



# Legislative Committee

## Handbook

2019 - 2020

(Updated 2-13-20)

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# LEGISLATIVE COMMITTEE GUIDELINES

The Legislative Committee has adopted the following guidelines for voting at meetings and for advocacy.

## VOTING AT COMMITTEE MEETINGS \*

A maximum of two votes per district by Association members are allowed on any business before the committee.

## ADVOCACY GUIDELINES \*\*

Any person may attend a MCSBA advocacy trip when appointed to do so by a local school board. The local school board will be responsible for incurring any expense involved in this participation.

Any person who attends an advocacy trip of MCSBA is expected to support the positions of the Association.

Media representatives attending MCSBA advocacy trips are asked to adhere to the following rules:

A media representative may attend a MCSBA lobby trip when invited to do so by the Legislative Committee;

All expenses incurred will be the responsibility of the media representative or his/her agency;

All remarks made by school board members in casual conversation during the trip will be considered off the record unless an individual board member gives specific permission to be quoted;

Media representatives will attend as observers only and will be admitted into legislator meetings only upon receiving prior approval of that legislator;

Non members may be invited to participate in advocacy trips at the discretion of the executive director where it is deemed appropriate and beneficial to the association.

\* Approved by the Legislative Committee at its September 5, 1990 meeting.

\*\* Approved by the Legislative Committee at its February 6, 1991 meeting, and revised at its November 2, 1994 meeting.

# MONROE COUNTY AREA STATE LEGISLATORS

## (February 2019)

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Legislative Districts Representing MCSBA Member Districts  
(2012 Redistricting)  
January 2018

School District	Congressional District	NYS Senate District	NYS Assembly District
1. Brighton	25 <sup>th</sup> Morelle	56 <sup>th</sup> Robach	136 <sup>th</sup> Romeo
2. Brockport	25 <sup>th</sup> Morelle	56 <sup>th</sup> Robach 62 <sup>nd</sup> Ort	139 <sup>th</sup> Hawley
3. Churchville- Chili	25 <sup>th</sup> Morelle	61 <sup>st</sup> Ranzenhofer	139 <sup>th</sup> Hawley 138 <sup>th</sup> Bronson 134 <sup>th</sup> Lawrence
4. East Irondequoit	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	136 <sup>th</sup> – Vacant until 4/28/20
5. East Rochester	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	135 <sup>th</sup> Johns
6. Fairport	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	135 <sup>th</sup> Johns
7. Gates Chili	25 <sup>th</sup> Morelle	56 <sup>th</sup> Robach	137 <sup>th</sup> Gantt 138 <sup>th</sup> Bronson
8. Greece	25 <sup>th</sup> Morelle	56 <sup>th</sup> Robach	134 <sup>th</sup> Lawrence
9. Hilton	25 <sup>th</sup> Morelle	56 <sup>th</sup> Robach	134 <sup>th</sup> Lawrence
10. Holley	25 <sup>th</sup> Morelle	62 <sup>nd</sup> Ort	139 <sup>th</sup> Hawley
11. Honeoye Falls- Lima	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	133 <sup>rd</sup> Byrnes
12. Kendall	25 <sup>th</sup> Morelle	62 <sup>nd</sup> Ort	139 <sup>th</sup> Hawley

Legislative Districts Representing MCSBA Member Districts (cont.)  
 (2012 Redistricting)  
 January 2018

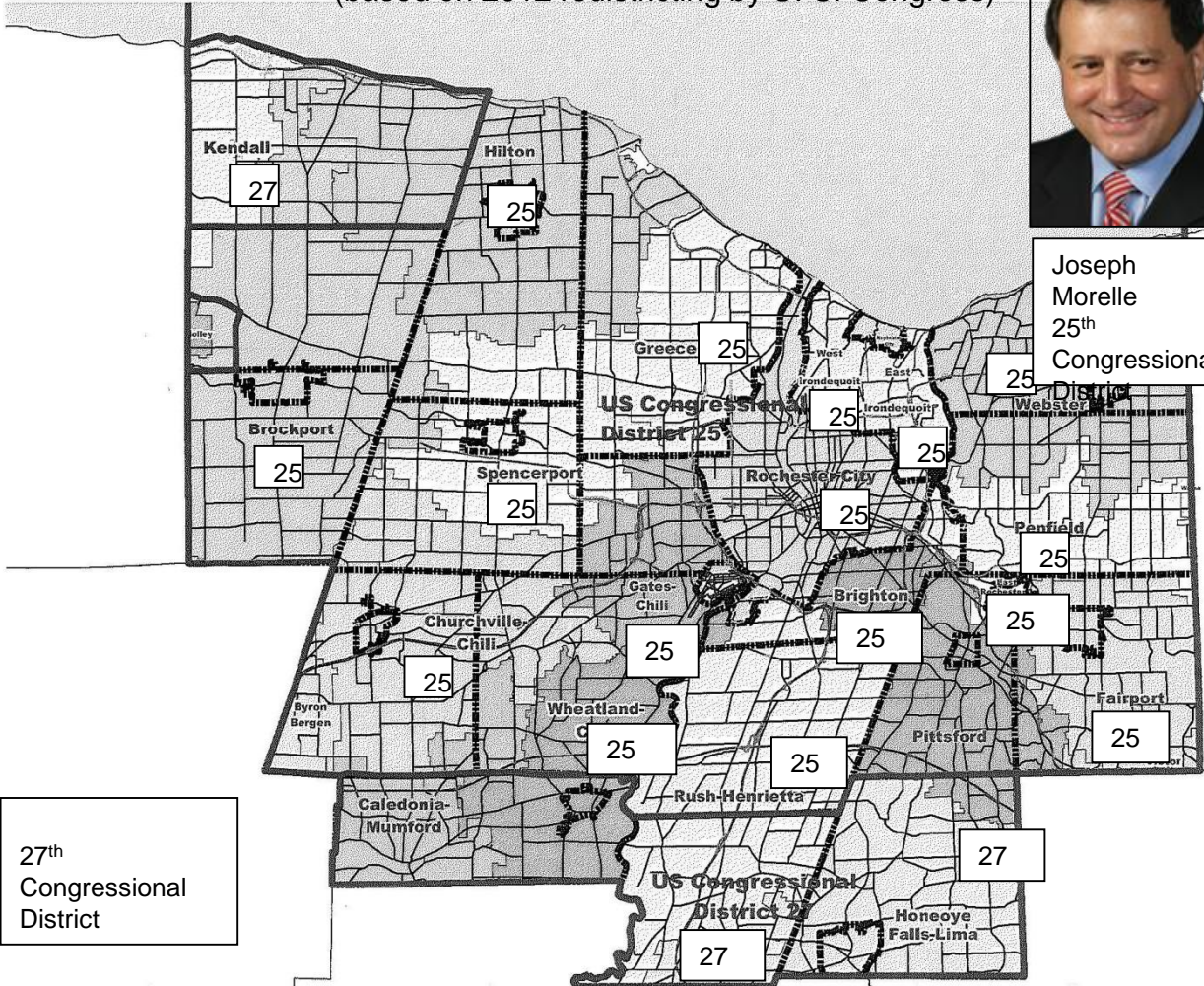
School District	Congressional District	NYS Senate District	NYS Assembly District
13. Penfield	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	135 <sup>th</sup> Johns
14. Pittsford	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	133 <sup>rd</sup> Byrnes
15. Rochester	25 <sup>th</sup> Morrelle	56 <sup>th</sup> Robach 61 <sup>st</sup> Ranzenhofer	137 <sup>th</sup> Gantt 138 <sup>th</sup> Bronson 136 <sup>th</sup> – Vacant until 4/28/20
16. Rush-Henrietta	25 <sup>th</sup> Morelle	59 <sup>th</sup> Gallivan 55 <sup>th</sup> Funke	133 <sup>rd</sup> Byrnes 138 <sup>th</sup> Bronson
17. Spencerport	25 <sup>th</sup> Morrelle	62 <sup>nd</sup> Ort	134 <sup>th</sup> Lawrence
18. Victor	27 <sup>th</sup> Vacant until 4/28/20	54 <sup>th</sup> Helming	131 <sup>st</sup> Kolb
19. Webster	25 <sup>th</sup> Morelle	54 <sup>th</sup> Helming	135 <sup>th</sup> Johns
20. West Irondequoit	25 <sup>th</sup> Morelle	55 <sup>th</sup> Funke	136 <sup>th</sup> – Vacant until 4/28/20
21. Wheatland-Chili	25 <sup>th</sup> Morelle	59 <sup>th</sup> Gallivan	133 <sup>rd</sup> Byrnes 138 <sup>th</sup> Bronson

# Monroe County Congressional Districts as of January 1, 2018

(based on 2012 redistricting by U. S. Congress)



Joseph Morelle  
25<sup>th</sup> Congressional



27<sup>th</sup> Congressional District

## Members of U.S. Senate from New York State



Kirsten Gillibrand

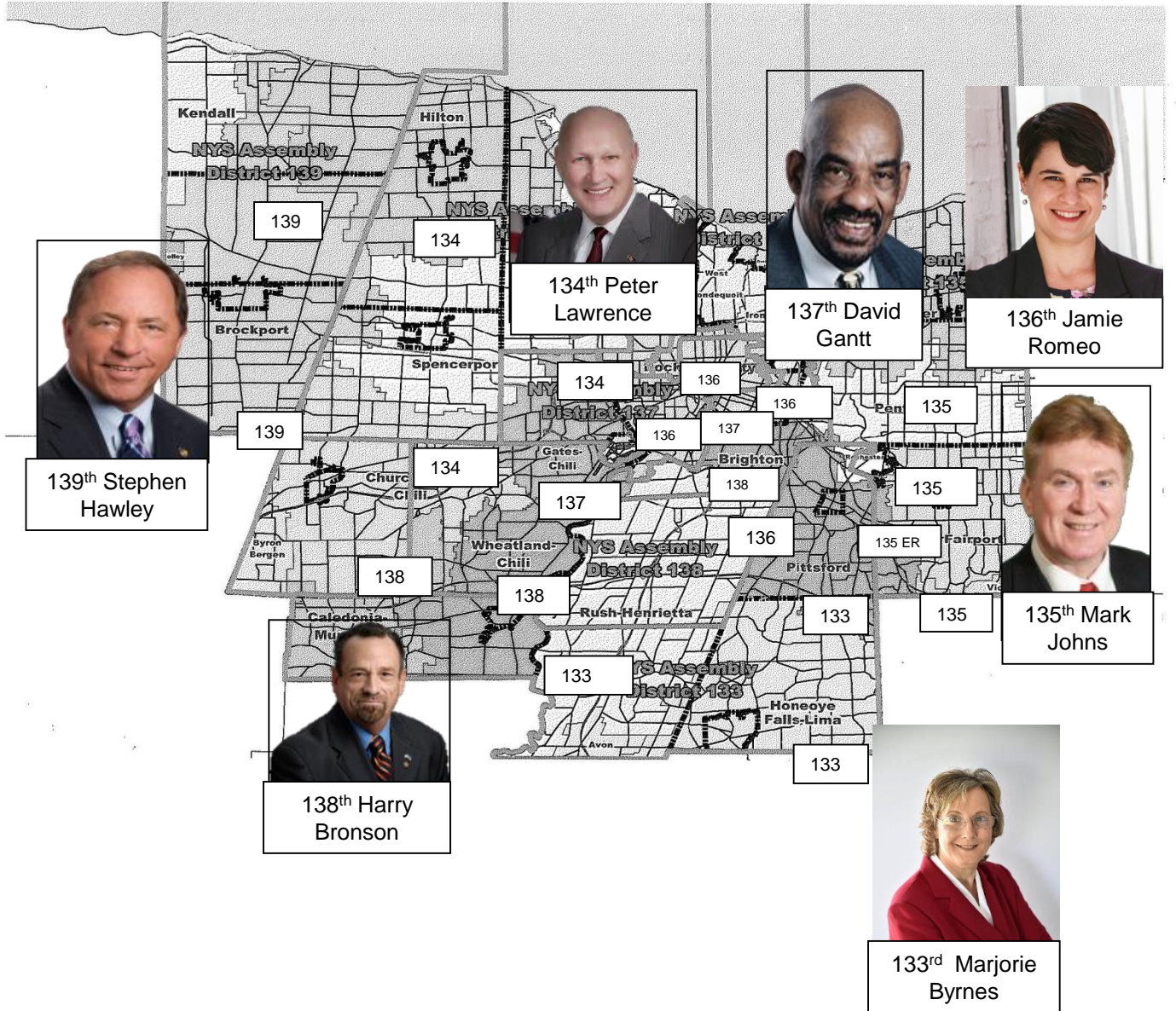


Charles Schumer



# NYS Assembly Districts as of January 1, 2018

(based on 2010 US Census and 2012 NYS Redistricting)





# NYS Senate Districts as of January 1, 2018

(based on 2010 US Census and 2012 NYS Redistricting)



Robert Ort  
62<sup>nd</sup> Senate



Joseph Robach  
56<sup>th</sup> Senate



Pam Helming  
54<sup>th</sup> Senate



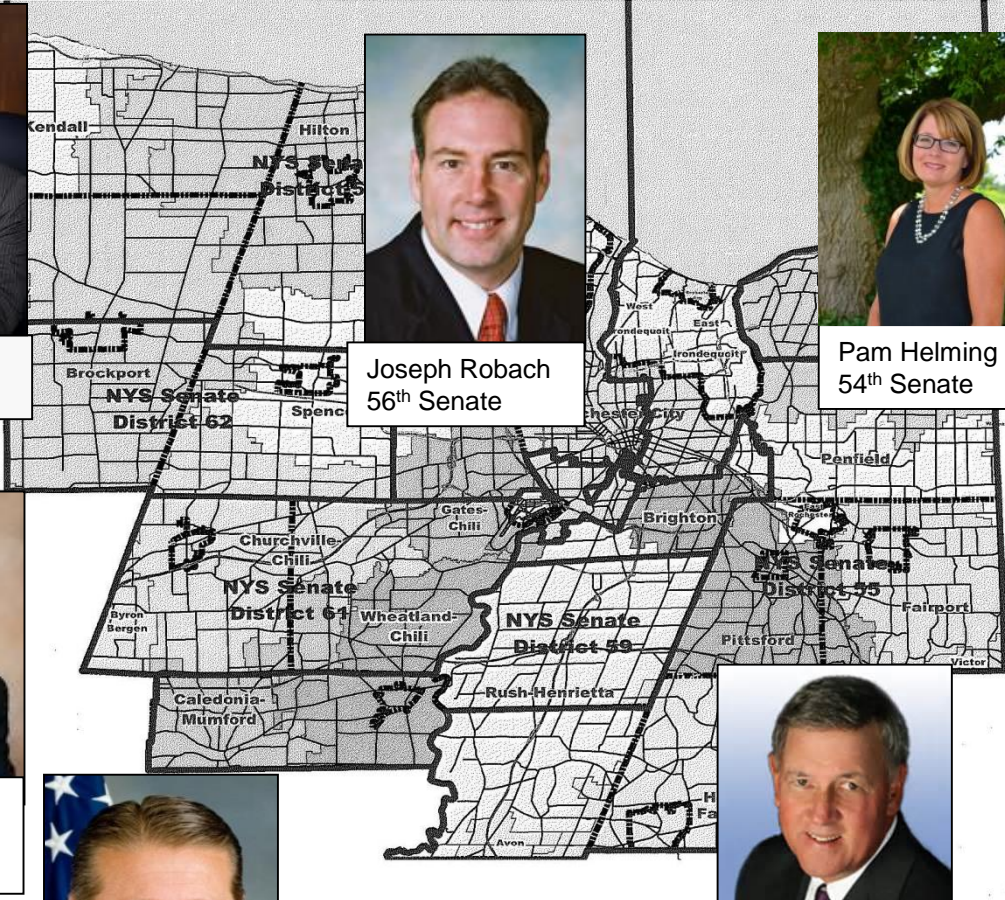
Michael  
Ranzenhofer  
61<sup>st</sup> Senate



Patrick Gallivan  
59<sup>th</sup> Senate



Rich Funke  
55<sup>th</sup> Senate



# ORLEANS COUNTY GOVERNMENT

**Chairman of the Legislature:**

Lynne M. Johnson

**Vice-Chairman of the Legislature:**

Donald J. Allport (R)

**ORLEANS COUNTY LEGISLATORS  
2014-2015**

**District 1 - Barre, Clarendon, Shelby**

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Medina, NY 14103  
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**District 3 - Albion, Gaines**

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**District 4 - Carlton, Kendall, Murray**

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**At Large - Central**

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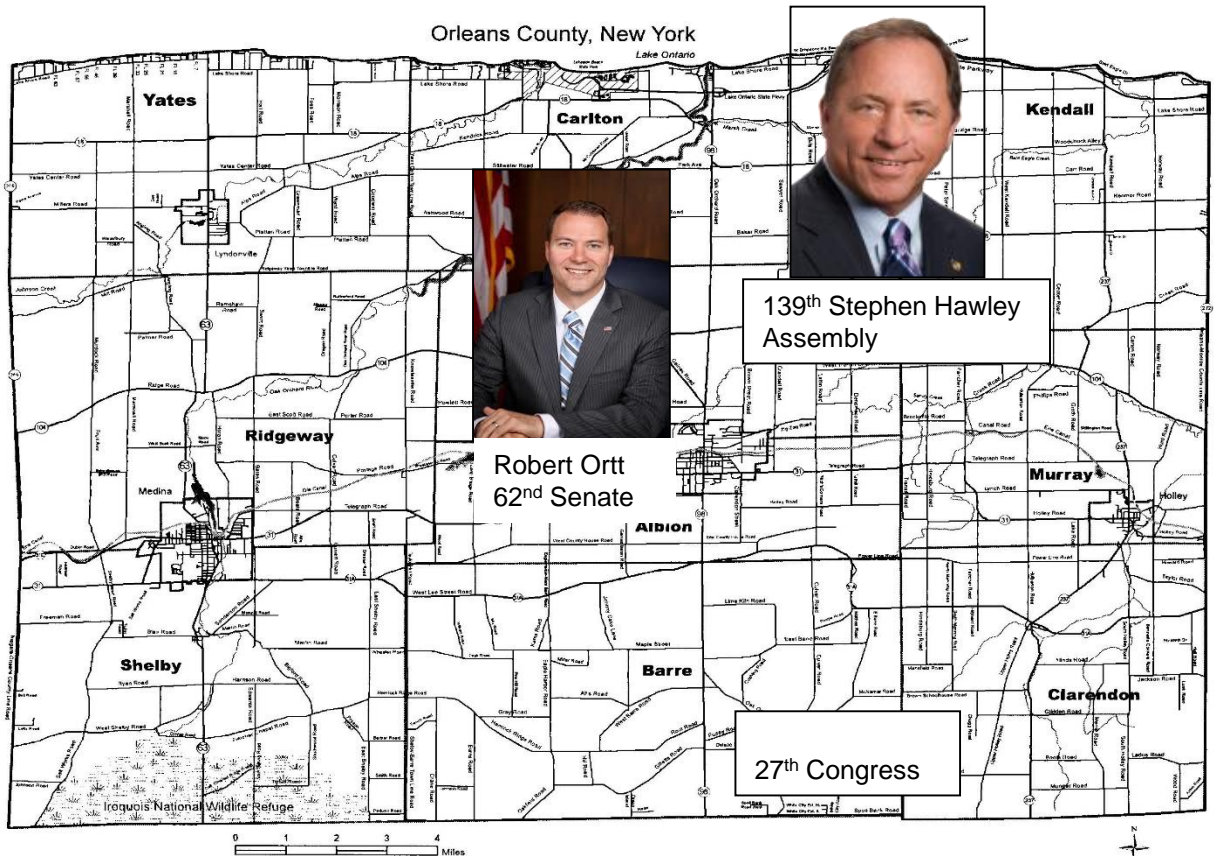
## Members of U.S. Senate from New York State



Kirsten Gillibrand



Charles Schumer



# FEDERAL AND STATE GOVERNMENTAL LEADERS

## FEDERAL

**The Honorable Donald Trump, President of the United States**  
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**The Honorable Vacant Member, US/HR (27<sup>th</sup> Dist.)**

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**Vacant**, Deputy Secretary of Education

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# MONROE COUNTY GOVERNMENT

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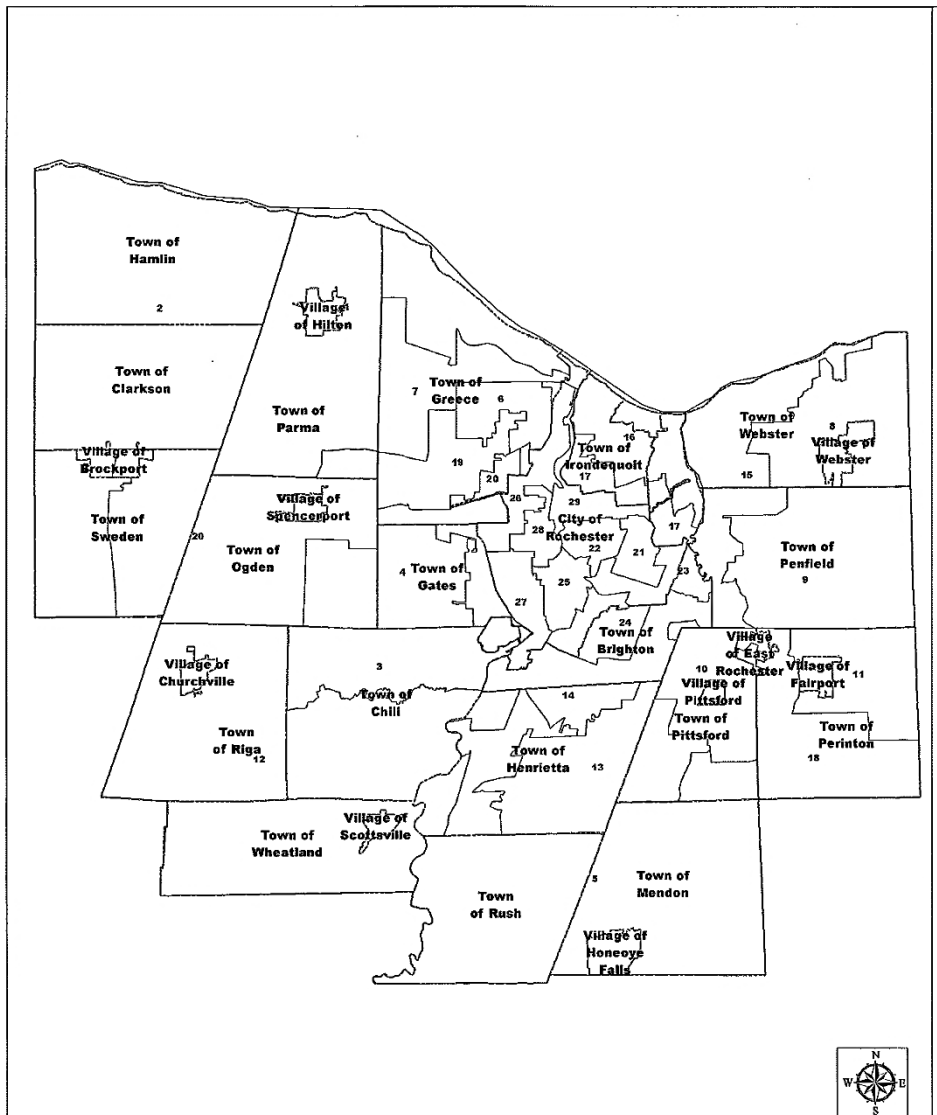
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2 Jackie Smith
3 Tracy DiFlorio
4 Frank X. Allkofer
5 Karla Boyce
6 Fred Ancello
7 Brian E. Marianetti
8 Mathew Terp
9 Paul Dondorfer
10 Howard Maffucci

District/Legislator
11 Sean M. Delehanty
12 Steve Brew
13 Michael Yudelson
14 Justin Wilcox
15 George J. Herbert
16 Dr. Joe Carbone
17 Joe Morelle, Jr.
18 John Baynes
19 Kathleen A. Taylor
20 Mike Zale

District/Legislator
21 Rachel Barnhart
22 Vincent R. Felder
23 Linda Hasman
24 Joshua Bauroth
25 John Lightfoot
26 Yversha M. Roman
27 Sabrina LaMar
28 Frank Keophelasy
29 Ernest Flagler-Mitchell



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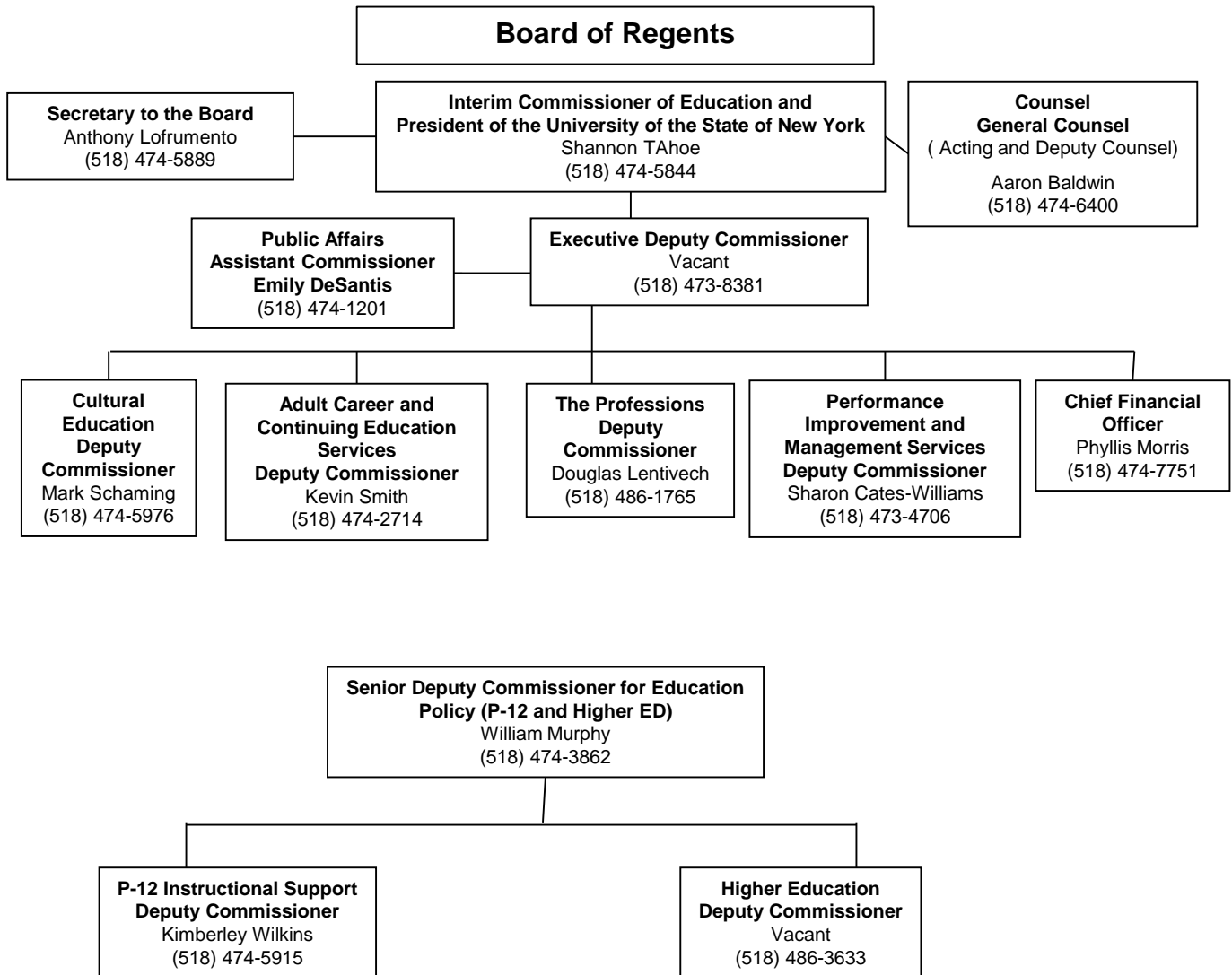
**D = Judicial District**

NYS Department of Education, State Education Building, Albany 12234

Commissioner of Education, Room 111  
Secretary, Board of Regents, Room 110  
www.nysed.gov

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# New York State Education Department: Organization



# SUGGESTED NYS ADVOCACY ACTIVITIES

Education advocacy can be most effective if it meshes with legislative sessions.  
 Many of the activities suggested below were reported by MCSBA member districts.

Month	Albany Activity	District and Member Activities
January February March	State budget is finalized: <ul style="list-style-type: none"> <li>* Governor’s State-of-the-State Message convenes Legislature in early January.</li> <li>* Executive budget is due 1st Tuesday after session opens (February 1 in inaugural years).</li> <li>* Legislature Education Committees react to the Governor’s budget proposal.</li> <li>* Legislature and Governor approve a budget ( by April 1 each year).</li> </ul>	Meet with legislators: <ul style="list-style-type: none"> <li>* In their local offices on Fridays;</li> <li>* During MCSBA’s February Legislative Breakfast</li> <li>* In Albany during the MCSBA advocacy trip.</li> </ul> Write /Email (using organized campaigns): <ul style="list-style-type: none"> <li>* Letters with local data on current bills,</li> <li>* Resolutions on key legislation/decision</li> </ul>
April May June	Legislature resolves regulatory issues.  Regents compare their proposal to enacted legislation and begin developing their plan, often holding hearings for input.	Meet with legislators in local offices. Let legislators know repercussions to your district of recent legislation. Plan in-school events for legislators and regents.
July August September	Legislature is usually in recess. Agencies, including the SED, submit requests to the Division of Budget.  Regents and Commissioner hold budget discussions. SED staff develops concrete proposals.  By September 30, agency budgets are moving through DOB, and the Executive Office has begun development of a budget proposal.	Meet locally with legislators and regents.  Invite legislators and regents to fall events. <ul style="list-style-type: none"> <li>* Provide tours of programs and opportunities to meet students, staff, community, board.</li> <li>* Take photos to share with media and officials.</li> <li>* Involve officials in educational program.</li> <li>* Hold Q&amp;A community reception with officials.</li> <li>* Invite officials to breakfast with the board.</li> <li>* Invite the media to attend some such events.</li> </ul>
October November December	Legislature is usually in recess.  The Executive staff and DOB begin negotiations to develop a budget that tries to meet agency needs and Governor’s priorities using projected revenues.  Regents approve their State Aid proposal for consideration by the Legislature.	Help develop MCSBA legislative positions by identifying issues at board meetings and helping a sub-committee write a position.  Meet with other districts and shared legislators to discuss issues of mutual interest.  Attend the December advocacy trip to meet with key legislative staff.
Year-round		Make legislation a regular board discussion item. Disseminate information on bills to community leaders and the media. Include a legislative update in district publications. Include legislators on your district’s mailing list.

# ADVOCACY SUGGESTIONS

## *Before meeting with legislators:*

1. Know your topic(s).
  - Focus on four or fewer items each year to concentrate your efforts.
  - Keep updated on specific pending legislation and its effects on your school district.
  - Assume the legislator knows little or nothing about your topic.
  - Be prepared to state specifically what your district is doing to reduce costs..
  - Know the current status of bills (number, sponsor) you will discuss with the legislator.
  - Know the viewpoints of the opposition; refute them and/or defend your position.
  - Know and use the NYSSBA principles for state aid as well as MCSBA position papers.
  - Contact MAJORITY members and leaders of both houses.
2. Know your Legislator.
  - Know the legislator's positions, opinions, and accomplishments.
  - Understand that the legislator must advocate for ALL constituents to be re-elected.
  - Seek ways to make your issues fit the legislator's agenda.
3. Prepare your remarks.
  - Use bill content to introduce a topic, have the bill number available.
  - Refer to programs or bills by name, do not use acronyms.
  - State why your issue should be a priority; develop specific supportive data.
  - Be concise.
  - Identify an action item to request of the legislator.
  - Mail your position ahead of the meeting; develop handouts for the meeting.
  - Designate one or more speakers (for all topics to be covered during the meeting).

## *During meetings with legislators:*

1. Introduce all members of the group to the legislator, and ensure they all get a chance to speak.
2. Thank the legislator for past support (or for spending time with you if nothing else).
3. Relax; the legislator is an elected official like you. Be assertive but not confrontational.
  - Cover all desired topics, returning the discussion to your topic as needed.
  - Do not insult or criticize. State availability for follow up conversations.
4. When meeting with state officials, discuss the effects of state aid on your district, noting the relationship between state aid and local property taxation rates.

## *After/between meetings with legislators:*

1. Send a follow-up letter that recaps important points and thank them again.
2. Be tenacious. Try again and again, courteously—some efforts take years to resolve.
  - Contact legislative staff members for assistance. Contact frequently—visits, letters, phone calls.
3. Help legislators reach larger numbers of potential voters.
  - Provide public exposure for legislators, and give them public accolades for their support.
  - As an individual, work for and support the re-election of legislators who have supported your district.

# WRITING TO LEGISLATORS

## Guidelines for written communications

<b>Be concise.</b>	Recipients won't read lengthy documents. Deal with only one issue per communication.
<b>Be timely.</b>	Write only about important issues, early enough to affect the recipient's thinking.
<b>Be specific, reasonable, logical.</b>	Provide facts. Refer to any legislation by sponsor name and number. State specific effects of pending legislation on your district. Support arguments with data. Ensure that any data are accurate. Check spelling, grammar, and punctuation.
<b>Be Polite.</b>	Do not lecture, insult or attempt to intimidate. Say thank you for past support. Be sure to spell the recipient's name correctly. Use the correct form of address, as shown below. Refer to any personal association, such as previous work on the official's campaign.
<b>Be user friendly.</b>	Identify your topic between the inside address and greeting in a line that states: RE: Bill #xxx, sponsor name, title. First state the issue (including relevant legislation), your position, and request for support. e.g.: I'm writing to seek your support for A999: Education Act of 1999. Please let me know how you intend to vote on this essential piece of legislation. Include your address on the letter, using business or organization letterhead if appropriate.
<b>Be natural.</b>	Use your own language. Hand write only if your handwriting is legible.
<b>Be aware.</b>	Avoid faxing. Many legislative offices find faxes offensive. Identical letters in large numbers can have a negative effect. Write to officials other than those who represent your district. Building relationships with legislative staff members who know the issues can help your cause.

## Correct Forms of Address for Various Officials

OFFICE	ADDRESS	GREETING
U.S. President	The President The White House Washington, DC 20500	Dear Mr. President:
NYS Governor	The Honorable _____, Governor Executive Chamber, NYS Capitol Albany, NY 12224	Dear Governor ____:
Federal/State Legislator	The Honorable _____, Member Governing Body (Senate, House, Assembly) Address, including room # and building City, State, ZIP	Dear "Title": (e.g.: Senator, Assemblywoman, Congressman)
Committee Chair	The Honorable _____, Chair Committee Name Address as for any legislator	Dear Senator (Assembly Member):



# WRITING TO LEGISLATORS (CONT.)

## Sample Letters

*Be specific about pending legislation and its effects on your district.*

I am writing as a (member of the \_\_\_\_\_ Board of Education)(parent)(taxpayer) to seek your support for Bill (# and sponsor name) which would \_\_\_\_\_.

The people of (school district)(Monroe County)(NYS) have been fortunate to have your help on important educational issues in the past. I am requesting your continuing efforts to secure the best education possible for the young people of our community.

*Provide data about your own school district.*

The \_\_\_ Board of Education is seeking your support for a state aid plan that will provide for an annual increase in operating aid to districts like ours that have rapidly increasing student enrollments.

The additional \_\_\_ students enrolled in our district this past year mean that we must purchase \_\_\_ more personal computers for a cost of \$ \_\_\_ and expand our building capacity at a cost of \$ \_\_\_\_\_. These increasing expenses make the need for additional state aid critical to our constituents, \_\_\_% of whom live on fixed incomes.

*Be polite.*

*Say thank you for previous support.*

(I am)(The \_\_\_\_\_ Board of Education is) seeking your support for fair and adequate funding of public education in NYS. The \_\_\_ District more than ever must depend on NYS for financial support. More than \_\_\_% of our taxpayers live on fixed incomes; \_\_\_% more have lost their jobs in recent months. We cannot continue to raise local property taxes. We are holding employee salary increases to less than \_\_\_% a year. Our only other option is to cut some of our programs.

(I)(We) appreciate your past support for the efforts our district is making, and hope that you will continue your support during the development of the state budget this year.

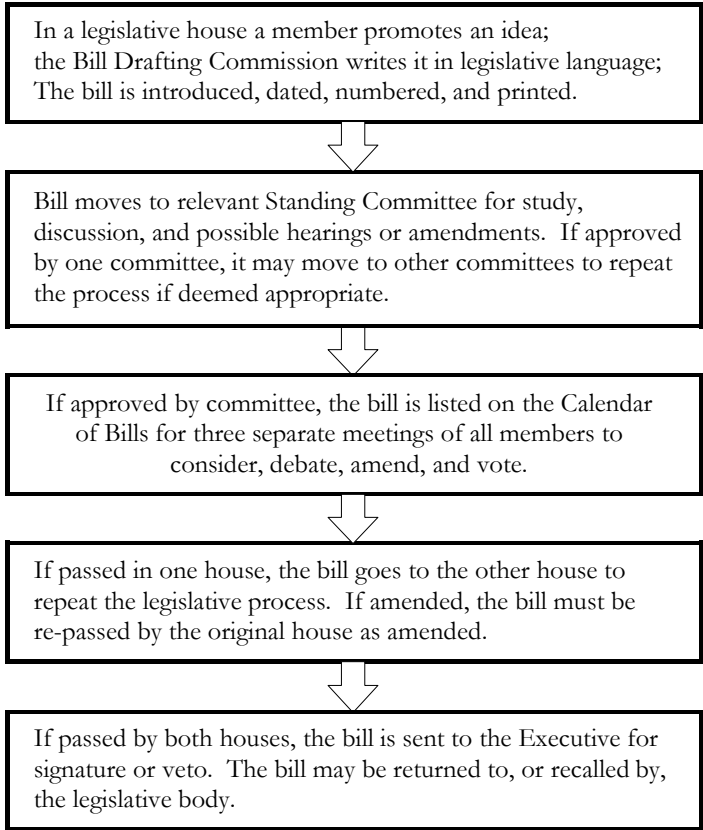
# GLOSSARY OF LEGISLATIVE TERMS

Aging	Time a bill must wait before it's eligible to action (three consecutive legislative days unless shortened by a message of necessity or a special report).
Appropriation	Money allocated by legislation including budget bills for specific use by various governmental departments.
Bill	Specific legislative proposal, introduces but not yet enacted into law.
Bill memorandum	Descriptive statement accompanying each bill as it's introduced.
Budget bill	Suggested allocation of funds for particular purposes introduced annually by the Executive Office.
Calendar	Daily list of bills, resolutions, and items for consideration by the body.
Calendar day	Day during which the Legislature is in session, seated and considering bills—a work day as opposed to a “legislative” day.
Carryover	Legislation held active from one annual session to the next.
Caucus	Closed meeting of members of a body belonging to one political party, to decide leadership and policy, and usually binding on those who remain in attendance.
Conference	Weekly meeting by majority and minority members to discuss proposals.
Concurrent (Joint)	Resolution requiring action by both legislative houses.
Deficiency budget	Amendment to budget allocation funds for unanticipated expenditures incurred from the start of the fiscal year to the start of the calendar year.
Executive Budget	Document of budgets for governmental purposes, local assistance, judiciary, legislature, debt, capital construction for the next fiscal year as introduced by the Executive Office.
Home rule request	Request from a municipality to the legislature; required by the NYS Constitution to pass laws affecting municipal property, affairs, or government.
Journal	Official record of proceedings (not a verbatim transcript) of each house.
Law (statute)	Bill passed by the legislature and signed by the executive or re-passed by the legislative body over the executive's veto; OR in NYS a bill the governor doesn't sign or veto within 10 days after receiving it during a legislative session.
Legislative day	Day on which the NYS Legislature meets; whole body might not be present, but is labeled as meeting for procedural purposes dealing with the aging of bills.
Majority	More than half of the voting members; usually refers to all elected members but for some purposes might refer only to those present and voting.

# GLOSSARY OF LEGISLATIVE TERMS, continued

Message of necessity	Message from the Governor stating the need for an immediate vote on a bill, thus allowing the Legislature to shorten the 3-day aging period.
Override	Re-passage, by a 2/3 vote of both houses, of a bill vetoed by the executive.
Quorum	Majority of the members elected to the house; number who must be present before the body may begin its daily session.
Readings	Measures that alert members (through the daily calendar) to active bills; the NYS Constitution requires three readings on any bill before voting on it.
Recall from Governor	Motion enabling either house to recommit a bill to committee that has passed both houses but has not been acted upon by the Governor.
Referendum	Measure passed by the Legislature that must also be approved by the electorate in a popular vote.
Report of committee	Presentation of a bill or resolution from a committee to the daily calendar for consideration by the house as a whole.
Roll call	Vote on an issue: FAST roll call - for noncontroversial bills, only the alphabetically first and last members and the leaders are called; SLOW roll call - for controversial bills, individual votes are recorded.
Session	Entire working period of the legislative body, including all meetings between convening and final adjournment.
Special session	Legislative session convened by either the Governor or NYS Legislature house to consider only specifically identified issues.
Sponsor	Introducer; member who authors or helps to author a piece of legislation.
Standing committee	Permanent committee provided for in the rules of the house to consider and recommend bills assigned to it concerning a particular subject.
Starring	Placing a star on a bill; a motion that halts final action on a bill until one day after the star is removed by the sponsor or majority leader.
Stopping the clock	Stopping the hands of the official house clock; used to assure passage of legislation by a statutory or constitutional deadline.
Supplemental budget	Amendment to budget adjusting existing allocations and creating new ones; usually the last consideration of a legislative session.
Uni-bill	Bill co-sponsored by members in both houses.
Veto	Failure by the executive to enact a bill into law by returning it to the legislative body within 10 days unsigned with a veto message or not signing it within 30 days after legislative adjournment (pocket veto).

# HOW A BILL BECOMES A LAW



# HOW A BILL BECOMES A LAW IN NEW YORK STATE

