

The Governor

What are the duties of the Governor?

The constitution requires that a candidate for governor be a citizen of the United States, qualified to vote, and a resident of California for at least five years immediately preceding the election. Besides being the highest-ranking executive of the state, the governor is a legislative leader, the commander-in-chief of the state militia, an appointive power in the judicial system, the leader of his or her political party, and ceremonial head of state. In 1992, the annual salary for the governor was \$120,000.

As chief executive, the governor has extensive financial control, broad powers of appointment, and authority over the entire organization and administration of the executive branch. The governor may propose to group, consolidate, or coordinate agencies and functions. A reorganization proposal has the effect of law 60 days after it is submitted to the legislature or at a date stipulated in the plan, unless either house takes negative action. At the governor's request, executive officers and agencies are required to report on their operations. With ready access to the public, the governor has extensive opportunity to focus attention on operations or proposals and to influence public opinion. Among other substantial subsidiary powers, the governor is president of the board of regents of the University of California and the board of trustees of the California State University.

As appointing authority, the governor has the power to make about 2,000 appointments, including almost all state department heads and officials in key policy-making positions, except for constitutional officers. The governor also appoints several hundred members of boards and commissions. In addition, the governor fills unexpired terms of U.S. senators, supervisors in general law counties, and state-wide officers when these positions have become vacant through resignation, removal, or death.

A governor can appoint lawyers to fill judicial vacancies at the municipal and superior court level as he or she desires. For the court of appeals and supreme court, gubernatorial nominees must be confirmed by the Commission on judicial Appointments and subsequently by the electorate at the first regular election thereafter. Since judges may remain in place for years after a governor has left office, these appointments can influence state policy well beyond the term of the appointing executive.

While gubernatorial powers of appointment are significant in shaping state government, in comparison with other states California limits the governor's patronage both in number of positions to be filled and in the practice of making certain appointments. Some restrictions are imposed by law on the governor's powers. A majority vote of both the state Senate and the Assembly is required to approve special gubernatorial appointments to fill vacancies among the constitutional officers. About 170 other appointments require confirmation by the state Senate. Then too, composition of boards may be stipulated in law- for instance, the number of professionals from the field and the number of public representatives. Removal powers are also limited.

Constitutional and statutory law fix the terms of office of some department heads and of many boards and commissions. Terms may be staggered so that a governor cannot appoint a majority of a board, and sometimes terms of appointees are prescribed to be longer than the governor's own term. However, most department heads, the governor's staff, and members of the cabinet serve at the governor's pleasure.

As legislative leader, the governor advises the legislature at the beginning of each legislative session as to the condition of the state, recommends legislation, and confers regularly with representatives of the Senate and the Assembly. The governor's office prepares and submits to the legislature the annual state budget covering expenditures for every branch of state government. After legislative adjustment of the budget, the governor may reduce or eliminate particular items by veto, but may not raise them.

The governor may also veto bills passed by the legislature, and the threat of veto may influence legislation (although recent governors have vetoed only about seven percent of all bills passed). The gubernatorial veto is difficult to override, requiring a two-thirds vote in each house; since 1946 only seven attempts to override a governor's veto have succeeded.

The governor may also call a special session of the legislature to consider a specific issue such as a fiscal crisis.

As commander-in-Chief of the state militia (California National Guard), the governor may call the guard to active duty on his own initiative or on request of local officials in the event of civil disturbance or emergency, including natural disaster.

The governor influences the judicial system, by nominating judges to the two highest courts of the state and filling vacancies by appointment in all except justice courts. The governor also has the power to pardon, reprieve, and commute sentences except in cases of impeachment. These clemency powers have few restraints, but the governor's reasons for clemency actions must be reported to the legislature.

As leader of a political party, the governor draws strength from party support and exercises influence over party policies and nominations.

As ceremonial head of state, the governor performs such duties as ribbon-cutting at public openings and appearing at parades and other celebrations. Though these may seem relatively trivial and time-consuming functions, they can be used by a governor to help build citizen morale and shape public opinion.

Senate Leadership

Who leads the State Senate of California?

The lieutenant governor is designated by the constitution as president of the Senate, largely a ceremonial post. This officer has no role in the routine business of the Senate and votes only when there is a tie and one more vote would provide the necessary vote needed to approve a motion or measure. (In 1982, the voters rejected a plan to remove the lieutenant governor as president of the Senate.)

The president pro tempore is responsible for the overall administration of the Senate. Elected by the Senate, the pro tem chairs the Senate Rules Committee, promotes the prompt disposition of bills and other business before the Senate.

What is the structure and the powers of the Senate Rules Committee?

The Senate Rules Committee, chaired by the president pro tempore, is composed of four other members elected by the state Senate. This committee has the power to appoint all other Senate committees, designate chairs and vice chairs of standing committees, and decide which committee will consider each bill. The committee also makes recommendations on the confirmation of many gubernatorial appointments.

The rules committee decides which senators will serve on executive and judicial boards and commissions. All expenditures and claims for reimbursement by Senate committees must be approved by this committee.

How do the political parties choose their leadership?

Majority and minority floor leaders are chosen by their respective party caucuses to manage political strategy. The majority and minority party caucuses also elect their own chairs to lead party policy meetings.

Assembly Leadership

Who are the leaders of the State Assembly of California?

The speaker of the Assembly, the presiding officer of that body, is elected from and by the Assembly membership and serves ex-officio on all Assembly and joint legislative committees.

The power of the Assembly speaker is broader than that of the pro tem of the Senate. The speaker names the majority floor leader and the chair of the rules committee; assists in establishing the size and membership of all standing committees; designates the chairs and vice chairs of policy committees, who must be from opposite political parties; and selects members for executive and judicial boards and commissions.

The speaker pro tempore is elected by the Assembly to perform leadership duties during the speaker's absence. The speaker pro tem is an ex-officio member of the rules committee with no vote.

What is the structure and the powers of the Assembly Rules Committee?

The Assembly Rules Committee is chaired by the speaker or the speaker's appointee. The majority and minority caucuses each nominate four additional members; the eight nominees must be approved by majority vote of the Assembly. The rules committee refers bills to committees, and selects and supervises Assembly support staff. It is responsible for expediting procedures and proposing changes in house rules. Members of this committee may not chair standing committees.

How do the political parties choose their leadership?

The floor leader of the majority party is appointed by the Assembly speaker; the minority floor leader is chosen by the minority caucus. The majority and minority caucus chairs are chosen by their respective parties.

Officers of the Senate

President of the Senate, Lieutenant Governor John Garamendi

Under the State Constitution, the Lieutenant Governor serves as the President of the Senate. However, by law and custom the role of the President is extremely limited. He or she may be invited periodically to preside on ceremonial occasions, such as the opening of the Session. However, the only time the Lieutenant Governor is actually entitled to participate in the business of the Senate is in the case of a tie vote, when he or she casts the vote breaking the tie.

President pro Tempore, Senator Don Perata (D - Oakland)

The President pro Tempore, who also serves as the Chair of the Rule Committee, is the actual leader of the Senate. He or she is elected by the Members at the beginning of each Session. The "Pro Tem" is the presiding office on the Floor, overseeing the appointment of committee members, assignment of bills, progress of legislation through the house, confirmation of gubernatorial appointees, and overall direction of policy. He or she is also the political leader of the majority party.

Majority Leader, Senator Gloria Romero (D - Los Angeles)

The Majority Leader is chosen by the Majority Caucus, and serves as the main Floor manager for the President pro Tempore and Majority Party. He or she also is the chief assistant in political matters and strategy.

Minority Leader, Senator Dick Ackerman (R - Tustin)

The Minority Leader (also known as the "Republican Leader") is the second-most powerful position in the Senate. Elected by members of the Minority Caucus, he or she speaks for the Minority Party, maintains its inner discipline, and works with the President pro Tempore to set the Senate's order of business.

Majority Whip, Senator Carole Migden (D - San Francisco)

Minority Whip, Senator Dennis Hollingsworth (R - Murrieta)

Whips are essentially assistants to the political leadership of each party in the Senate. They are elected by the respective caucuses, and help count potential votes on matters which present particular party concerns.

Democratic Caucus Chair, Senator Tom Torlakson (D - Antioch)

Republican Caucus Chair, Senator Charles Poochigian (R - Fresno)

Caucus chairs are elected by their respective parties. They convene caucus meetings, provide political advice to their leadership, and manage staff assisting Members in providing constituent services and communications with the public.

Secretary of the Senate, Gregory Schmidt

The Secretary of the Senate is one of the three officers of the Senate who are elected by the total Membership, the other two officers being the President pro Tempore and the Chief Sergeant-at-Arms. He or she is the chief parliamentarian and keeper of the legislative records. The Secretary of the Senate is responsible for the accurate drafting of bills and the presentation of bills to the Governor. He or she is also the Executive Officer of the Senate, in charge of the day-to-day administration of the budgeting, personnel, accounting, purchases, contracting and property management.

Chief Sergeant-at-Arms, Tony Beard, Jr.

The Chief Sergeant-at-Arms, elected by the total Membership of the Senate, is responsible for order on the Senate Floor, and in committees and meetings. He or she is essentially the "chief" of the Senate's internal policing agency. The Chief Sergeant-at-Arms works closely with the California Highway Patrol and the Assembly Sergeants to maintain the security of the Capitol and Senate offices statewide. The Chief Sergeant also oversees various service officers within the house.

California State Assembly

Assembly Officers

Speaker, Fabian Núñez

The highest ranking officer of the Assembly; usually elected by the Assembly Members at the beginning of each two-year legislative session. The Speaker or his or her designee presides over Floor Session. The Speaker's powers and duties are established by the Assembly Rules.

Speaker pro Tempore, Assemblywoman Sally Lieber

An officer appointed by the Speaker that presides over Floor Sessions in the absence of the Speaker.

Assistant Speaker pro Tempore, Assembly Member Laura Richardson

An officer appointed by the Speaker that presides over Floor Sessions in the absence of the Speaker and the Speaker pro Tempore.

Majority Floor Leader/Majority Leader, Assembly Member Karen Bass

Elected by the majority party caucus. Represents the Speaker on the Floor, expedites Assembly Floor proceedings through parliamentary procedures such as motions and points of order and promotes harmony among the membership.

Assistant Majority Floor Leader/Majority Leader, Assembly Member Kevin De Leon

Majority Whip, Assembly Member Fiona Ma

Democratic Caucus Chair, Assemblywoman Noreen Evans

Minority Floor Leader, Assembly Member Michael Villines

Elected by the caucus having the second largest House membership. Generally responsible for making motions, points of order and representing the minority caucus on the Floor.

Chief Clerk, E. Dotson Wilson

A nonpartisan, nonmember officer of the Assembly elected by the majority of the membership at the start of each two-year session as its legislative officer and parliamentarian.

Chief Sergeant-at-Arms, Ronald E. Pane

Staff responsible for maintaining order and providing security for legislators. The Chief Sergeant-at-Arms in each House is elected by a majority of the Members of that House at the beginning of every legislative session.

Legislative Committees

What is the role of committees in the development of legislation?

Policy committees are standing committees established in the rules adopted by each house; their membership usually changes after each election. Some establish subcommittees to facilitate their work. Each committee is assigned bills in its subject area to hear, study, and vote on.

What areas do the committees address?

Committee names change slightly from session to session, but each house has committees which deal with similar issue areas. Areas addressed include: agriculture and water resources, banking, commerce, and international trade, business and professions, consumer protection, constitutional amendments, education, elections, energy, environmental safety, government organization, health and human services, housing, insurance, industrial relations, judiciary, labor, local government, natural resources, public employees and retirement, public safety, revenue and taxation, transportation, utilities and commerce, veterans affairs, water, parks, and wildlife.

Can committees meet when the legislature is not in session? What would they do?

In the interim period between legislative sessions, committees can meet to gather information and make recommendations, though they may not take official actions. Interim hearings are sometimes held outside Sacramento to permit testimony by experts and residents in different parts of the state.

What is the role of fiscal committees? *Fiscal committees* are standing committees that handle the annual state budget and all other bills with either a director implied cost to the state. Bills with fiscal implications, often the most important bills, are referred to fiscal committees from policy committees.

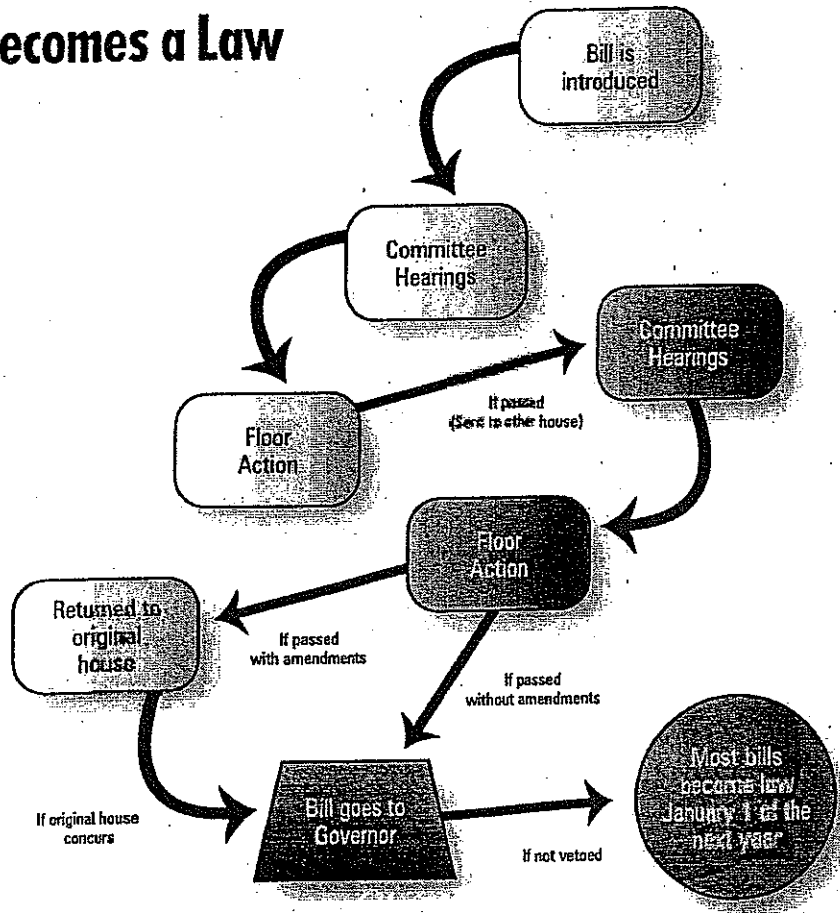
What other committees are used?

Special or select committees may be set up by either house to research a comparatively limited subject, such as child abuse or mobile homes.

Joint committees include members of both houses, appointed by the speaker in the Assembly and by the rules committee in the Senate. Such committees can conduct investigations, hold hearings, and recommend legislation.

Conference committees, set up to resolve differences in the Assembly and Senate versions of bills, are composed of three members of each house, chosen by the Assembly speaker and the Senate Rules Committee.

How a Bill Becomes a Law



Source: Legislative Counsel of California, www.leginfo.ca.gov

The Legislative Process

- **Senate:** 40 members
- **Assembly:** 80 members
- **Regular Session:** Convened on the first Monday in December of each even-numbered year and continues until November 30 of the next even-numbered year.
- **Special Session:** May be called by the Governor and is limited to a specific subject. Length is not limited and may be held concurrently with the regular session.
- **Effective Date of Laws:** January 1 of the year after enactment.

Procedure

- **Introduction:** The bill is introduced by a member of the Senate or Assembly, read for the first time, then assigned to a committee by either the Senate Rules Committee or the Assembly Speaker.

- **Committee:** Hearing(s) are held in committee and testimony is taken from proponents and opponents. Generally, the committee will then amend, pass or fail to pass the bill.
- **Second Reading:** Bills that are passed by committee are read a second time and sent to the full floor for debate.
- **Floor Debate (in house of origin):** The bill is read a third time, debated and voted on. Most bills need a majority to pass (21 for the Senate, 41 for the Assembly). Bills with urgency clauses, appropriation measures and some tax-related bills need a two-thirds majority (27 for the Senate, 54 for the Assembly). If the bill is passed, it is sent to the second house.
- **Second House:** Procedures for a bill to pass the second house are similar to consideration and passage in the house of origin.

- **Amendments:** If the second house passes a bill with amendments, then the bill must be passed a second time by the house of origin for concurrence. If the amendments are rejected, a conference committee is formed to iron out the differences between the two houses.
- **Governor:** The Governor must act on (sign or veto) any bill that passes the Legislature within 12 days during the legislative session. However, the Governor has 30 days in which to act at the end of the biennium. Bills not acted on by the Governor automatically become law. A two-thirds vote of the Legislature is required to override a Governor's veto.



How to Convey Your Message to Your Legislators

Each year, thousands of legislative proposals are introduced on subjects that affect you, such as increased taxes, workers' compensation rates, labor law requirements or regulations on how you operate your business. Your input on these issues is critical. Understanding the process and holding your legislators accountable for their actions will help you affect the outcome. As a business or member of the California Chamber of Commerce, you have access to all the resources we have, but ultimately you need to be involved personally for the best results. Offered below are tips on how to involve yourself in the legislative process and steps you can take to make sure your voice is heard.

General Guidelines

Here are some guidelines for you to follow in contacting your legislators.

- **Be thoughtful.** Commend the right things your legislator does. That's the way you'd like to be treated.
- **Be reasonable.** Recognize that there are legitimate differences of opinion. Never indulge in threats or recriminations.
- **Be realistic.** Remember that most controversial legislation is the result of compromise. Don't expect that everything will go your way, and don't be too critical when it doesn't.
- **Be accurate and factual.** The mere fact that you want or do not want a piece of legislation isn't enough. If an issue goes against you, don't rush to blame the legislator for "failing to do what you wanted." Make certain you have the necessary information and do a good job of presenting your case.
- **Be understanding.** Put yourself in a legislator's place. Try to understand his/her problems, outlook and aims.
- **Be friendly.** Don't contact your legislator only when you want his/her vote. Invite him/her to your place of business or your group meetings. Take pains to keep in touch with him/her throughout the year.
- **Give credit where it is due.** If an issue goes the way you wanted, remember that your legislator deserves first credit. He/she has the vote, not you. And, remember also that many organizations and individuals participated on your side.
- **Learn to evaluate issues.** The introduction of a legislative bill doesn't mean that it will become law. Whether you're for it or against it, don't get excited about it until you learn the who, what and why of it.
- **Support your legislator.** If he/she is running for re-election and if you believe he/she

deserves it, give him/her your support. He/she needs workers and financial supporters. Don't become aloof at the time when your legislator needs your help.

- **Don't, don't, don't** even hint that you think certain bills, campaigns or politics in general are not worthwhile or may be dishonest.
- **Don't demand anything.** And don't be rude or threatening. There is always "the future" and in many cases a legislator may disagree with you on one issue and be supportive on another.
- **Don't be vague or deceptive,** righteous or long-winded and please don't remind the legislator that you are a taxpayer and voter in his/her district. (He/she knows it!)
- **Don't be an extremist.** Remember, your legislator represents all his/her constituents — those you consider liberal and those you consider conservative. Don't condemn a legislator just because he/she supports a piece of legislation that you think is too liberal or too conservative.
- **Don't be a busybody.** Legislators don't like to be pestered, scolded or preached to. Neither do you.
- **Be cooperative.** If your legislator makes a reasonable request, try to comply with it. You can help him/her by giving him/her the information he/she needs. Don't back away for fear you are "getting into politics."

Letter Writing

See the next page.

District Office Visits

The following guidelines may be helpful when you visit the legislator's district office:

- Members of the state Legislature rely heavily on their staffs for a major portion of their responsibilities, i.e., scheduling, advice on specific legislation, constituent problems, etc. This is why it is important to maintain some familiarity with the district office staff. However, *you* do want to become acquainted and develop a working relationship directly with the legislators in your district.
- Generally, the legislative schedule permits each legislator to visit the district office on *Fridays* and holidays.
- Always call in advance for an appointment and briefly explain the purpose of the meeting. As a business person, you are an important constituent and your legislator and staff are eager to get acquainted.

- If meeting with your Senate or Assembly representative to discuss specific legislation, review the background information and position statements available from your association and use the bill numbers when possible.
- Ask the legislator for his/her position on issues and how he/she will vote.

Consider other activities as ways of effectively maintaining liaison with your district legislators:

- Invite other members of your profession to join you and your legislator for lunch.
- Invite your legislator to visit your company before opening. You may want to have a short meeting between your employees and the legislator. The legislator could make brief remarks, followed by a question-and-answer period.
- Offer to help organize an information business advisory group to meet regularly with your legislators to discuss key business issues.

Telephone Calls

- When the Legislature is in session, call the Capitol office; during recess and on Fridays, call the district office.
- Ask to speak directly to the legislator. If he/she is not available, ask to speak to the administrative assistant or legislative aide.
- When the legislator or his/her assistant is on the line, identify yourself and mention the name of your company and that you are from the legislator's district.
- State the reason for the call. Use bill numbers whenever possible.
- Explain how the proposed legislation affects *your* business and why *you* support or oppose.
- Discuss only one issue per telephone call.
- Ask the legislator's position.
 - ✓ If the legislator's position is the same as yours, express agreement and thanks.
 - ✓ If your position differs from the legislator's, politely express disappointment and offer factual information supporting your views.
- Don't attempt to give "expert" opinions. Tell how legislation would affect your business, based on your experience and knowledge.
- Request that your legislator take a specific action by telling him/her what you desire. State the facts as *you* see them. Avoid emotional arguments. If you use dollar figures, be realistic.
- Keep all communication friendly and respectful.
- Thank the legislator or aide for his/her time and for considering your views.



Tips on Writing to Your Legislator

Address lobbying correspondence to the author of the bill with copies to members of the committee hearing the bill and to your local legislator.

Make sure your legislator knows this letter is from a constituent who lives and/or does business in the legislator's district. Be sure to make clear for whom you're speaking.

Be sure to be clear about what action you want the legislator to take.

Keep your letter friendly and respectful.

If you have a personal relationship with the legislator, take a moment to write a quick, handwritten note to draw his or her attention to your letter.

Be sure to send a copy of your letter to the legislator's district office and the Governor. Also please send a copy to the California Chamber so our legislative advocates can include information on your support or opposition in their committee testimony.

Use your business letterhead when communicating your position on a bill.

XYZ COMPANY

May 2, 2003

The Honorable [Your Legislator's Name]
[California State Senate or California State Assembly]
State Capitol
Sacramento, CA 95814

Dear Senator/Assemblymember [Last Name]

As [list your position] of [your business name] in [location], I am writing to urge you to **support workers' compensation reform now** and to **support suspending benefit increases** until the economy improves or until cost-saving reforms at least equal to the benefits are adopted.

I have [number] employees. Over the last [number] years, my workers' compensation costs have gone up [percentage increase or other specific figures].

Skyrocketing workers' compensation costs are hurting my company and the California economy. To pay for higher workers' compensation premiums, my business and others throughout the state are having to cut back. [Give example from your business, if possible.] The result is fewer jobs for Californians and a slower economic recovery.

California's workers' compensation is broken and urgently needs fixing. California businesses pay the highest premiums in the nation, even though our benefit delivery system is rated among the lowest performing.

It is time for reforms to fix the problems that keep pushing up workers' compensation premiums. Bringing workers' compensation costs under control will improve my company's ability to provide jobs and help move the economy toward recovery.

I look forward to hearing from you soon about your position on this issue.

Sincerely,

[Your Name]
[Your Title]

cc: [Your Legislator's Local Office]
Office of the Governor
California Chamber of Commerce

YOUR ADDRESS YOUR TELEPHONE YOUR FAX YOUR WEB ADDRESS

Keep your letter short. A succinct, one-page letter will have more impact than a longer one. If you have documentation of the bill's impact on your business, enclose it, but keep the letter short.

In many committees, staff members file correspondence according to the date of the bill's next hearing. If you know the date, be sure to include it to help ensure your letter is read in time to have an impact.

Get to the point of your letter quickly. Focus on one topic throughout the letter.

Provide concrete, credible information on the impact of proposed legislation on your business. The more personalized your letter, the more impact it will have.

Elected officials prefer to hear from persons in authority rather than just from staff members. A letter will have more impact if the business owner or person in a management position signs the letter.

Use boldface type, underlining or italics sparingly to emphasize important points.

Be sure your address is on the letter.

Act promptly. Too many good lobbying letters arrive after a vote already has been taken.

Later... If the legislator does what you ask, be sure to send a thank you letter.



Let the Media Help You Make Your Point

Reporters often seek out the local angle on how proposed legislation will affect business. Your comments as a business owner or manager can help clarify for newspaper readers, radio listeners and television viewers the real-life impact of state policies.

Following are some basic rules about dealing with the news media, how they operate and how to deal with reporters.

General Points to Remember

- **The news media is not the enemy.**
Reporters ask tough questions — it's their job. It's easy to feel defensive. Don't be.
- **This is your chance to be heard.**
Thank the reporter for getting your side of the issue. Be friendly, helpful and sensitive to the time constraints some reporters will be under. If there is time, provide background on the issue before the tape is rolling.
- **Respond in a timely manner.** Be aware of the reporter's deadlines.
- **If there is a microphone or camera, consider it on.**
- **There is no such thing as "off the record."**
Everything you say is eligible for the front page of tomorrow's newspaper. Do not make cracks about opponents or self-deprecating remarks about your company or organization. They could be misinterpreted.
- **Nice people ask tough questions.**
A reporter's demeanor may change once discussion turns to the subject at hand. They may want to use their question to sound confrontational and cynical. Concentrate on the question and your answer.
- **You are in control.**
If you don't say something, it can't be used. If you are asked a question about something irrelevant, answer politely and refer to the

subject matter you were told you would be discussing.

- **Never say "no comment."**
If you do not know an answer to a question, say so. Promise the reporter you will find the answer and get back to him/her. Then do it.
- **A reporter's responsibilities.**
Conflict of opinion is one of the main ingredients of news. If you are criticized in a story, you should be given the chance to respond. Likewise, you must expect critics to respond to you. Make sure a reporter can get in touch with you after the interview in case he/she needs more information.

Newspapers

- **Newspaper Reporters**
It is common for newspaper reporters to conduct phone interviews. They may call back several times to make sure they have the details straight. Make the reporter feel welcome to get back in touch with you. If you are going to be away from the office, let him/her know how to contact you.

Radio

- **News**
Many radio news interviews are conducted over the phone and reporters are required to tell you they want to record you on tape for airplay later. Have one or two of the key points ready and stick to them. A long radio story is 45 seconds. Your answers must be to the point. If the reporter can come to you or meet elsewhere, all the better. You will sound better without the phone line.
- **Talk Shows**
Talk is among the highest-rated formats in radio. It also is one of the rare times when you

will not be edited. Listeners will hear everything you say, good and bad. Also, this format often pits one side against the other and callers often can add questions. If you go to the studio, you will sound better.

Television

Most people get their news from television. It is immediate and visual, which can be dramatic and powerful.

Expect a television crew to travel to you and to want to take pictures of anything that goes with the story. If there is a location that would be better, suggest meeting there.

- **How you look is important.**
If your tie looks like a test pattern or your hair is bad, the viewer will concentrate on that and not on what you're saying. The most important thing to remember: be comfortable. Wear what you normally would wear to work.
- **Sound bites**
The typical television story will run about 80 seconds. Be concise. You will be lucky to get 10 to 15 seconds for your sound bite. Be wary of a reporter asking the same question in different ways. He/she may be trying to elicit a different response. Consider each response to be the one that will get on the air.
- **Live shots**
A reporter may want to do a shot with you being interviewed on the air. Usually this involves a reporter's introduction to a taped piece with questions of you afterward. You should have an earpiece that will allow you to hear the taped report.
If the piece contains errors, correct them at the end of your first answer. Concentrate on the reporter's questions.

Use the Internet as a Resource

If you have more questions, the answers often are on the Internet.

- **www.calchamber.com** — California Chamber website features information on business legislation. Look up bills and letters or find your legislator. Sign up for the free Daily Headlines e-mail. Also find information on products and services to help you do business.
- **www.ca.gov** — The California state

government website contains information from the Governor and other state offices, and links to other related websites.

- **www.assembly.ca.gov** — The California Assembly home page has information about the Assembly, members, bills and links.
- **www.senate.ca.gov** — The California Senate home page includes information about senators, committees, bills, other links.

- **www.lao.ca.gov** — The Legislative Analyst's Office (LAO) provides analysis to the Legislature on fiscal and policy issues.
- **www.leginfo.ca.gov** — The Legislative Counsel of California maintains the official site for legislative information.
- **www.ss.ca.gov** — The California Secretary of State website offers elections, voter, campaign and lobbying information, plus business filings.



American Nurses Association California

Legislator Contact Report Form

Issue: _____ Date: _____

Legislator: _____

Staff Member (if member not available) _____

Contacted at: _____

Member is: _____ Supportive _____ Undecided _____ Opposed

Comments on reception, reactions, topics discussed, raised:

Follow up (if necessary):

Name: _____ E-mail: _____
Address: _____ City: _____ Zip: _____
Phone: _____ Fax: _____

Return to: Hon. Tricia Hunter RN, MN
American Nurses Association California
1121 L Street, Suite 409
Sacramento, CA 95814
916-447-0225 fax 916-442-4394 anac@anacalifornia.org