

a national trust publication

A Blueprint for Lobbying

By Susan West Montgomery



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For many, the word lobbying conjures up images of back rooms and cigar smoke, backslaps and bags of money. Those images are far from the truth. Casting your ballot in the voting booth may be the most fundamental of democratic acts, but talking to your elected official—lobbying—is the indispensable next step. We send our representatives to Washington, D.C., but unless we tell them what to do when they get there, we have squandered our vote.

Preservationists, like every other group of citizens joined in a common cause, have the prerogative and the responsibility to let members of Congress know that the legislation they enact has consequences, positive and negative, for our historic preservation goals back home. After all, who knows better than we do how rehabilitation tax credits can rebuild our downtown? Who better to explain the full reach of the Historic Preservation Fund into plans and programs that protect our treasured heritage? Be assured that legislators cannot be counted upon to do the right thing unless thoughtful, well-informed constituents cultivate their support and secure their action through lobbying.

Blueprint for Lobbying is a primer designed to acquaint you with the legislative process, lobbying techniques, and resources available to aid your advocacy. While it focuses on the federal level, its information and recommendations can also be applied to state and local advocacy for historic preservation. Importantly, *Blueprint* should dispel the myth

that lobbying is anything more than simply being a strong voice for heritage resources in your community, a role you play every day through every action you undertake to preserve historic sites. You can trust your own voice.

Remember, the most fundamental part of lobbying is establishing positive long-term, working relationships with your legislators. You can do that anytime, by meeting with aides to update them on preservation developments and needs, by sending background materials that might be of interest, and by making yourself available to them as a source of information. That way, office staff get to know you and you get to know them. That lays the groundwork for taking specific action when the need or the opportunity arises.

Moving productive, long-term preservation legislation through the notoriously erratic House of Representatives and interminably contemplative Senate can take years; however, it is more than worth the effort. The National Historic Preservation Act, the Historic Rehabilitation Tax Credit, the Intermodal Surface Transportation Efficiency Act and its successors took years of hard work and tireless lobbying by preservationists. Yet, each in its own way has reshaped the policy landscape for historic resources and made preservation the goal of many public and private development efforts.

What Is Lobbying?

Lobbying is letting your elected officials know what you, the constituent, want from them.



Take advantage of any informal opportunities that may arise to talk with members of Congress. Here preservationists chat with Representative Tim Roemer at the annual Women in Preservation Breakfast.

— Photo by Loretta Neumann.

Lobbying provides members of Congress, statehouses, mayors, and city councils with the information they need to fully understand the consequences of their legislative decisions on constituents and communities.

Lobbying affects a wide variety of issues and problems, which may be as diverse as gun control and historic preservation or nuclear reactors and equal rights.

The right to lobby is protected by the First Amendment of the United States Constitution and, as citizens, we must take advantage of the opportunity to have our voices heard by elected officials at all levels of government. It is the elected official's duty to fairly represent his or her constituency, but it is the constituent's responsibility to provide the information to make that possible.

Cover: Recognizing the work that legislators accomplish on your behalf will contribute to a productive relationship with your congressional representatives. During their 2002 statewide conference, Colorado preservationists present an award to Senator Wayne Allard (second from left) and Representative Scott McInnis (far right) for their work in getting funds to help acquire a historic mining area.

— Photo courtesy of Colorado Preservation, Inc.



Special events are a good way to involve your members of Congress in preservation efforts. Here Maryland Senator Sarbanes poses in front of a cake replica of a historic building and accepts a thank-you gift at a 25th anniversary party for supporters of the Historic Rehabilitation Tax Credit.

— Photo by John Harrington.

Lobbying is perceived by many as an activity synonymous with influence peddling, payoffs, and other ethically and legally questionable activities. While there have been abuses of lobbying laws and regulations, lobbying is a legal right that most citizens and professional lobbyists use honestly and effectively.

Why Lobby?

All elected officials, from the president of the United States to city council members, hold their positions because they won a majority of the votes cast in an election. As citizens, your role in the political process does not end when you walk out of the voting booth—it just begins. Once you have put these officials in a position of power, it is your duty to make certain they are informed and can make decisions that will benefit your state, city, and country.

You are a valuable resource for your mayor, representative, and senator.

Congress passes hundreds of bills during each legislative session. To do this, the members must depend on their small staffs, both in the district and in Washington, to research issues, recommend positions, and draft legislation. Your expertise—volunteered through lobbying—is essential at this point in the legislative process.

Federal legislation, such as the yearly appropriation of funds and changes in tax policy, can directly affect the preservation (or sometimes, the demolition) of buildings around you.

You are the expert on historic preservation in your community. When you lobby with facts, figures, and strong arguments, your representative and senators will be able to assess the legislation and make an informed decision about how to vote. Remember, those on the other side of the issue are lobbying too!

Every voter should lobby because it produces more responsive legislators and a more responsive government.

What Does It Take to Be a Lobbyist?

Every person has the ability to be a grassroots lobbyist, and as citizens we all should be lobbying.

We, as preservationists, are already advocates. Again and again, we muster logical arguments and employ good communication skills to explain why preservation is important and to encourage individuals and groups to take actions that respect the historic fabric of our communities. Lobbying calls for the same kinds of communication skills, knowledge of preservation and its benefits, and concern for local communities. Other than that, no specific training or experience is required.

Even the staff members of preservation organizations who have been hired specifically to do lobbying, or who are assigned to do it along with other duties, come from diverse backgrounds. Some may have a degree in government or law and first-hand knowledge of the workings of Capitol Hill. Others bring in-depth understanding of the needs of communities, gained by working as a preservation advocate at the local level. Both kinds of experience provide a good foundation for lobbying—and people with different backgrounds may complement each other when working together on lobbying efforts.

Don't hesitate to seek advice and counsel from others who have experience doing lobbying or who have worked in the offices of the kinds of officials you are seeking to influence. It may also sometimes make sense to hire a professional with such experience to help you conduct a lobbying campaign.

Professional Lobbyists and Citizen Lobbyists

The Federal Regulation of Lobbying Act of 1946 defines a professional lobbyist as one "who shall engage himself for pay or for any consideration for the purpose of attempting to influence the passage or defeat of any legislation by the Congress of the United States..." Professional lobbyists working at the federal level must register with the Clerk of the House and the Secretary of the Senate and report their activities semiannually. Preservation Action's professional staff members are registered lobbyists.

"Citizen Lobbyists" is a non-legal term that refers to activists with special interests who are exercising their First Amendment right to inform their legislators of their position on an issue. Citizen lobbyists can form state or local lobbying coalitions, can become a part of a nationwide grassroots lobbying effort, or can lobby as individuals. Lobbying by unpaid individuals at the grassroots level is not legally classified as "professional lobbying." These lobbyists need not register nor must they abide by any formal regulations.

Lobbying by Nonprofit Organizations

Every 501(c)(3) organization should lobby, whether it "elects" to lobby as a major part of the organization's program or whether the staff and board write an occasional letter to the congressional delegation. An organization should assess its lobbying activity and if it is insignificant, the "election to lobby" is not necessary. Note that the laws governing the ability of charitable organizations to lobby have changed, and proposals for further change are always before the Congress.

Charitable organizations are limited in their lobbying activities by a requirement that "no substantial part of the(ir) activities be used for carrying on propaganda or otherwise attempting to influence legislation." Unfortunately, "no substantial part" has too often been interpreted to mean "none," which causes confusion and fear of lobbying among 501(c)(3) organizations. In fact, such organizations (other than churches or private foundations) may elect to lobby. Allowable lobbying activities are carefully defined and the percentage of income allowed for the influencing of legislation is carefully controlled. An organization may spend up to 20 percent of its first \$500,000 of income (dues, receipts, charges, etc.) to a ceiling of \$100,000 on direct lobbying. A graduated percent of income on lobbying is allowed on amounts over \$500,000.

If a 501(c)(3) organization engages in grassroots lobbying (see below), its expenditures are further limited to 25 percent of the amount allowed for direct lobbying.

A charitable organization is limited to lobbying on issues for which it is chartered.

Organizations that elect to lobby and wish to take advantage of these lobbying rules must file Form 5768 with the Internal Revenue Service.

Direct Versus Grassroots Lobbying

The Tax Reform Act of 1976 defines "direct lobbying" as the expenditure of staff time and money to lobby legislators "directly" and to encourage the membership of the organization to do likewise.

"Grassroots lobbying" extends beyond the influencing of an organization's membership and attempts to influence the general

Restrictions on Lobbying for Nonprofit Organizations

A word of caution to any 501(c)(3) organization: federal law prohibits charitable organizations from working directly for—or advertising support of—the election of a single political candidate, whether federal, state, or local. To do so may cause loss of your tax-exempt status.

A 501(c)(3) organization can inform candidates of its positions on issues, can urge candidates to support its positions, and ask candidates to go on record as supporters. Make certain that anything you do for one candidate is done for all candidates.

For example, a statewide preservation organization can lobby to persuade a representative to vote "yes" or "no" on an issue, but it cannot undertake any activities to encourage citizens to vote for or against a political candidate. If it does, it would lose its charitable status.

public to lobby for a specific position on a specific issue. This type of lobbying can include such techniques as a paid full-page ad in a local paper or a paid radio or television announcement.

Following are examples of expenses, attributable to either direct or grassroots lobbying activities, that must be counted toward the lobbying limitations.

- Compensation for all employees or officers engaged in lobbying.
- Cost of telephone calls and letters when used to influence legislation or grassroots actions.
- Cost of printing, postage, etc. for the portion of the material that is attempting to influence legislation.
- Expenses related to overhead (rent, utilities) that is proportionate to the total number of hours employees or officers spend on lobbying activities.

Some activities are not considered lobbying, therefore, the

501(c)(3) organization can engage in these without limitation. For example:

- Contacts that are informational or technical and are given upon request of a legislator, such as presenting testimony before a committee.
- Information given to an organization's own membership about legislation of interest—as long as there is no call to lobby.
- Contacts with non-legislative governmental officials, as long as information does not influence legislation.
- Sharing results of nonpartisan studies or research.

As these rules make clear, a 501(c)(3) organization can—and should—lobby on preservation issues. The decision to file depends on the amount of staff time and income that will be spent on lobbying activities.

Understanding the Process

The legislative process simply begins with an idea. It may be an elected official's idea or campaign promise, or an initiative that has been brought to his or her attention by a constituent, an organization, or even the president of the United States. The idea can already be very well developed and written in legal language, or just in outline form. Often a private advocacy organization or interest group has already prepared the legal language.

The idea is turned into a bill by congressional staff members, either on the staffs of individual members or on the staffs of congressional committees, with the help of specialists in the legislative counsels' offices. The bill is then introduced by a member of Congress—or group of members,

called cosponsors—on the floor of the House or Senate. Often there will be a lead cosponsor, usually from the opposite party as the lead sponsor, to demonstrate bipartisan support for the bill. The clerk of either the House or Senate assigns a number to the bill when it is first introduced (H.R. designates a bill introduced in the House of Representatives, S. designates a Senate bill). Next the bill is referred to the committee or committees that have jurisdiction over issues dealt with in the bill.

The next steps in the legislative process can stretch over months and even years. Many require more than a single, two-year congressional term for completion of the total legislative process. The vast majority of bills introduced never become law. If a bill does not pass during a two-year term, it “dies” and must be reintroduced during the next Congress.

Types of Legislation

There are three different types of legislation: authorizing legislation, appropriations legislation, and tax legislation. Each has a different purpose and specific set of committees designated to consider the bills.

Authorizing Legislation

The authorizing process is used to introduce new laws and propose amendments to existing laws. The authorizing committees work on legislation that actually creates the authority to undertake certain activities. The committees' names indicate their area of authority: Armed Services; Banking, Housing, and Urban Affairs; Budget; Energy and Commerce; Environment and Public Works; Foreign Relations; Judiciary; Transportation and Infrastructure; etc.

Most federal programs are established through the authoriz-

ing process to establish program elements and to authorize the expenditure of federal dollars, usually with a “ceiling” placed on spending.

Authorizing legislation can originate in either the House or Senate. The National Historic Preservation Act started out as authorizing legislation. A small group of preservationists began the push for the legislation in the summer of 1964, with legislation first introduced in early 1966, following publication of *With Heritage So Rich* in January of that year. The legislation was enacted into law in October 1966. Authorizing legislation was also needed to amend it a dozen times in the decades that followed.

Appropriations Legislation

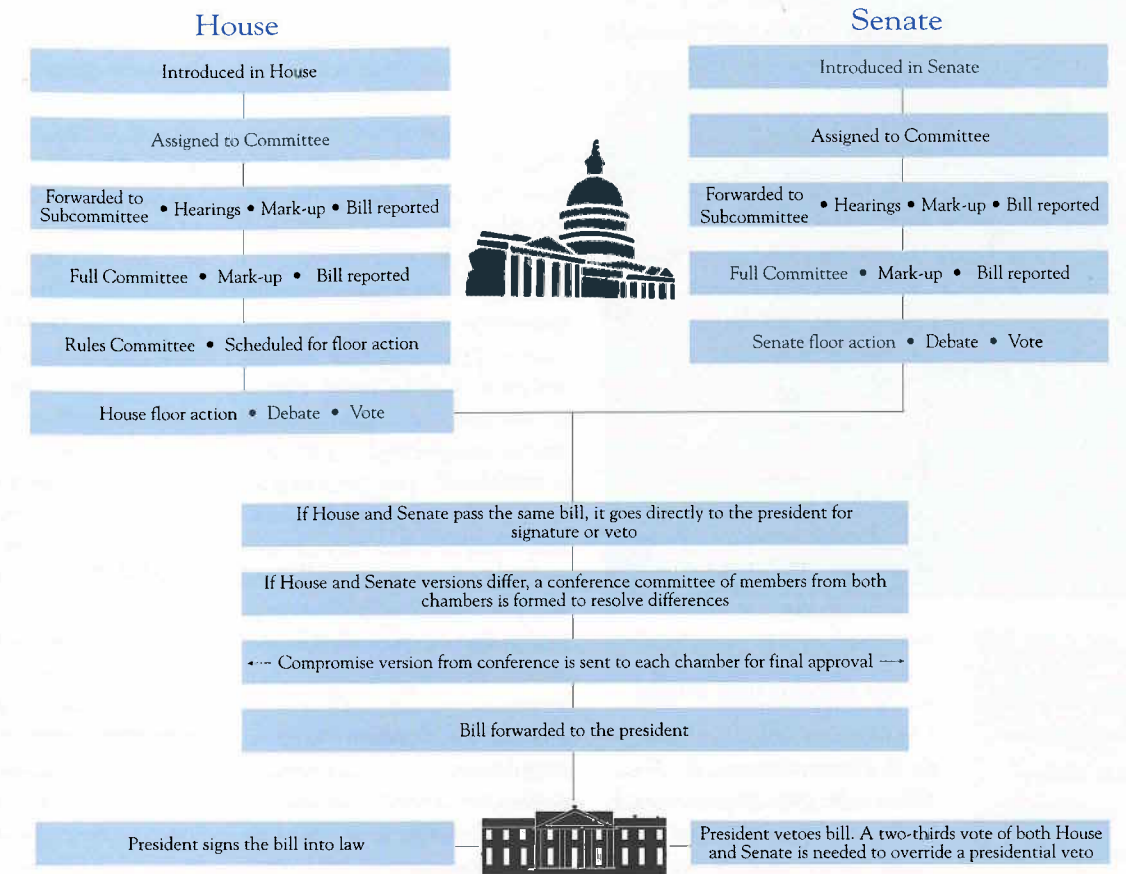
The funding of most government programs requires action by the appropriations committees on an annual basis. The committee appropriate revenue for all programs in government agencies, staying within limits imposed by the Congressional Budget Resolution and authorizing legislation.

The appropriation committees in both House and Senate are divided into subcommittees such as: Commerce, Justice, State and the Judiciary; Defense; Energy and Water Development; Interior; and Labor, Health and Human Services, and Education.

The Constitution stipulates that all appropriations measures must originate in the House, with Senate action following. The Historic Preservation Fund, for example, must receive appropriations each year, and the actual amount of the appropriation has fluctuated according to how much the president requests in his budget and how much the Appropriations Subcommittee on Interior (which provide funds

The Legislative Process—How a Bill Becomes a Law

This chart shows the typical path a bill takes to become a law. Bills may be introduced by a legislative request from the Executive Branch or by members of the House or Senate. Each bill must be passed by both houses of Congress in identical form before it can be sent to the president for signature.



for the National Park Service) in the House and Senate provide in their bills.

Tax Legislation

The House and Senate each have a single committee that considers all measures involving changes in the tax law. The House Ways and Means Committee and the Senate Finance Committee have jurisdiction over all tax measures. The Constitution requires all tax measures to originate in the House. For example, the Historic Rehabilitation Tax Credit was introduced in 1976 as a way to

encourage the rehabilitation of historic buildings. It offers a 20 percent tax credit for the costs associated with rehabilitating a historic commercial, income producing property. Since its enactment it has leveraged more than \$25 billion in private investment in over 29,000 historic buildings.

The Legislative Process

Once a bill is introduced and referred to a committee, there are six major steps that it must take in order to complete the legislative process.

Subcommittee

Each full committee is divided into subcommittees. After holding hearings on a bill, the subcommittee completes a “mark-up” on legislation. In a subcommittee “mark-up” a bill is considered “line-by-line.” This allows members to fully consider all aspects of the bill and raise questions and concerns about any of its features. They also may amend the bill to include program elements that were not in the bill when it was introduced or delete elements they do not agree with. Once



Invite members of Congress to participate in a ribbon-cutting or to speak at a conference or other event. Senator Hillary Rodham Clinton was the featured speaker at the Women in Preservation Breakfast in 2002.

— Photo by Loretta Neumann.

implied that religious institutions could be exempt from historic preservation ordinances. The National Trust, with the assistance of the New York congressional delegation, was able to get the following language added to the manager's statement: "This Act does not provide religious institutions with immunity from land use regulation, nor does it relieve religious institutions from applying for variances, special permits or exceptions, hardship approval, or other relief provisions in land use regulations, where available without discrimination or unfair delay." (A manager's statement was issued in this atypical case, rather than a traditional committee report, because the bill passed by unanimous consent in both houses without any committee action required.) This added language may prove to be useful in any future legal challenges.

the "mark-up" is completed, a vote is taken; if passed, the bill goes to full committee.

Full Committee

When the full committee considers the bill, further changes may be made. When changes are completed, committee members take a vote. An affirmative majority vote means that a bill is "reported out of the committee" and is ready to go to the House or Senate floor for further action. When a bill has been reported, a report is written by the committee staff to give the full legislative body details of action taken. This report is available to the public (including on Thomas, the internet resource described on page 8).

The report is valuable in determining the "intent of the committee" in its decision making. For example, when it was first drafted, the language of the Religious Land Use and Institutionalized Persons Act

House or Senate Floor

Legislation can be amended again when it reaches the floor of either the House or Senate. Following approval on either floor of Congress, the bill is automatically sent to the other chamber. It is referred to the appropriate committee and subcommittee. Companion bills—or bills concerning similar issues—often move through both the House and Senate simultaneously.

Conference Committee

If both chambers pass identical versions of the bill, they are sent to the president for his signature. If the two versions differ, conferees representing the House committee that reported the bill must be appointed by the Speaker, and conferees representing the Senate committee are appointed by the majority leader. The conferees

meet to consider the points of difference. During conference, new provisions that exceed the "scope" of the two original bills can be introduced, but the final version may include compromise language that differs from either House or Senate versions.

Final Floor Vote

After Conference Committee action is completed, both the House and Senate must take a final vote on the conferenced bill.

President's Signature

The president has 10 days (not counting Sundays) in which to veto or sign the bill. Once signed, it becomes law. If the president does not sign within 10 days, the bill automatically becomes law. If Congress has adjourned and there is no signature within 10 days, the bill is "pocket-vetoed" and will not become law.

Congress can override a presidential veto with a two-thirds vote in both chambers.

A bill can be defeated at any point in the process by a negative vote, or may "die" from lack of action. If no final action is taken before the end of a congressional term (each term consists of two, one-year sessions), the bill must be reintroduced in the next term.

In 2000, the House of Representatives, by a vote of 315 to 102, passed the Conservation and Reinvestment Act which would have fully and permanently funded the Historic Preservation Fund at \$150 million annually. The Senate Resources Committee favorably reported the same bill to the Senate floor where it met significant opposition from some members. Subsequently, 63 Senators signed a letter asking the Senate majority leader to bring the bill up for a vote. However the 106th Congress was drawing to a close and the leader declined

to act on the bill saying he feared that debate over the measure would divert the Senate's attention from more important matters that needed to be addressed before the Senate could adjourn. In effect, the Conservation and Reinvestment Act died for lack of action. It was reintroduced in the following Congress.

The Best Time to Lobby

Timing of lobbying efforts is very important. Several weeks before a bill is considered at any level, members of Congress and their staff meet to plan strategies and take positions on the bill. If your lobbying effort is too late, a decision may have already been made. If you lobbied too early, the impact of the lobbying effort may have been lost in the intervening time.

The best time to lobby is when a representative or senator is considering writing or sponsoring a bill that will benefit preservation. If you make your position known at this stage, you have a greater opportunity to influence the legislation.

Preservationists can participate in many different ways as a bill progresses through its many stages toward enactment. You should inform your representative or senators of your position on a bill soon after it is introduced and suggest any changes you would like to see made. Encourage them to show their support by becoming a cosponsor of the bill, or ask them to oppose the legislation.

Two or three weeks before mark-up is anticipated in the subcommittee, reinforce your position with a letter, phone call, e-mail, or personal visit. Subcommittees are small so your chances of getting the bill amended are greatest at this time.

Follow the bill's process closely. (The organizations and resources described below and on pages 14-16 can help you do that.) You will need to reinforce your position with your member and other members as the bill reaches each step of the legislative process.

Appropriations Schedule

Appropriations bills offer a good example of how considering the timing of your advocacy can make it more effective. In June of each year federal agencies begin to plan for their next fiscal year's budget. By August, their funding request must be approved by their respective directors and then are sent to the Office of Management and Budget (OMB). After considering overall spending levels and the specific requests from each agency, OMB returns the budget request to each agency usually with requests for modifications. Each agency can appeal OMB's decisions, but the final plan is normally locked in by December. The first week of February, the president submits his budget to Congress. Between March and May the House and Senate Appropriations Subcommittees hold hearings and begin to prepare their own spending plan which is often very different from the president's. By August, most appropriations bills have been passed by each chamber and the fall is spent reconciling any differences between the House and Senate and engaging in any negotiations that may be necessary to ensure that the president will sign the bill.

Getting Ready to Lobby

Before you begin contacting your legislators, you should gather some basic information and plan how to put it to use. Numerous preser-

vation organizations can help you to do that. Preservation Action keeps track of all members of the House and Senate, and where they stand on preservation-related legislation. Both Preservation Action and the National Trust for Historic Preservation can provide details on the content and progress of specific legislation, and advice on how to lobby on it. Your state historic preservation office and statewide or local organizations may have lots of useful data and case studies that you can learn from and cite in your lobbying efforts. For details on the help such organizations offer, see the Resources section, starting on page 14.

The most effective and successful lobbyists (both professional and citizen) are those who:

- request that a specific action be taken on a specific issue;
- have accurate information to support their position; and
- have a real-life example that can illustrate the results of the action in the member's state or district.

Let's look at these one by one.

Make a Specific Request

First, why are you contacting the member in the first place? What, very specifically, do you want him or her to do? Introduce a bill? Become a cosponsor? Vote in committee or on the floor in favor of a bill or amendment? Contact another key member? Any contact with your members should include a clear statement of the action you would like them to take.

Have Accurate Information

It is important to know as much as possible about the bills which you are lobbying. Your case will

Helpful Resources Available from Preservation Action

- State Preservation Profiles—provide data on the members of each state delegation, including contact information, key staffers, committee assignments, and positions on preservation-related legislation.
- Legislative Issue Papers—give up-to-date information on preservation legislation, including status, cosponsorship, legislative history, and talking points.
- One-page Briefing Papers—are similar to the Issue Papers, but appropriate to leave with the member of Congress.
- Staff available by phone or e-mail to answer specific questions and provide advice on lobbying.

To request these free publications or other help, contact:

Preservation Action

1054 31st Street, N.W.

Suite 526

Washington, DC 20007

(202) 298-6180

mail@preservationaction.org

www.preservationaction.org

be improved if you use accurate, factual material to substantiate your position, and this will be reflected when your representative or senator makes an informed decision on an issue. You may also want to provide rebuttals to arguments your opponents are making on the issue.

How do you stay informed on key issues? You can contact the preservation organizations listed above and described in more detail on pages 14-16. Or you can get information directly from Capitol Hill this way:

- Contact the Washington, D.C., or district office of your member of Congress. You can request copies of the press releases or information sheets the office has prepared about specific legislation or issues, or ask

staffers questions directly. Most representatives and senators now maintain their own web pages, and may post the information you seek.

- Log onto Thomas, the Library of Congress's online legislative resource: thomas.loc.gov. It offers searchable databases on legislation (including bill summaries, full texts, and status reports) and on congressional committees (including their homepages, schedules, and hearings). Thomas also provides text of the *Congressional Record* (described below) in searchable form, and numerous helpful links to the congressional offices, to government agencies, and to other information sources.

- Search the *Congressional Record*, a daily report of action taken by both the House and Senate which is available in many public libraries and can be accessed online through Thomas. Using an electronic version, you can search for all references to historic preservation and to any specific legislation you are following. Floor statements—exact transcripts of the floor debates—are particularly enlightening. When you write to or meet with your member of Congress, you can commend him for any statements he has made in support of preservation, or set him straight if he's spoken against it.

Use Real-Life, Local Examples

Your letter to Congress will be stronger if you can connect the legislative issue you are discussing with examples of how it will benefit historic resources in your community. For example, name the historic districts and types of housing that would benefit from

a historic homeownership tax credit. Mention specific restoration projects that were funded using Historic Preservation Fund grants-in-aid. Explain how cuts in funding would delay actual preservation projects or endanger historic resources. Only you can make it real and relevant for your legislators. They and their staffs want to know what a piece of legislation will do for their districts, how it will solve a problem such as vacant housing, or serve as a catalyst for redevelopment. They want to know that their vote and their support will have tangible consequences and will be acknowledged back home.

Who to Lobby

There is no restriction on how many members of Congress you may lobby. You will find, however, that your own state congressional delegation—who are there to represent your interests—will be the most responsive.

Support or opposition can have the greatest influence at the committee level. Members of Congress who are not members of the committee handling your legislation have far less influence on how it is shaped. If your congressional member sits on a committee that is considering a preservation measure, your lobbying will be crucial. Learn what committees your member sits on and what kinds of issues those committees have jurisdiction over. Most preservation legislation comes before the Senate Energy and Natural Resources and the House Resources Committees. The Appropriations Subcommittee for Interior in the House and in the Senate both provide the funding for preservation programs each year, and the House Ways and Means and Senate

Finance Committees write tax bills. However, legislation with implications for preservation may come up in any committee; for example the Judiciary committees have jurisdiction over property rights and religious liberty initiatives.

If your representative or senator is on the committee that has jurisdiction over the bill you are lobbying, contact him or her and ask support for your position.

If not, determine whether or not a member of your state congressional delegation is on the committee. If so, contact that member and/or ask your own member of Congress to speak to that committee member on your behalf. When communicating with representatives from other districts in your state, you'll make more headway if you can tell them that many of their own constituents are part of your organization or can be shown to agree with your position.

If your state is not represented on the committee, ask your congressman or senator to speak with the chairman or members of the committee to endorse your position.

Remember, a bill must be passed by both the House and the Senate. If your representative is not sympathetic to an issue, lobby your senator and vice versa.

Who Do You Contact and How

Washington, D.C., Office

Your first call to the office of a member of Congress is likely to be directed to the legislative assistant who handles preservation issues. The receptionist may not immediately know who that is, unless your member has consistently been involved with preservation issues.



Members of the House have 18 staffers, about half of whom are likely to work in Washington and half in various offices in their home districts. More senior members will also have staff on the various committees on which they serve, and these committee staff members will sometimes handle preservation issues for their member. Only 3 to 5 of these 18 staffers are legislative assistants who provide policy research and analysis services, so they must each cover a broad range of issues and can't be deeply engaged with very many of them.

Legislative assistants are generally scrambling to assemble briefings on short deadlines and not inclined to engage in extensive discussions or policy debates with constituents. They want concise, well-organized presentations, including material on how this issue plays out in their member's district. They do not want long position papers that will take huge amounts of time to read and then summa-

rize. They are busy and focused on short-term demands, so if your issue is way off in the future, they will be less interested in speaking with you. Keep your communications short and to the point, letting them extend the discussion if they become interested.

To locate your member's Washington, D.C., office, you can call the U.S. Capitol switchboard at (202) 224-3121, contact Preservation Action which has this information, or log onto Thomas.

District Office

Senators may have six or so offices around their state. A congressman in a small district would only have one, in a larger district, two or three.

Staff members who work in the district office are not directly involved in the legislative process, however, they are a valuable lobbying resource. The district office is readily accessible and the staff is familiar with local issues. Usually the district director or

When meeting with congressional staff in Washington it is useful to bring materials to illustrate your point. Here Maryland preservationists meet with Charlie Stek of the office of Senator Paul Sarbanes during the annual Preservation Action Lobby Day.

— Photo by Byrd Wood.

Writing to your Representative or Senator

To address and start a letter to a senator:

The Honorable Jane Smith
United States Senate
Washington, DC 20510

Dear Senator Smith,

To address and start a letter to a member of Congress:

The Honorable John Jones
United States House of Representatives
Washington, DC 20515

Dear Mr. Jones,

And to close a letter to either:
Sincerely yours,

another senior advisor is the member's eyes and ears in the district and provides important feedback on the priority of local issues. The member's schedule in his home district is usually arranged by these offices as well. Use them often!

To locate the district offices, look in the "government" section of your local phone book, contact Preservation Action, or log onto Thomas.

Lobbying Techniques

Lobbying in Person in Washington, D.C.

Whenever you are in Washington, you should contact your representative and senators. If your elected official is unable to see you, make an appointment to meet with the staff person who is working on preservation-related issues. Some members of Congress do not have aides assigned specifically to preserva-

tion, so you should ask to speak to the aide in charge of housing, taxes, appropriations, etc., about a preservation-related matter.

The following suggestions will help ensure that your meeting is productive:

Before

- Schedule an appointment in advance by calling your member of Congress's scheduler. Be firm in your request to see the member. If you have trouble getting time to see the member, consider talking to the chief of staff about your desire for a meeting, or plan to meet with the staff person who works on preservation issues.
- Prepare and send beforehand a memorandum or agenda that outlines what you plan to discuss at the meeting and who will be attending. Staff will appreciate the opportunity to familiarize themselves with the issues and brief their boss. Include bill numbers when referencing particular legislation.
- Gather any background material that may be useful, including some memento of a preservation project—a poster, artifact, or the like.
- Reconfirm a week or so before the meeting.
- If several people will be attending the meeting, coordinate your remarks in advance, including deciding who will take the lead and how.

During

- Bring copies of your memorandum/agenda and a list of meeting participants, including contact information for each, to hand out at the start of the meeting. Present any memento you have brought.

- Acknowledge the member's support for preservation.
- Get to the point of the meeting quickly, be succinct, and keep the meeting as brief as possible.
- Discuss the bill by using its number and title. If you are not lobbying on a particular bill, be specific about what you want the member to do for you.
- Use specific examples from your member's state or district to support your point.
- Bring materials to illustrate your point. It is always a good idea to leave some concrete reminder of your visit for the staff or member to refer to later. A one-page briefing sheet is particularly effective.
- Be prepared to answer questions on preservation, not the legislative process. Remember, you are the preservation expert; you know more about preservation than they do.
- Always look for opportunities to be of service to the member. For example, offer to send follow-up information regarding issues that come up during the meeting.
- Suggest a follow-up such as a meeting in the district or with the district staff, or offer to keep the member regularly updated on what you have discussed. Ask the member who your point of contact should be on the matter.

After

- Send a thank-you note to both the member and the staff along with any additional materials you have offered to provide. Use the note to briefly restate and reinforce your arguments.

- Publicize the visit. Include a story in your organization's newsletter. Send photos and press releases to the local newspaper.
- Let Preservation Action and your state and local preservation organizations involved in the same issues know about the meeting and what was discussed.
- Stay connected with your member and staff person, and work to cultivate the member as a preservation champion. Think of creative ways to involve your member in preservation-related activities, such as the special events suggested below.

Lobbying by Letter and Fax

A representative or senator can gauge constituent sentiment by analyzing the mail received on the subject. Both the quantity (it only takes six letters on an issue to get the attention of a member of Congress) and the quality of letters are important.

Since members of Congress receive thousands of letters each year, the most eloquent and persuasive lobbying letter may not get the attention it deserves if it is too long or illegible. The following suggestions will maximize your letter's effect:

- Typewritten letters—or very neatly handwritten letters—are a must.
- Discuss only one issue per letter.
- Keep letters to one page.
- Mention the bill number, its title, and the area of your concern in the first paragraph.
- Relate the legislation to a local issue or law, and use local examples to show the effect on the district.



Preservation
League
of
New York
State

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Albany, NY 12206
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Scott P. Heyl
President

June 21, 2001

Representative Gary Ackerman
2243 Rayburn House Office Building
Washington, DC 20515

Dear Representative Ackerman:

On behalf of the 2500 supporters of the Preservation League of New York State, New York's only statewide, non-profit preservation advocacy and education organization, I am writing to ask you to again co-sponsor H.R.1172, the Historic Homeownership Assistance Act (HHAA). You were one of 225 co-sponsors in the 106th Congress and we again need your support for this important preservation incentive.

HHAA would create a 20% tax credit for the certified rehabilitation of historic, owner-occupied residences. The existing federal Historic Rehabilitation Tax Credit, which has leveraged over \$588 million in rehabilitation expenditures in New York in the past ten years, applies solely to income-producing properties. HHAA has the potential to substantially increase this economic activity while promoting the protection of our State's irreplaceable historic residences and neighborhoods.

Economic incentives like the Historic Rehabilitation Tax Credit and HHAA leverage tremendous public and private investment and serve as economic development tools for rural and urban communities. Preservation tax credits also translate into jobs, housing, commercial revitalization, tax revenues, and heritage tourism across New York. HHAA would not only promote homeownership, it would also redirect investment into existing residential districts, promote the recycling and reuse of buildings and infrastructure, and mitigate the effects of suburban sprawl.

Please ensure that New York's historic rural and urban neighborhoods have an additional incentive to attract homeowners and to stabilize their communities. I ask that you support the preservation of New York's invaluable residential resources by contacting Representatives Clay Shaw or John Lewis to become a co-sponsor of H.R.1172.

Respectfully,

Daniel Mackay
Director of Public Policy

- Ask a specific question about the bill or issue. This will increase the chances of receiving an individual response, not a form letter.
- Always request a specific action, for example, "Please vote 'Yes' on H.R. 1111."

When writing to a member of Congress, always request a specific action. In this letter, the Preservation League of New York State encourages its representative to co-sponsor the Historic Homeownership Assistance Act. Illustration reprinted with the permission of the Preservation League of New York State.



Organizations often join together in lobbying alliances to achieve common goals on a specific issue. Here representatives from Vermont's department of tourism and marketing and Vermont's state historic preservation officer meet with Senator Patrick Leahy to discuss Vermont Heritage Tourism initiatives and to lobby for a general Vermont tourism effort being undertaken by their offices.

— Photo courtesy of the Vermont Department of Housing and Urban Affairs.

- Do not put a "cc" reference at the bottom of the letter to your representative or senator. This would suggest that other recipients are almost as important, and lessen the letter's impact.
- Send a copy of the letter—and any responses received—to Preservation Action for its files. Your state historic preservation office and other statewide and local preservation organizations that are involved with this issue would probably also appreciate a copy.

It is advisable to first submit your letter by fax, and then mail it as a follow up. This speeds your message on its way, which can be important when time is a factor.

Also, staffers often prefer faxes to letters, which take more time to open and handle.

Lobbying by Phone

While letters or personal visits are the most effective methods of lobbying, telephone calls can be especially important for emergency lobbying efforts. You can also make a follow-up call to check if your letter, fax, or e-mail has been received and registered. The same rules that apply to letter writing will also work for phone lobbying.

Remember:

- Be concise
- Identify yourself as a constituent

- State the reason for your call by bill number and/or subject
- Ask a specific question or request a specific action
- Relate the bill to a local example or problem
- State your position as "for" or "against" the bill
- Ask where your congressman stands on the issue
- Follow up the phone call with a letter

Representative's and senator's offices in Washington can be reached by calling the U.S. Capitol switchboard. Dial (202) 224-3121 and ask the operator for your congressman's office.

Lobbying by E-Mail

All senators and representatives now have e-mail and most have web pages. However, many offices have not yet become proficient in acknowledging and tracking e-mails. Although an e-mail is effective in registering your opinion (all positions "for" and "against" are registered by staff members), it is not as effective in making the case or attempting to inform or influence a member's opinion.

Using e-mail to communicate with a congressional office may work well if you have established an ongoing relationship with that office, so that the staffer who receives your e-mail will recognize your name. Otherwise, use e-mails only when time is of the essence, for example when a vote is pending, or if you cannot make the time to write a formal letter.

If you do send an e-mail, write something very specific in the subject line. A staffer will be more tempted to delete or forward an e-mail before opening it if he or she doesn't know what it is about. In the e-mail message, be

sure to include all your contact information such as street address, telephone number, and title and organization if appropriate.

Lobbying the District Office

Asking for a meeting with the member in his or her district office, or inviting the member to visit a preservation venue, can be a very effective way to get his or her attention. Although always busy, most members can pay better attention when they're "back home" and not juggling the many conflicting demands of their Washington schedules. Often, scheduled Washington meetings with members are actually delegated to staff when the member is called away to a floor or committee vote, or for some other urgent legislative action; this kind of scheduling difficulty is usually not a problem in the home district.

In cases when the issue you want to discuss has a large local impact, it may make sense to meet with the member's district staff. As a general rule, policy research and advice is provided by the Washington staff, but when there is a large local dimension to an issue, the district office director or other key staff may be able to weigh in with a local perspective.

If you meet with staff in the district office, request that your comments be conveyed to the Washington office and also write your representative or senator giving a brief outline of your meeting and the specific recommendations made to the district staff.

Lobbying Coalitions

Organizations often join together in lobbying alliances to achieve common goals on a specific issue. Local and statewide preservation and conservation organizations

make good lobbying partners. A jointly written or co-signed lobbying letter from a group of organizations is especially effective as it indicates unity on an issue.

The Media and How to Use It

Increased public interest in historic preservation is resulting in greater coverage by the media. Publicity will not only dramatize preservation issues to the community, but will alert your representative and senators to the growing support for preservation among their constituents.

Send any media coverage that supports your position to the offices of your representative or senators. The staffers there may not have seen the coverage. And even if they have, receiving the same information from several sources can increase its impact.

There are several ways to encourage media attention, whether you are working with newspapers, television, radio, magazines, or wire services.

News Releases

A news release is the easiest way to disseminate information to the media. Because hundreds of news releases are received every day, yours must be timely, brief, and newsworthy in order to gain the attention of editors and producers. Remember to include the who, what, why, when, where, and how of your story.

Your chances of success increase when you hand-deliver your news release and make a personal contact.

Editorials

An editorial in a newspaper—or a commentary on television—lends credibility to an issue. While editorials raise the awareness of



Press conferences, such as this one in Savannah, Ga., are an excellent way to draw attention to preservation issues. Make sure to send any media coverage that supports your efforts to the offices of your representative or senators. Publicity will not only dramatize preservation issues to the community, but will alert your representative and senators to the growing support for preservation among their constituents.

— Photo courtesy of Preservation Action.

those who read or hear them, they can be either favorable or unfavorable to your position on the issue.

If the editorial is favorable, follow up with a letter to the editor supporting the position; if the editorial is unfavorable, answer all points in a succinct, reasonable way in a prompt response.



Georgia preservationists meet with Tamara Jones in Senator Cleland's office during Lobby Day, a yearly event sponsored by Preservation Action.

— Photo by Byrd Wood.

Op-Eds

The "Op-Ed" page will often publish articles supporting a position on an issue if the author is well known in his or her field or community. Encourage respected community members who support preservation to write such articles. You can help them by providing a suggested outline or a list of talking points.

Letters to the Editor

"Letters to the editor" can be an excellent forum for your message. If the editor receives enough letters on a subject, the paper will likely publish some of them. Letters that are short, constructive, and well-written have the best chance of being published.

Special Events

Special events will generally attract local media attention. To generate coverage, you could:

- Hold a tour of a rehabilitation tax credit project and invite an elected official as a guest of honor/a ribbon cutter/an award presenter.
- Hold a workshop or conference on a lively preservation issue.
- Organize a special event (such as a fair, fundraiser, or holiday celebration) in a restored house, a rehabilitated building, or a revitalized neighborhood that has broad local interest.
- Schedule a news conference to draw attention to the special event or the preservation issue and invite elected officials supporting your position to make statements.

Notify the press in advance and distribute press packets before, and when necessary at, the event. At the event, assign one person to assist the media.

Lobbying During Election Time

Election time and congressional campaigns offer a perfect opportunity for grassroots lobbyists. Candidates of both parties will spend time in their districts, giving you the chance to attend candidate forums, debates, or other gatherings to ask for their views on preservation. These public forums will expose preservation issues and the candidate's stand on them to a broader audience. This is also the time to submit questions on preservation to candidates during meetings, "call-in" radio shows, or when they are canvassing a neighborhood. Try to elicit specific commitments of support. These become powerful lobbying tools later.

Candidates at all levels of government respond to voting power. Your vote can be a posi-

tive force for preservation. After the election, congratulate the winning candidate and offer your assistance on legislation affecting historic preservation.

Lobbying—State and Local Levels

Although federal laws have a tremendous impact on preservation, the success or failure of preservation may be determined at the local level. Lobbying state and local elected officials is just as important as lobbying at the national level. Fortunately, all of the same rules apply; "lobbying is lobbying" regardless of the office the elected official holds.

State lobbying networks should be used to lobby for state legislation too. Many important preservation issues must be decided by the state legislature, such as state enabling laws and residential or commercial tax freezes.

At the local level, network members can band together to encourage beneficial zoning changes and ordinances.

Resources

Preservation Action

Preservation Action is a grassroots, public interest, national lobbying organization that focuses on legislation at the national level. Preservation Action, with a small professional staff in Washington, D.C., monitors all federal legislation and regulations, and alerts its members when lobbying action is needed. The organization arranges for members to testify at congressional hearings, coordinates an annual "Preservation Lobbying Day," presents issue papers to Congress, and expends plenty of "shoe leather" on Capitol Hill. Preservation Action members receive: PALWatch, a

weekly legislative update sent by fax or e-mail; timely lobby alerts; a quarterly newsletter; occasional "Briefings" series with in-depth reviews of particular issues.

Since its incorporation as a 501(c)(4) tax-exempt organization in 1974, Preservation Action has lobbied for:

- Federal appropriations for the matching grants that flow to the state preservation programs, National Trust for Historic Preservation, and other agencies.
 - Tax incentives to keep rehabilitation competitive in the marketplace with new construction and other investment opportunities.
 - Support for the National Register of Historic Places and the Advisory Council on Historic Preservation.
 - Large transportation and resources protection packages that provide money and assistance to preservation activities.
 - New bills that, directly and indirectly, protect and reuse historic properties, by creating jobs, saving energy, improving center-city neighborhoods, renewing small towns and rural areas, and by ensuring a better quality of life for all citizens.
- Preservation Action has opposed:
- Religious Liberty initiatives that seek to exempt religious institutions from local land-use and preservation regulations.
 - Private property rights legislation that undermines local land-use authority.

Aids for Lobbyists:

- State Preservation Profiles, which provide information on each state delegation,

including contact information, key staffers, committee assignments, and where they stand on the issues.

- Legislative Issue Papers, with up-to-date information on preservation legislation, including status, cosponsorship, legislative history, and talking points.
- One-page Briefing Papers, similar to the Issue Papers, but appropriate to leave with the member of Congress.
- PALwatch, weekly legislative updates.
- Coordinates visits to Capitol Hill. If you are planning to lobby on Capitol Hill, call Preservation Action to coordinate your visit with others from your state.
- Coordinates and distributes resources for a national preservation lobbying network. Originally formed in 1980 by Preservation Action, this network has rapidly increased in both size and effectiveness. Today, thousands of people across the country, including representatives of statewide and local preservation organizations, take an active part in this national lobbying effort.
- Sponsors and leads National Lobby Day. This annual spring event brings preservationists from around the country to Washington, D.C., to get training in lobbying and then meet with their representatives and senators on Capitol Hill. It is open to any interested person.
- Can answer specific questions by phone or e-mail regarding federal legislation under consideration, how to lobby on it, who to contact, and how to reach them.

Contact:

Preservation Action
1054 31st Street, NW
Suite 526
Washington, DC 20007
(202) 298-6180
(202) 298-6182 fax
mail@preservationaction.org
www.preservationaction.org

National Trust for Historic Preservation

The National Trust works with citizens and legislators around the country to ensure that public policies protect our heritage and create better communities. At every level of government—federal, state, and local—the National Trust provides advice and information about how laws and regulations can support preservation and the benefits it brings.

The National Trust's Public Policy Department works to advance the preservation policy agenda at the federal level through direct and grassroots lobbying. The National Trust advocates for public policies that benefit historic preservation through:

- tax credits for rehabilitation of historic commercial and residential properties;
- increased appropriations and federal funding for the national preservation program;
- preservation of historic sites;
- rehabilitation of transportation-related historic sites, such as historic bridges;
- preserving livable communities and preventing urban sprawl; and
- preserving cultural resources located on federal lands and in our national parks.

Preservation Advocate News is a bimonthly newsletter produced by the National Trust's Public

Policy Department that provides an in-depth look at historic preservation issues in Congress, state legislatures, and city halls. It informs and mobilizes the Trust's network of preservation advocates and encourages participation in public policy advocacy campaigns. Anyone can receive *Preservation Advocate News* free of charge. Visit our Congressional Advocacy Center web page to subscribe; by signing up, you'll also become part of the National Trust's Preservation E-Mail Advocacy Network. To sign up directly for e-mail delivery, visit the National Trust web page at www.nthp.org and click on Congressional Advocacy Center and follow the links to "Action E-List."

Contact:

National Trust for Historic Preservation
Department of Public Policy
1785 Massachusetts Avenue, NW
Washington, DC 20036
(202) 588-6254
(202) 588-6038 fax
www.nationaltrust.org/issues

National Alliance of Preservation Commissions

The National Alliance of Preservation Commissions (NAPC) has a clear mission: to build strong local preservation programs through education, training, and advocacy.

The NAPC currently operates two programs that are critical to the advancement of that mission. The first is the publication of *The Alliance Review*, a newsletter produced six times per year. *The Alliance Review* is a primary benefit of membership in the NAPC, and offers information on a variety of topics that are specific to the needs and interests of local preservation commission

members. The NAPC's CAMP (Commission Assistance and Mentoring Program) is an on-site, regional training program for commissioners and staff. CAMP instructors educate attendees in a variety of topics—from legal procedures to advocacy methods to public relations—and also facilitate the exchange of ideas between the mostly volunteer citizens who serve on or staff local preservation commissions.

Direct advocacy activities are focused in two general areas: advocating for legislative actions that enhance the work of local commissions, and advocating for general funding and program support at federal and state levels. The NAPC supports the agendas of their more politically active partners through letters and testimony on a case-by-case basis, and by maintaining a roster of politically active commissions in each state.

Contact:

National Alliance of Preservation Commissions
PO Box 1605
Athens, GA 30603
(706) 542-0169
(706) 583-0320 fax
napc@arches.uga.edu
www.arches.uga.edu/~napc

National Conference of State Historic Preservation Officers

The National Conference of State Historic Preservation Officers is a nonprofit, 501(c)(3), professional association representing the state historic preservation officers in the 59 states, territories, and the District of Columbia. The state historic preservation officers carry out the National Historic Preservation Act (16 USC 470) for the Secretary of the Interior.

The primary legislative priorities of the National Conference are:

- full funding from the Historic Preservation Fund at the authorized level of \$150,000,000 annually (P.L. 106-208) for states (local governments through state allocations) and tribes to carry out the National Historic Preservation Act;
- keeping the promise of the Historic Preservation Fund with permanent, dependable funding through a vehicle such as the Conservation and Reinvestment Act; and
- incentives for homeowners rehabilitating a principal residence similar to that available for commercial properties through a vehicle such as the Historic Homeownership Assistance Act.

The state historic preservation officers across the country carry out this legislative agenda working with constituents and preservation partners. To join in the effort, contact your state historic preservation officer; contact information is located at www.sso.org/ncshpo.

Contact:

National Conference of State Historic Preservation Officers
444 North Capitol St., NW, Suite 342
Washington, DC 20001-1512
(202) 624-5465
(202) 624-5419 fax
papin@sso.org
www.sso.org/ncshpo

Coordinated Efforts

Representatives from the national preservation organizations headquartered in Washington meet on a regular basis to discuss policy, plan strategies, and synchronize the lobbying activities of each

group's members. When there is a need for immediate lobbying action, each group in the committee calls its network system into action. These groups include:

- American Cultural Resources Association
- American Institute of Architects
- Coordinating Council of National Archeological Societies
- National Alliance of Preservation Commissions
- National Conference of State Historic Preservation Officers
- National Trust for Historic Preservation
- Preservation Action
- Society of Architectural Historians
- Society of American Archeologists

Acknowledgments

Preservation Action first published *A Blueprint for Lobbying* in 1984. It was written by Mona B. Ferrugia, edited by Nellie L. Longworth with Julia Churchman, Kathryn Nichols, Elle Wynn, and Chas A. Miller, III contributing.

The 2002 edition of *Blueprint* was substantially expanded and updated by Susan West Montgomery, president of Preservation Action, a grassroots, public interest, national lobbying organization in Washington, D.C. The author would like to thank those individuals who contributed to this publication including: Patrick Lally, Nellie Longworth, Gordon Kerr, Barbara Pahl, and Kerri Rubman.

Glossary of Terms

Act—Legislation that has passed both houses of Congress and has been signed by the president or passed over his veto, thus becoming law.

Adjournment Sine Die—Adjournment without a definite day fixed for reconvening, literally "adjournment without day." Usually used to connote the final adjournment of a session of Congress. A session can continue until noon January 3rd of the following year, when a new session usually begins.

Amendment—Proposal to alter the language or stipulations in a bill or resolution.

Appropriation Bill—A legislative act authorizing the expenditure of a specific amount of public funds for a group of federal programs. All appropriations bills originate in the House of Representatives.

Authorization Bill—Authorization of a program, specifying its general aim and conduct and, unless "open-ended," putting a ceiling on monies that can be used to finance it. Usually enacted before an appropriation bill is passed.

Bill Status—The stage of progress of a bill in the legislative process, i.e. a description of upcoming and already completed actions on a bill.

Budget—The document sent to Congress by the president in late January or early February of each year, estimating revenue and expenditures for the coming fiscal year beginning on October 1 and recommending appropriations. The president's budget message is the basis for congressional hearings and legislation on appropriations.

Cloture—The process by which debate can be limited in the Senate, other than by unanimous consent. A motion for cloture

can apply to any measure before the Senate, including a proposal to change the chamber's rules. It is put to a roll-call vote one hour after the Senate meets on the second day following introduction of the motion. If voted, cloture limits each senator to one hour of debate. Sixty votes are required to invoke cloture.

Companion Bill—A piece of legislation considered in one house of Congress, which is identical or similar to legislation in the other house.

Conference—A meeting between the representatives of the House and Senate to reconcile differences between the two houses over provisions of similar bills that have been passed by each chamber. Members of the conference committee are appointed by the Speaker and the president of the Senate, and are called "managers" for their respective chambers. Informally, they may also be referred to as "conferees."

Continuing Appropriations—When a fiscal year begins and the Congress has not yet enacted all the regular appropriation bills for that year, it passes a joint resolution "continuing appropriations" for government agencies at rates generally based on their previous year's appropriations.

Filibuster—A time-delaying tactic used by a minority in an effort to prevent a vote on a bill that probably would pass if brought to a vote. The most common method is to take advantage of the Senate's rules permitting unlimited debate, but other forms of parliamentary maneuvering are used. The stricter rules in the House make such delaying tactics much more difficult there.

Fiscal Year—The 12-month period of government financial operations beginning October 1st and ending September 30th. It carries the date of the calendar year in which it ends.

H.R.—House of Representatives. These initials are used before the identifying number of a bill introduced by the House (i.e. H.R. 1234).

Hearings—Committee sessions for hearing witnesses. At hearings on legislation, witnesses usually include spokespersons for interests affected by the bills under study. Hearings conducted as part of special investigations involve large numbers of witnesses. Committees sometimes use their subpoena power to summon reluctant witnesses. The public and press may attend “open” hearings, but are barred from “closed” or “executive” hearings.

Joint Committee—A committee composed of a specified number of members of both House and Senate, usually investigative in nature. There are a few standing joint committees, such as the Joint Economic Committee.

Joint Resolution—An official act requiring the approval of both houses and the signature of the president and having the force of law. There is no real difference between a bill and a joint resolution. The latter is generally used in dealing with limited matters, such as a single appropriation for a specific purpose. Joint resolutions are also used to propose amendments to the Constitution when ratified by three-fourths of the states.

Majority Leader—Chief strategist and floor spokesperson for the majority party in either chamber.

Majority Whip—In effect, the assistant majority leader in the House or Senate. Helps marshal majority forces in support of party strategy, particularly in rounding up votes on the floor and conducting vote counts in advance of floor consideration to determine where the party stands.

Marking Up a Bill—Considering amendments to a measure in committee, taking it section by section, revising language, penciling in new phrases, etc. If the bill is extensively revised, the new version may be introduced as a separate bill, with a new number.

National Historic Preservation Fund—The Department of Interior’s matching grant program funding the states, tribes, and certified local governments, and making grants to the National Trust for Historic Preservation for specific projects.

Override a Veto—A two-thirds roll-call vote in each chamber that sets aside a presidential veto.

Pocket Veto—The act of a president in withholding his approval of a bill after Congress has adjourned—either for the year or for a specified period. When Congress is in session, a bill becomes law without the president’s signature if he has not acted upon it by 10 days (Sundays excluded) after receiving it. If Congress adjourns within that 10-day period, the bill is killed without the president’s formal veto.

Proxy—The authority given by one congressman to another to cast his vote on a legislative measure in a committee mark-up. Proxy voting is not allowed on the floor of the House or Senate.

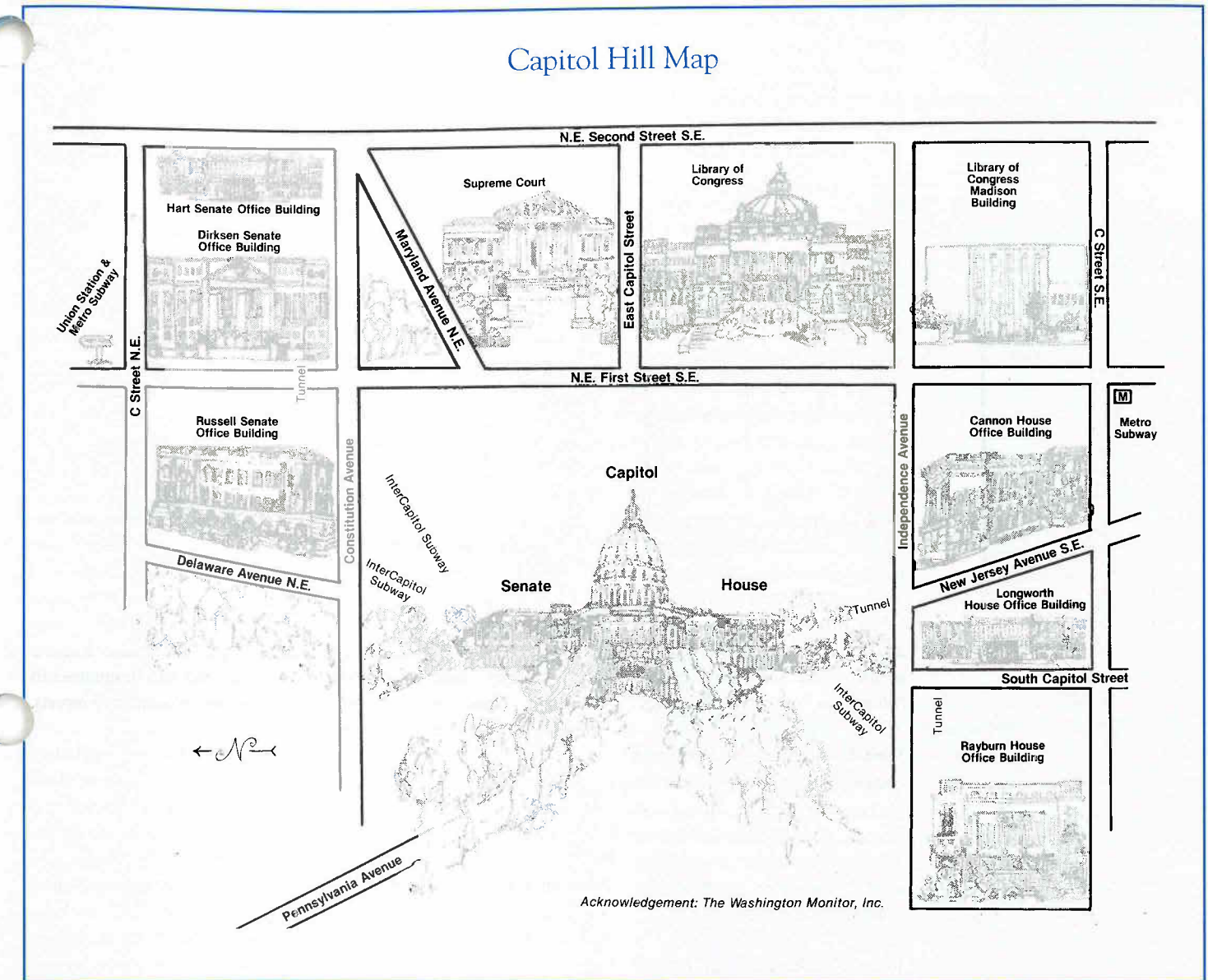
Recess—Distinguished from adjournment in that a recess does not end a legislative day and therefore does not interfere with unfinished business. The House, which operates under much stricter rules than the Senate, usually adjourns from day to day. The Senate often recesses.

Report—Both a verb and a noun, as a congressional term. A committee, which has been examining a bill referred to it by the parent chamber, “reports” its finding and recommendations to the chamber when the committee returns the measure. The process is called “reporting” a bill.

A “report” is the document setting forth the committee’s explanation of its action. House and Senate reports are numbered separately and are designated S Rept. or H Rept. Conference Reports are numbered and designated in the same way as committee reports.

Resolution—A simple resolution, designated H Res or S Res, deals with matters entirely within the prerogative of one house or the other. It requires neither passage by the other chamber nor approval by the president, and does not have the force of law. Most resolutions deal with the rules of one house.

Rule—The term has two specific congressional meanings. A rule may be a standing order governing the conduct of House or Senate business and listed in the chamber’s book of rules. The rules deal with duties of officers, order of business, admission to the floor, voting procedures, etc. In the House, a rule also may be a decision made by its Rules Committee about the handling of a particular bill on the floor. If the rule is adopted by the House, the temporary rule becomes as valid as



any standing rule, and lapses only after action has been completed on the measure to which it pertains.

S.—Senate. This letter is used before the identifying number of a bill introduced in the Senate (i.e. S.3456).

Special Session—A session of Congress after it has adjourned sine die, completing its regular session. Special sessions are con-

vened by the president of the United States under his constitutional powers.

Supplemental Appropriations—Normally are passed after the regular appropriation to meet unanticipated and generally emergency expenses.

Veto—Disapproval by the president of a bill or joint resolution, other than one proposing an amendment to the Constitution.

When Congress is in session, the president must veto a bill within 10 days, excluding Sundays, after he has received it; otherwise it becomes law with or without his signature. When the president vetoes a bill he returns it to the house of its origin with a message stating his objections. The veto then becomes a question of high privilege. (See Override a Veto.)

Form For Reporting Meetings on the Hill to Preservation Action

Your name: _____ Date of meeting: _____

Name of those who lobbied with you (name and phone):

1. Visited office of: _____ State _____ District _____

2. Talked to (name and title of all who were present from office):

3. Subjects discussed:

- a) _____
- b) _____
- c) _____
- d) _____

4. Brief summary of major points:

Member's/staff's attitude (if expressed) and your general impression of his/her interest in preservation issues (particularly note any commitment to introduce/support/oppose specific legislation). If known list preservation projects, local success stories, or historic districts and landmarks in the member's district.

5. Is follow-up necessary?

Did you promise that Preservation Action would contact or provide additional information? If so, please specify:

6. Other comments. Please use the back of this sheet.

Return by mail, fax, or e-mail to:

1054 31st Street, NW

Suite 526

Washington, DC 20007

(202) 298-6180

(202) 298-6182 fax

mail@preservationaction.org