

State Political Coordinator Manual



2021-2022

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IDAHO REALTORS® PUBLIC POLICY AND ADVOCACY

One of the most important initiatives performed by the Idaho REALTORS® is to proactively protect private property rights and the ability of our members to successfully conduct their business. Working in conjunction with the National Association of REALTORS® on federal issues and Local Associations on regional and municipal issues, IR has a long history of providing legislative and regulatory advocacy on behalf of our members.

As a REALTOR®, you play an important role in this process. Effectively communicating the REALTOR® position on public policy issues to legislators requires active member involvement.

Day at the Capitol

All members are encouraged to attend this annual gathering of REALTORS® from across the state at the Idaho State Capitol building. In this collective forum REALTORS®, as a group, voice industry views on legislation and regulations affecting property rights and the practice of real estate. Day at the Capitol gives you an opportunity to provide briefings on current pertinent legislation to lawmakers and often meet face-to-face with your legislators to relay the association's position.

REALTORS® Political Action Committee

An integral component to IR's government affairs efforts is financial support for elected public officials who support public policy favorable to the real estate industry. Through the Idaho REALTORS® Political Action Committee, members may contribute funds to be used in support of statewide candidate elections. Thirty percent of every contribution is sent to the National Association of REALTORS® for use in federal campaigns. Seventy percent stays in Idaho for use on campaigns

and issues in our communities. Your contribution ultimately plays an essential part in improving IR's influence in the political arena.

Federal Political Coordinator (FPC) Program

The FPC Program aligns REALTOR® constituents with Congressional Candidates to develop relationships and promote the issues affecting real estate and private property. In addition to being assigned to a member of Congress, FPCs respond to NAR Calls for Action, advocate on behalf of all REALTORS®, and deliver contributions to candidates. Overall, the FPC is the direct link between the associations and the member of Congress.

State Political Coordinator (SPC) Program

Modeled after NAR's Federal Political Coordinator program, the SPC Program gives REALTORS® the opportunity to establish or expand upon an existing relationship with State Senators and Representatives to promote, educate, and address the issues affecting the real estate industry and private property rights. The SPC program serves to link Legislators more directly with Realtor® members in their community and the issues facing IR and the real estate industry.

ABOUT STATE POLITICAL COORDINATORS

Goal of the SPC Program

The State Political Coordinator program serves to link Legislators more directly with REALTOR® members in their community and the issues facing IR and the real estate industry. By building a solid and lasting personal relationship with a legislator, the member can establish themselves and the Association as a credible resource on property-related issues.

State Political Coordinators (SPC) play an important role in the grassroots and advocacy efforts of the Idaho REALTORS® (IR). Each member that serves in this role is tasked with cultivating a relationship and educating their member of the Legislature with respect to the issues important to the real estate industry and homeownership. To that end, each SPC agrees to perform the following duties:

- 1. Advocate on Behalf of all REALTORS®.** Idaho REALTORS® are non-partisan and support officials, legislation and issues that benefit REALTORS®, homeowners and private property rights. SPCs must follow the direction of IR and advocate on behalf of REALTORS® and supported issues.
- 2. Maintain Contact with the Assigned Legislator.** SPCs are expected to keep in contact with their legislator throughout the year.
- 3. Respond to and Promote all Calls for Action.** SPCs are expected to respond to all IR Calls for Action. After responding to a Call for Action, SPCs should encourage their fellow REALTORS® to do the same.
- 4. File Field Reports.** Following each interaction with their Legislator, the SPC must file a field report with IR. Filing a field report after each meeting alerts IR lobbying, government affairs, and RPAC staff (if a check delivery was part of the interaction) that the meeting occurred and if follow up is necessary.
- 5. Attend REALTOR® Day at the Capitol in Boise, Idaho.** All SPCs are required to attend and encourage other REALTOR® colleagues to do the same.
- 6. Participate in training as required.**
- 7. Deliver RPAC contributions (as necessary).** In coordination with IR and RPAC, the SPC may be asked to deliver in-district RPAC checks in accordance with Idaho state law. In the event that an SPC will deliver an RPAC check to a legislator, the state association will notify the respective local association, which may participate in the delivery or presentation.

STATE POLITICAL COORDINATOR APPOINTMENT

Term

How long you serve in the position as SPC will depend on a variety of factors. Each SPC is encouraged to maintain regular contact with their Local Association Government Affairs Committee and staff as well as IR staff. Because part of the purpose of the SPC Program is to develop lasting relationships with legislators over time, the goal is that each SPC will serve in their position during the tenure of the legislators' term in office. The list of SPCs and appointments will be reviewed annually by the IR Executive Committee.

STATE POLITICAL COORDINATOR STRATEGIES

As the state association that represents REALTORS®, IR encounters a wide range of legislative and regulatory issues. To address these issues, SPCs are critical in delivering IR's policy messages. By building solid, long-lasting, personal relationships with your Legislator, you can establish yourself as credible, persuasive constituent who believes strongly in IR's priorities. Over time, you will also be considered a valuable resource for information on real estate issues – your Member's "Real Estate Expert."

There are several basic strategies for building rapport with legislators that will help your communications stand out:

- **Get to know the issue** – Truly understanding an issue enables you to communicate an informed and persuasive opinion. You will also be more prepared to answer questions about the issue.
- **Get to know your legislator** – Understanding your legislator's personal interests, committee assignments and voting history help you gauge how best to make "the ask."
- **Get to know their staff** – By learning what each of your Legislator's staff does, you are setting yourself up for success by knowing who to call. By

developing a relationship with these people, you will find yourself in a much better position to reach the Legislator if the need arises. They are the eyes and ears for the legislator and should not be ignored.

- **Communicate your personal interest** - Your message as an advocate is strengthened when you describe how an issue affects you personally.
- **Coordinate your activities** - While all communications promoting IR's priorities are beneficial, coordinated grassroots activities with other IR advocates help raise the impact of IR's message.

IDAHO LEGISLATIVE WEBSITE

Please familiarize yourself with the Idaho Legislative website at: <https://legislature.idaho.gov/>. You can find your legislators, committees, publications, updates on what's happening, watch legislative webcasts, session summaries, and quick links to the most frequently accessed information. You may use the search option on the Home page to search for legislation by keyword, by number, or by sponsor. There is a lot of great information and tools provided here.

ADVICE--DO'S AND DON'TS OF MEETING WITH LEGISLATORS

Before the Meeting

DO:

- Your homework. Research the Legislator's voting record, issue statements, and issue important to them.
- Get on the Legislator's mailing list and social media to be notified when he/she is in the district, attending meetings, and to learn what statements and positions have been made.
- Prepare. Keep these three meeting goals in mind:
 - 1. To learn more about your Legislator;
 - 2. To convey your position on an issue; and
 - 3. To find out how the Legislator feels about the issue.

- Plan your strategy ahead of time based on IR talking points, bullet 3 to 5 most important points, and use real examples. Include questions you would like to ask of the Legislator.
- Be political. Legislators want to represent their constituents (YOU!), so draw a clear connection between what you are requesting and the interests back in the district.
- Be organized and concise. Dress and act professionally.

During the Meeting

NOTE: You may find that you are meeting with a staff person instead of the Legislator due to the Legislator's schedule. That is just fine. Staff often are the "eyes and ears" for the Legislator and regularly advise the Legislator on how to vote or stand on the issues. They can be a valuable asset in your relationship building efforts with your Legislator.

DO:

- Arrive on time and be polite and friendly.
- Introduce yourself to the receptionist upon your arrival and mention with whom you have an appointment. Be prepared to wait or to be sent to another location.
- Make sure to get the name and business card of any staff person who sits in on the meeting. This will help you follow up after the meeting.
- Be sensitive to the amount of time allotted to you. Ask up front how long is allotted. If you get 15-20 minutes with your Legislator (or staff) that's great!
- Stay on point and discuss REALTOR® issues only.
- Plan on using half of that time to make your point. The Legislator or staff will appreciate your consideration of their time constraints. Do NOT go over time.
- State your issue, use facts and examples, and ask the Legislator if he/she has a position.
- Listen. Don't be discouraged if they refuse to support your position.

- Thank the Legislator for his/her time, offer assistance, and distribute any handouts.
- Leave your business card so the Legislator or staff can contact you if they need to. Be sure to offer your assistance/expertise on real estate issues.

DON'T:

- Don't fail to show up for your scheduled meeting. Call if you are running late.
- Don't text or email during your meeting. You are only with the Legislator and/or the staff member for a short period of time. It is important that you remain focused and respectful during the meeting.
- Don't confuse your message by asking for too many things at one time.
- Don't assume that the Legislator or staff knows anything about your issue.
- Don't interrupt when the Legislator or staff is speaking. Let them finish their thought or question before jumping in.
- Don't be afraid to say "I don't know." If you're asked a question to which you do not know the answer, simply say you don't know and let them know that you will find out the answer and get back to them. (Don't forget to get back to them.)
- Don't threaten the Legislator if he or she doesn't agree with your views on the issue.
- Don't underestimate your importance. As a voter, you have power. Your power is your vote and your ability to influence the votes of others in your community.

After the Meeting

DO:

- Immediately send a follow-up email or handwritten thank you note that includes the points covered during the meeting and send along any additional information or materials you promised.
- FILE A FIELD REPORT.
- Follow through on any promises you made to the Legislator or staff.
- Send the Legislator a note of support when they do or say something in favor of our issue.

DRIVING RESPONSES TO CALLS FOR ACTION

Idaho REALTORS® will issue a Call For Action in response to specific issues that need immediate action from the membership. The goal of a CFA is to generate simultaneous, high volumes of personalized communications from REALTORS® to targeted Legislators (state or federal).

As an SPC you are the first person who should respond to a CFA. (You must respond to each and every one you receive.) Your response is tracked every time for your state's eligibility to receive the annual President's Cup Award. This award is part of NAR's recognition of states with very effective advocacy programs. After you respond, alert your team as well as other REALTORS® in your office and your board. Ask them to respond as well.

One important thing to remember: DO NOT FORWARD YOUR PERSONALIZED EMAILED CALL FOR ACTION. Your personal information that appears on the screen also gets forwarded allowing others to alter your information.

STATE POLITICAL COORDINATOR FIELD REPORTING

Reporting the progress you are making toward accomplishing your goal of working with, and developing a strong relationship with your lawmaker is a vital aspect of your role as a grassroots advocate. The information you provide in your reports will help IR better calibrate the grassroots program with its larger public affairs agenda.

Reporting is one of the best measures of grassroots effectiveness, and is also the best way IR can track what's working and what needs improvement so that IR's messages have an impact on lawmakers.

Filing Your Field Report

Field reports should be submitted to the Idaho REALTORS® CEO via email to report interactions with your Legislator. Please use the format included in this packet when filing a field report. They are intended to capture a meeting you have at home or in the field. Do not file a field report when you respond to a Call for Action. CFA information is captured automatically, so no field report is needed.

If you are filing a field report for a Legislator other than your own assigned Legislator (say you filled in for that SPC at a meeting he or she was unable to attend), you use the same document.

Field Report Comments

Please be sure to include a detailed description of the interaction with the Legislator.

(sample) I attended the Pancake Breakfast and Toy Drive for young military families at Gowen Field, Boise, ID. I was invited by the Legislator to sit at his reserved table. After discussion about other topics happening in Ada County, I was able to bring up the topic of Mortgage Forgiveness Debt Relief and Debt Cancellation. The Legislator was very emphatic that he is interested in making changes to allow taxpayers to apply for the state tax exclusion. He totally understands that the Real Estate Market is very fragile and still recovering.

THE IDAHO LEGISLATIVE PROCESS

(From <https://legislature.idaho.gov/resources/howabillbecomesalaw/>)

A bill is a proposal for the enactment, amendment or repeal of an existing law, or for the appropriation of public money. A bill may originate in either the House or Senate, with the exception of revenue measures, which originate in the House of Representatives. It must be

passed by a majority vote of each house of the Legislature and be signed into law by the Governor. If the Governor vetoes a bill, it can become law if the veto is overridden by a two-thirds majority of those present in each house. A bill can also become law without the Governor's signature if it is not vetoed within five days (Sundays excepted) after presentation to the Governor. After the Legislature adjourns "sine die," the Governor has ten days to veto or sign a bill.

Before the final vote on a bill, it must be read on three separate days in each house. Two-thirds of the members of the house where the bill is pending may vote to dispense with this provision.

Introduction

A bill may be introduced by a member, a group of members or a standing committee. After the 20th day of the session in the House and the 12th day in the Senate, bills may be introduced only by committee. After the 36th day bills may be introduced only by certain committees. In the House: State Affairs, Appropriations, Education, Revenue and Taxation, Health and Welfare and Ways and Means Committee. In the Senate: State Affairs, Finance, and Judiciary and Rules.

When the RS (proposed legislation) is approved after a short committee hearing, it is presented to the Chief Clerk or Secretary of the Senate and assigned a bill number. The bill is then introduced by being read on the floor in the 8th Order of Business in the House and the 11th Order of Business in the Senate. When a bill has been passed by one house it is transmitted to the other and follows the same process as any new bill. It will be introduced, referred to a committee for review and recommendation and then if sent to the floor will flow through the calendars (First Reading, Second Reading, and Third Reading) until reaching a final vote at the Third Reading Calendar.

First Reading

The bill is read the first time and is then referred by the Speaker of the House to the Judiciary, Rules and Administration Committee for printing. In the Senate the bill is referred by the presiding officer in the Senate to the Judiciary and Rules Committee for printing. After the bill is printed, it is reported back and referred to a standing committee by the Speaker in the House and the presiding officer in the Senate.

Reports of Standing Committees

Each committee to which a bill is referred conducts a study of all information that may help the committee determine the scope and effect of the proposed law. Studies may include research, hearings, expert testimony, and statements of interested parties. A bill may be reported out of committee with one of the following recommendations:

1. Do Pass.
2. Without recommendation.
3. To be placed on General Orders for Amendment.
4. Do not pass. (Bills are seldom released from committee with this recommendation.)
5. Withdrawn with the privilege of introducing another bill (Senate only).
6. Referred to the Clerk's office for referral by the Speaker to another standing committee.

If a committee reports a bill out and does not recommend that the bill be amended or other action to keep it from going to the floor, the bill is then placed on the Second Reading Calendar.

Many bills are not reported out by committees and “die in committee.”

Second Reading

When a bill is reported out of committee, it is placed on the Second Reading Calendar and is read again. The following legislative day, the bill is automatically on the Third Reading Calendar unless other action has been taken.

Third Reading

The Clerk/Secretary of the Senate is required to read the entire bill, section by section, when it reaches “Third Reading of Bills” 11th Order of Business in the House and the 13th Order in the Senate. It is normal procedure, however, for the members to move to dispense with this reading at length.

It is at third reading that the bill is ready for debate and the final vote on passage of the bill is taken. Each bill is sponsored by a member who is known as the “floor sponsor.” This member opens and closes debate in favor of passage of the bill. After debate has closed, House members use an electronic voting system that tallies their votes; the Senate has a voice roll call vote tallied by the Secretary of the Senate. Each member present shall cast either an “aye” or “nay” vote. A bill is passed by a majority of those present. When a bill passes in one house it is then transmitted to the other house where it will follow a similar path. If a bill fails to pass, it is filed in the office of the Chief Clerk or Secretary of the Senate depending on the house of origin.

Once a bill has passed both houses it goes through the process of enrolling – during this process the Chief Clerk or Secretary of the Senate review each bill for accuracy. After the bill has been reviewed it is then submitted to both the Speaker of the House and President Pro Tempore/President of the Senate for signatures. The Chief Clerk (House

bill) or Secretary of the Senate (Senate bill) also sign their bills. At each step of the process bills being sent between the two houses are accompanied by messages that are read across the desk so members, follow the progress of their bills. After all required signatures are obtained bills are transmitted to the Governor for final action (Governor signature, veto, law without signature).

Committee of the Whole

When a printed bill is to be amended, it is referred to the Committee of the Whole for amendment. At the proper Order of Business, the House or Senate resolves itself into a Committee of the Whole and the entire membership sits as one committee to consider changes to House and/or Senate bills that have been placed on a General Orders Calendar.

When a House/and or Senate bill has been amended by Committee of the Whole, it is engrossed by the body of origin. If a House bill is amended in the Senate the House must concur with the amendment before it can be engrossed. The same is true for a Senate bill amended in the House. Amendments are inserted into the bill (engrossed) and the engrossed bill is then placed on the calendar (First Reading of Engrossed Bills in the House and First Reading Calendar in the Senate) to be considered as a new bill. (see Joint Rule 2, House Rule 44 and Senate Rule 14).

Governor's Action

After receiving a bill passed by both the House and Senate, the Governor may:

1. Approve the bill by signing it within five days after its receipt (except Sundays), or within ten days after the Legislature adjourns at the end of the session ("sine die").

2. Allow the bill to become law without his approval by not signing it within the five days allowed.
3. Disapprove (veto) the bill within five days and return it to the house of origin giving his reason for disapproval, or within ten days after the Legislature adjourns “sine die.”

When a bill is approved by the Governor, becomes law without his approval, or through a veto override, it is transmitted to the Secretary of State for assignment of a chapter number in the Idaho Session Laws. Most bills become law on July 1, except in the case of a bill containing an emergency clause or other specific date of enactment. The final step is the addition of new laws to the Idaho Code, which contains all Idaho laws.

CONTRIBUTING TO RPAC

If you have not contributed for the 2021 year to your association, now is a good time! Contributions to political candidates is an integral component in the political process and by contributing to the RPAC-IR, you are validating your commitment as an SPC.

To contribute to RPAC, go to: <https://idahorealtors.com/invest-in-rpac/>

FIELD REPORT

Submitted by (name):

Date:

Email:

Legislator:

Interaction Type:

Interaction Date:

Comments:

SAMPLE EMAIL / LETTER TO YOUR ASSIGNED LEGISLATOR

(Edit as needed)

(Date)

Dear Senator/Representative (insert correct title and name),

The Idaho REALTORS® (IR) has assigned me to be your State Political Coordinator (SPC). My mission is to establish a professional relationship with you and to be able to contact you to provide IR's positions on pending legislation and other matters.

(I live and vote in your district), and I am one of over 10,000 REALTORS® in Idaho, making us the largest trade organization in the state with members living in every House and Senate district.

Be advised that IR has a team of lobbyists who will be working at the 2022 Legislative session. They include David Hensley, IR's CEO; Max Pond, IR's Government Affairs Director; and Jeremy Pisca, counsel with Risch Pisca PLLC, Law & Policy.

I will be contacting you in due time, so we can visit. In the meantime, if you need anything from me, here are my contact details:

Your Name

Your E-Mail

Your Telephone

Sincerely,

Your Signature

Your name

GLOSSARY OF LEGISLATIVE TERMS

Amendment

An amendment is any proposed change to the text of a pending piece of legislation, which will alter the original text by eliminating some of it, inserting new language or both. Each amendment must be voted on and receive a majority of votes before becoming part of the bill.

Appropriation

An appropriation is a provision of law that gives authority to government agencies to allocate and disperse funds from the Treasury for a specific purpose.

Authorization

An authorization allows the expenditure of special or dedicated funds for government departments and programs. The authorization also specifies the terms and conditions under which the funds may be used.

Bicameral

A bicameral legislative body is one composed of two houses or chambers, usually a House of Representatives and a Senate. The Idaho Legislature is a bicameral legislative body.

Bill

A bill is the principle mechanism used by legislators to introduce legislative and regulatory proposals for consideration and debate.

Caucus

A caucus is an informal organization of legislators that exists to discuss issues of mutual concern and engage in legislative research and policy planning.

Conference Committee

Is a formal meeting of representatives of the House and the Senate to reconcile differences on provisions of a bill passed by both chambers. Conference Committee members are appointed by the Speaker of the House and the presiding officer of the Senate. A majority of the Committee must reach agreement (often a compromise between the two versions) before it can be considered by either chamber in the form of a "conference report."

Co-sponsor

A co-sponsor is a Legislator who has joined one or more other Members in his/her chamber (i.e., House or Senate) to sponsor a bill or amendment. The first Member to sign onto a bill is

considered to be the sponsor; Members subsequently signing on are considered to be co-sponsors. Any number of Members may co-sponsor a bill in the House or Senate.

Enrolled Bill

An enrolled bill is the final copy of a bill or joint resolution that has passed both chambers in identical form.

Fiscal Year

The fiscal year is the economic—as opposed to calendar year—for purposes of tracking budget and appropriations issues. The Idaho fiscal year begins on July 1st and ends on the June 30th of the next calendar year.

Law

A law is passed or enacted by a government body, which must be obeyed by everyone over whom that governmental body has authority. A state bill becomes a law after it passes in both houses of the Legislature and is signed by the Governor, passed over the Governor's veto, or allowed to become effective without the Governor's signature.

Majority Leader

The individual legislator elected by his or her party as the chief spokesperson for the party that currently holds a majority of seats in the House of Representatives or the Senate.

Mark-up

The process by which committees and subcommittees amend and rewrite proposed legislation.

Minority Leader

The individual legislator elected by his or her party as the chief spokesperson for the party currently holding less than half of the seats in the House of Representatives or the Senate.

Sponsor

The sponsor of a bill is the legislator who officially introduces the legislation for consideration and debate. All legislation must be sponsored by at least one legislator, but other legislators may add their names to a bill as co-sponsors.