3. Public funds allocated for education to be used for public schools only.
4. Funding for adult education to reach students of all socio-economic backgrounds.
5. A financial structure for the education system that includes a cost-of-living index escalation clause.

# **DKG CALIFORNIA LEGISLATIVE LEADERS' ROLES**

The qualifications and responsibilities of the DKG California Legislative Consultant/Advocate, the DKG California Legislative Coordinator, the Area Legislative Chairmen, and the Chapter Legislative Representatives are:

## ***LEGISLATIVE CONSULTANT/ADVOCATE***

Qualifications:

- Has knowledge of the California legislative process.
- Has experience advocating legislation.
- Is actively concerned about legislation pertaining to education and women educators.

Responsibilities:

- Become familiar with the DKG California Legislative Platform.
- Serve as spokesperson and liaison between DKG California and the State Legislature.
- Advocate the beliefs and Purposes of the Society as set forth in the Legislative Platform.
- Alert the Legislative Coordinator to bills addressing issues in the Legislative Platform.
- Monitor bills introduced in the Legislature and alert the Legislative Coordinator of those that fall within the DKG California Legislative Platform.
- Communicate DKG California's position on bills the Legislature has introduced by testifying at Committee hearings, discussing bills with Legislators, and/or writing to Legislators when directed to do so by the Educational Law/Policy Committee Chairman or the Legislative Coordinator.
- Notify the Legislative Coordinator when letters, phone calls, post cards, telegrams, and/or emails are needed about particular bills.
- Develop and use an email list to communicate current legislative information to Area Legislative Chairmen, Bill Evaluators, the Legislative Coordinator and the DKG California Leadership Team.
- Submit reports to the DKG *California Connection* Editor for publication, when timely, and to the webmaster for regular posting on the DKG California website.
- Mail a listing of the job-related activities undertaken to the Personnel Committee, the Legislative Coordinator, and the DKG California President no later than June 1 each year.
- Network with other organizations on issues related to education and to women educators as the DKG California representative.

- Inform the members about the legislative process through the Legislative Study Session, Area and other Conferences, the DKG California Convention, and the DKG California Leadership Sessions.
- Assist the Legislative Coordinator in developing the agenda for the Legislative Study Session, which includes identifying and contacting guest speakers.

## ***DKG CALIFORNIA LEGISLATIVE COORDINATOR***

### Qualifications:

- Has served as a member of the DKG California Educational Law/Policy Committee.
- Has an interest in legislative affairs.

### Responsibilities:

- Maintains communication with Area/Chapter Legislative Chairmen and Bill Evaluators regarding DKG California positions on current legislation affecting education.
- Alerts DKG California members by letter, email, or telephone calls, when action on legislation or related matters is needed.
- Acts as the communication liaison between Area Legislative Chairmen, Chapter Legislative Representatives, Bill Evaluators, and the Legislative Consultant/Advocate.
- Works with the Legislative Consultant/Advocate and the Educational Law/Policy Committee in matters related to legislative study and action.
- Conducts training sessions for Area/Chapter Legislative Chairmen and participates in programs at State, Area, and Chapter levels.
- Works with the Legislative Consultant/Advocate and the Educational Law/Policy Committee to plan and conduct Legislative Study Sessions.

## ***AREA LEGISLATIVE CHAIRMAN***

The Area Legislative Chairman is appointed by each Area Director, with the approval of the Chapter Presidents. Appointment must be made by August of odd-numbered years.

The Area Legislative Chairman is a communicator and facilitator. She is the intermediary between the Chapters in her Area and the Legislative Coordinator. She receives information and requests for action from the Coordinator and conveys this to the Chapters. She also relays communications from Chapters to the Coordinator. She serves as a resource, encourages active participation by Chapters in the Legislative Program, and provides leadership working with her Area Director.

Qualifications:

- Has an interest in legislation and is familiar with the history and development of the Legislative Program.
- Has attended (or plans to attend) a Legislative Study Session.
- Has an understanding of the Legislative Platform and working knowledge of the *Guidelines for Legislative Action*, Revised, 2016. (See [www.dkgcalifornia.org](http://www.dkgcalifornia.org); click on Member Resources> Legislative Information.)
- Accepts responsibility for transmission of communications.
- Works easily with others, is objective, and is guided by democratic principles.
- Participates in the orientation/training session for Chapter Legislative Representatives.
- Has access to email.

Responsibilities:

- Conveys information from the Legislative Coordinator and/or the Educational Law/Policy Committee concerning DKG California's positions on current legislation to Chapter Legislative Representatives.
- Responds to requests from Chapter Legislative Representatives for assistance with information on legislation, consulting as needed with the Legislative Coordinator.
- Maintains a roster of the Chapter Legislative Representatives and organizes communication for efficient contact with Chapters in emergency situations.
- Keeps the Legislative Coordinator informed of activities, interests and needs of Chapters in relation to the Legislative Program.
- Maintains a list of Legislators with whom the Chapters in the Area communicate; coordinates and encourages communication with Legislators.
- Encourages Chapters to have an active Legislative Program through knowledge of current legislation, contact with Legislators, and regular use of the *Guidelines for Legislative Action*, Revised 2016.
- Encourages Chapter Legislative Representatives to attend Legislative Study Sessions.
- Provides testimony before the Legislative Committees upon request of the Legislative Coordinator.

## **CHAPTER LEGISLATIVE REPRESENTATIVE**

The Chapter Legislative Representative is the communication link connecting the Chapter to the Area and State Legislative Programs.

### Qualifications:

- Is an active member of her Chapter.
- Has an interest in legislation and the role of DKG California in promoting education through action.
- Is willing to provide her Chapter with up-to-date, factual, unbiased information on current educational issues.
- Is willing to attend a Legislative Study Session.

### Responsibilities:

- Conveys information on current educational issues to Chapter members.
- Has access to email.
- Understands the Legislative Platform and keeps informed about bills being supported or opposed by DKG California.
- Gives a legislative report to Chapter members at each Chapter meeting.
- Provides testimony before Legislative Committees upon request of the Legislative Coordinator.

### Suggestions:

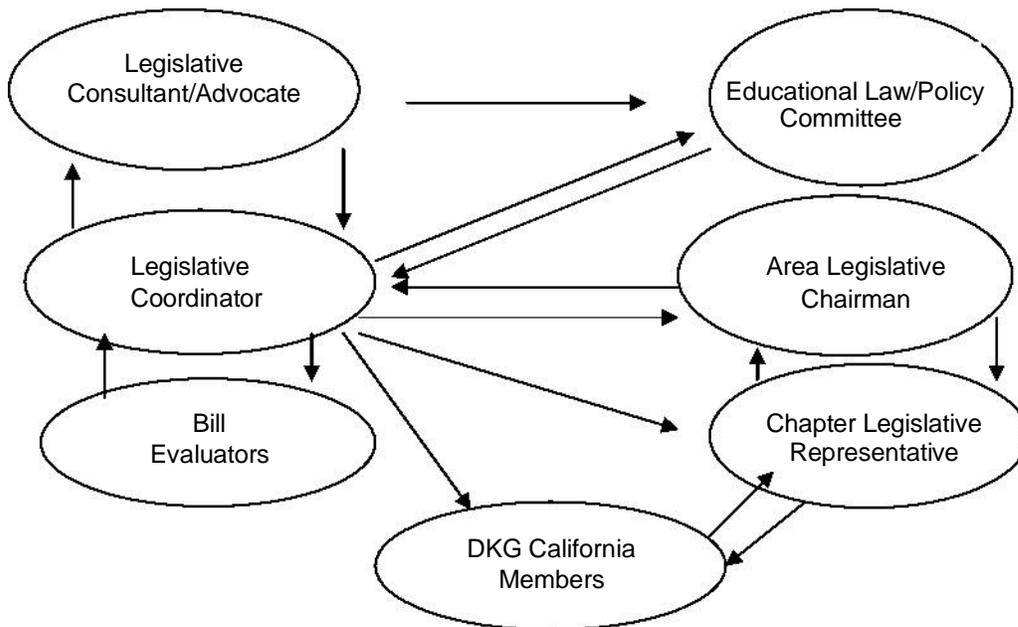
- Obtain copies of bills from local Legislative Offices, from the Capitol Bill Room, or via the Internet at [www.leginfo.ca.gov](http://www.leginfo.ca.gov) (see page 6).
- Report on the status of the Chapter's connection with their Legislator(s). Encourage the Program Committee to invite a chosen Legislator to speak or attend a Chapter meeting. The Legislator may be more available in October and November, as the Legislature is usually recessed during that time.
- Encourage members to write their Legislators when an important bill is pending.
- Review correct procedures (see page 6) for communicating with Legislators.

# DKG CALIFORNIA LEGISLATIVE POLICIES AND PROGRAMS

Each biennium, DKG California surveys the membership to determine legislative priorities. The Legislative Platform, with the results of the survey, guides all DKG California legislative activity. The DKG California Educational Law/Policy Committee is responsible for implementing the Legislative Platform and legislative priorities. The Legislative Consultant/Advocate is an advisor to the Educational Law/Policy Committee, and the Legislative Coordinator is the committee member who works directly with the Legislative Consultant/Advocate.

## COMMUNICATION

In order to assist the Legislative Consultant/Advocate to reflect the thinking of DKG California State concerning bills introduced on subjects covered by the Legislative Platform and provide members with information on bills, the following communication system is used:



Using the above system, Chapters seeking information will, through their Chapter Legislative Representatives, contact their Area Legislative Chairman, who will contact the Legislative Coordinator. Timely briefings from the Legislative Coordinator will go to Area Legislative Chairmen, who will inform Chapter Legislative Representatives. The Legislative Coordinator informs the membership through the *DKG California Connection* newsletter and email regarding bills relevant to education and the DKG California Legislative Platform.

## ***LEGISLATIVE ACTION ALERTS***

The Legislative Consultant/Advocate prepares legislative information and emails Action Alerts for the DKG California Chapter Legislative Representatives and membership. Members should send their email addresses to the Legislative Consultant/Advocate, and she will develop an electronic address book. Email Action Alerts may be used to either inform the membership of impending legislation or alert them to the need to contact their Legislators.

## ***LEGISLATIVE CONNECTONS PROGRAM***

Legislative Connections is a program allowing DKG California members an opportunity to offer direct input to Legislators on decisions affecting education. Chapters and Areas need to identify which state and national legislators represent them. Chapters and Areas contact legislative offices to establish communication. The Chapter members maintain contact through letters, email, postcards and/or invitations to attend Chapter events.

## ***CALL-TO-ACTION PROGRAM***

The purpose of the Call-to-Action Program is to give DKG California members an opportunity to be heard at an early stage in the legislative process. Before legislation has reached either the Senate or the Assembly for a vote by the full body, the Legislative Consultant/Advocate and the Legislative Coordinator can alert members about legislation scheduled for specific Committee hearings in the Senate or Assembly. Those DKG California members whose representatives serve on Committees will be asked to write or telephone their representatives to present DKG California's position on the legislation.

## ***CALL-TO-ACTION PROCESS***

- The Legislative Consultant/Advocate is advised that a bill is scheduled for a Committee hearing or for a Legislature Floor Session. She contacts the Legislative Coordinator.
- The Legislative Consultant/Advocate and/or the Legislative Coordinator contacts the Area Legislative Chairmen to either support or oppose the legislation.
- The Area Legislative Chairmen contact Area Directors, Chapter Presidents and/or Chapter Legislative Representatives and recommend the action to be taken.
- The Chapter Presidents or Chapter Legislative Representatives contact Chapter members to inform them of DKG California's position(s) and recommended action(s). Chapter members are informed and advised to contact their local Legislators and request support. Contact should be by letter, telephone, postcard, or email.

## **CALL-TO-ACTION TELEPHONE CALL PROCEDURE**

- State your name, city, and identify your organization, The Delta Kappa Gamma Society International-DKG California. Stress that you represent California members. Refer to the Mission Statement (see page 1).
- Identify the bill by number and author.
- State your request of support or opposition to the bill.
- Give one clear, specific reason in support of the position you ask the Legislator to take.
- Be sure to thank the Legislator for attention to the bill.
- Repeat your name and offer your address, phone number and/or email address.

## **BILL EVALUATOR PROGRAM**

The Bill Evaluator Program provides the membership an opportunity to have input about legislation relating to education and other priorities as established by the biennial survey. Program members are informed of selected Senate and Assembly bills. Their responsibility is to analyze, research, evaluate, and make a recommendation to support or oppose a bill. The Legislative Consultant/Advocate and the Legislative Coordinator use the combined input to determine the DKG California position. The Legislative Consultant/Advocate conveys the DKG California position on the bill to the Legislature. When needed, the Area Legislative Chairmen and the Chapter Legislative Representatives will be asked to activate the Call-to Action Program (page 19).

Bill Evaluators are DKG California members who review bills and make recommendations to the Legislative Coordinator and the Legislative Consultant/Advocate. The Legislative Coordinator appoints the Bill Evaluators by selecting from those who wish to assume this responsibility.

### Qualifications:

- Have an interest in legislation and the role of The Delta Kappa Gamma Society International in promoting education through legislative channels
- Preferably has served (but not required) on her Chapter Legislative Committee
- Has taken a Bill Evaluator training
- Has attended, or plans to attend, a Legislative Study Session
- Has an in-depth knowledge of a particular program area
- Has access to email

### Responsibilities:

- Is familiar with the Legislative Platform and has a working knowledge of the *Guidelines for Legislative Action*, Revised 2016.

- Reads, researches, and reacts to specific bills being introduced in the State Legislature and recommends support of, or opposition to, bills in accordance with the Legislative Platform.
- Informs the Legislative Coordinator of their recommended position within the time specified.

## ***BILL EVALUATION PROCESS***

Each bill selected by DKG California for analysis is reviewed by Bill Evaluators. DKG California positions are determined by a majority of the Evaluators with the concurrence of the Legislative Coordinator.

The Legislative Consultant/Advocate screens bills as they are introduced in the Legislature and selects those of interest to DKG California. The Legislative Coordinator assigns them to Bill Evaluators. When available, the Legislative Consultant/Advocate or the Legislative Coordinator sends legislative analyses to the Evaluators to assist them in formulating a position. The Bill Evaluator analyzes all available information and makes a recommendation. Evaluators inform the Legislative Coordinator of their recommendation.

The Evaluator may recommend bill amendments to the Legislative Consultant/Advocate. Such amendments, in accordance with DKG California policies, make it possible for DKG California to support the amended bill.

Bill Evaluators also may be asked to analyze state ballot propositions falling within the Legislative Platform and DKG California priorities.

## ***BILL EVALUATION FORM***

The form is found on page 23 of these “*Guidelines*” and may be duplicated as needed. The Legislative Coordinator includes a blank form with each request for a bill evaluation. Copies also are available from the DKG California Education Center: 808 University Avenue, Sacramento, CA 95825-6723; phone (1- 916- 922-5911) or on the DKG California website, [www.dkgcalifornia.org](http://www.dkgcalifornia.org)

- The Basic Provisions section includes an explanation of current law and how the proposed bill will change it. Information in this section should be clear and concise.

Background can be provided by several sources. The author’s office usually has a consultant assigned to the bill who can furnish facts such as:

- ✓ why was the bill introduced?
- ✓ who sponsored it?
- ✓ who supports/opposes it?
- ✓ what are the prospects for passage?
- ✓ what Committee will hear it?

- ✓ has a Committee analysis been made?
  - ✓ were press releases issued at its introduction and are news articles available?
  - ✓ is there an analysis by the Legislative Analyst's Office available?
  - ✓ what is the present status?
- The Senate or Assembly consultant who analyzed the bill is often more prepared to give current information than the author's office. The consultant also may know more about prospects for passage and about the relative importance of the bill in relation to others.
  - Pros and Cons can be determined by consulting people on both sides of the issue. The Legislative Analyst's Office mailing will provide perceived strengths and weaknesses of the proposed legislation. Committee analyses of bills are available through the website at [www.leginfo.ca.gov](http://www.leginfo.ca.gov).
  - Importance in Relationship to Other Legislation. Bills are introduced for many reasons. The reader rarely knows its prospects for passage from a first reading. After investigating, the evaluator develops a sense of whether the bill is viable, whether its author has the political strength to carry it through, and whether it needs constituent support to boost it along.
  - Relation to DKG California Legislative Platform. Refer to specific statements in the Legislative Platform and state what priority it should be given in the current legislative package.
  - Recommended Action can be support, oppose, no action, or watch. No action is appropriate when there is a question about the relationship to the Legislative Platform or about the priority it deserves in the program. Watch is used when major amendments are likely. Legislators sometimes will introduce a "spot" bill with little detail and add language later.

**THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL  
DKG CALIFORNIA BILL EVALUATION FORM**

BILL #: INTRODUCED BY: ON:

TITLE:

CURRENT STATUS:

BASIC PROVISIONS:

BACKGROUND:

PRO:

CON:

GROUPS SUPPORTING/OPPOSING:

IMPORTANCE OF RELATIONSHIP TO OTHER LEGISLATION:

RELATION TO DKG CALIFORNIA LEGISLATIVE PLATFORM:

RECOMMENDED ACTION:

PREPARED BY:

DATE:

## **TOOLS FOR BILL EVALUATORS**

Legislative Pocket Rosters usually are available from your Legislator's office. Obtain an updated copy each six months or so, as Committee membership changes occur. *Capitol Inquiry* publishes a complete Pocket Roster at [www.capeng.com](http://www.capeng.com)

### **TIMELY RESPONSE**

The legislative calendar lends only a vague time predictability for the process. A bill needs only three days' public notice to be heard in Committee or taken up for a floor vote. Timing is the key to affecting outcomes, so DKG California evaluators should be prepared to act quickly. As the timing issue is so important, Bill Evaluators must respond promptly when a request for bill analysis is received.

### **KEEPING COSTS DOWN IF USING A TELEPHONE LAND LINE**

If using a land line to call a Legislator, the Legislator's local office can provide information on a bill to be evaluated. Some offices can transfer telephone calls to Sacramento. Others will allow the use of their district office telephone for calls to Sacramento. Ask for a convenient time to contact the Sacramento office. Good rapport with a Legislator's office staff can be invaluable to a Bill Evaluator.

If it is necessary to call long-distance to obtain information for the bill evaluation, realize that legislative offices have tie lines. Before placing the call, know the telephone number and the name of the person to whom you need to speak. If contact is not made, ask for a call back. This is usually done, especially if your support is important for the bill.

If a call is received from Sacramento, and there is a need to call other numbers at the state office, request a transfer to the next number. Have names and numbers available.

Use the Internet to obtain additional information. These websites are listed on pages 25-27.

# OTHER SOURCES OF INFORMATION

## SOURCE

Governor  
State Capitol Building  
Sacramento, CA 95814  
916 – 445 - 2841  
916 – 445 - 4633 (Fax)  
<http://govmail.ca.gov> <http://gov.ca.gov/>

Senators & Assembly Representatives  
State Capitol, Sacramento CA 95814  
[www.leginfo.ca.gov](http://www.leginfo.ca.gov)

Bill Room, Room B-32  
State Capitol, Sacramento CA 95814  
916 – 445 – 2323  
[www.leginfo.ca.gov](http://www.leginfo.ca.gov)

CA Dept. of Finance  
915 L St.,  
Sacramento, CA 95814  
916-445-3878 [www.dof.ca.gov](http://www.dof.ca.gov)

CA Legislative Analyst  
[www.lao.ca.gov](http://www.lao.ca.gov)

American Association  
of University Women  
1414 K Street, Ste. 220  
Sacramento, CA 95814  
916 - 448 - 7795  
916 - 448 - 1729 (FAX)  
[www.aauw-ca.org](http://www.aauw-ca.org)

Association of California  
School Administrators  
[www.acsa.org](http://www.acsa.org)

## INFORMATION

Information and questions to the  
Governor's office

Legislator's position on a bill  
Status of a bill  
Committee meeting dates, times, etc.  
General Legislature information  
Roster of CA Legislature members  
Copies of bills and Legislative Counsel's Digest in  
small quantities for group study  
*Weekly History* tells status/history of bills  
Other Legislative questions

Requests for bills - use bill number  
Each citizen may request one free copy of up to  
100 different bills annually, starting each January.  
There is a small fee for more copies

Information about the CA Budget, monthly  
financial bulletins, demographics,  
performance assessments, reports and  
periodicals

Non-partisan entity that provides economic  
analyses on state policy issues

Positions and programs of the organization  
National, state and local publications on  
education and school finance

Positions on education issues, school finance  
Copies of the *Sacramento Education  
Legislative Letter (S.E.L.L.)*

California Commission on the  
Status of Women  
1303 J Street, Ste. 400  
Sacramento, CA 95814-2900  
916 - 445 - 3173  
916 - 322 - 9466 (FAX)  
[www.women.ca.gov](http://www.women.ca.gov)

California Teachers' Association  
(P.O. Box 921) 1705 Murchison Drive  
Burlingame, CA 94010  
650 - 697 - 1400  
650 - 552 - 5007 (FAX)  
[www.cta.org](http://www.cta.org)

California Congress of Parents  
and Teachers  
930 Georgia Street  
Los Angeles, CA 90015 - 1322  
213 - 620 - 1100  
213 - 620 - 1141 (FAX)  
[www.capta.org](http://www.capta.org)

California Federation of Teachers  
One Kaiser Plaza, Ste. 1440  
Oakland, CA 94612  
510 - 832 - 8812  
510 - 832 - 5044 (FAX)  
[www.cft.org](http://www.cft.org)

California State Net  
2101 K Street  
Sacramento, CA 95816  
(916) 444-0840  
[www.lexisnexis.com](http://www.lexisnexis.com)

California Retired Teachers'  
Association  
800 Howe Avenue, Ste. 370  
Sacramento, CA 95825  
916 - 923 - 2200  
916 - 923 - 1910 (FAX)  
[www.calrta.org](http://www.calrta.org)

California School Boards' Association  
3100 Beacon Boulevard  
Sacramento, CA 95691  
916 - 371 - 4691  
916 - 371 - 3409 (FAX)  
[www.csba.org](http://www.csba.org)

Publication: *California Women*  
Legislative Summary

CTA sponsored legislation  
Copies of or subscription to *California*  
*Educator* - free to CTA/NEA members

Positions and programs  
National and local publications on education  
and school finance

CFT positions on education issues affecting  
teachers and school finance

Publications, including the *Net Capitol Journal*,  
monthly, non-partisan analysis of CA  
government and politics,  
Rosters, on-line and Internet services

Information of interest to retired teachers  
Cal STRS reports and the *Contact* magazine are  
provided to members

School boards' positions on education issues  
and school finance.  
Copies of *CSBA News*

League of Women Voters of California  
926 J Street, Ste. 515  
Sacramento, CA 95814  
888 - 870 - 8683  
916 - 442 - 7215 1  
916 - 442 - 7362 (FAX)  
[www.smartvoter.org](http://www.smartvoter.org)

State Teachers' Retirement System  
CALSTRS  
P.O. Box 15275  
Sacramento, CA 95851 - 0275  
800 - 228 - 5453  
916 - 229 - 3870  
[www.CALSTRS.CA.GOV](http://www.CALSTRS.CA.GOV)

Rough and Tumble  
[www.rtumble.com](http://www.rtumble.com)

A non-partisan group dedicated to educating public on election issues  
Publications on pros/cons of state elections  
Trained speakers are often available for Chapter meetings prior to major elections

STRS provides an excellent summary of bills affecting teacher retirement as well as federal legislative information

Rough and Tumble is a free, political news service providing a daily snapshot of CA Public Policy and Politics