



# Legislative 101

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# Legislative 101

- Overview of Legislature
- Establishing and Maintaining Positive Legislative Relations
- The Process – from concept to governor's desk
  - Keep track of what's going on – timing & tools
  - Meeting with legislators during session
  - Testifying before committees





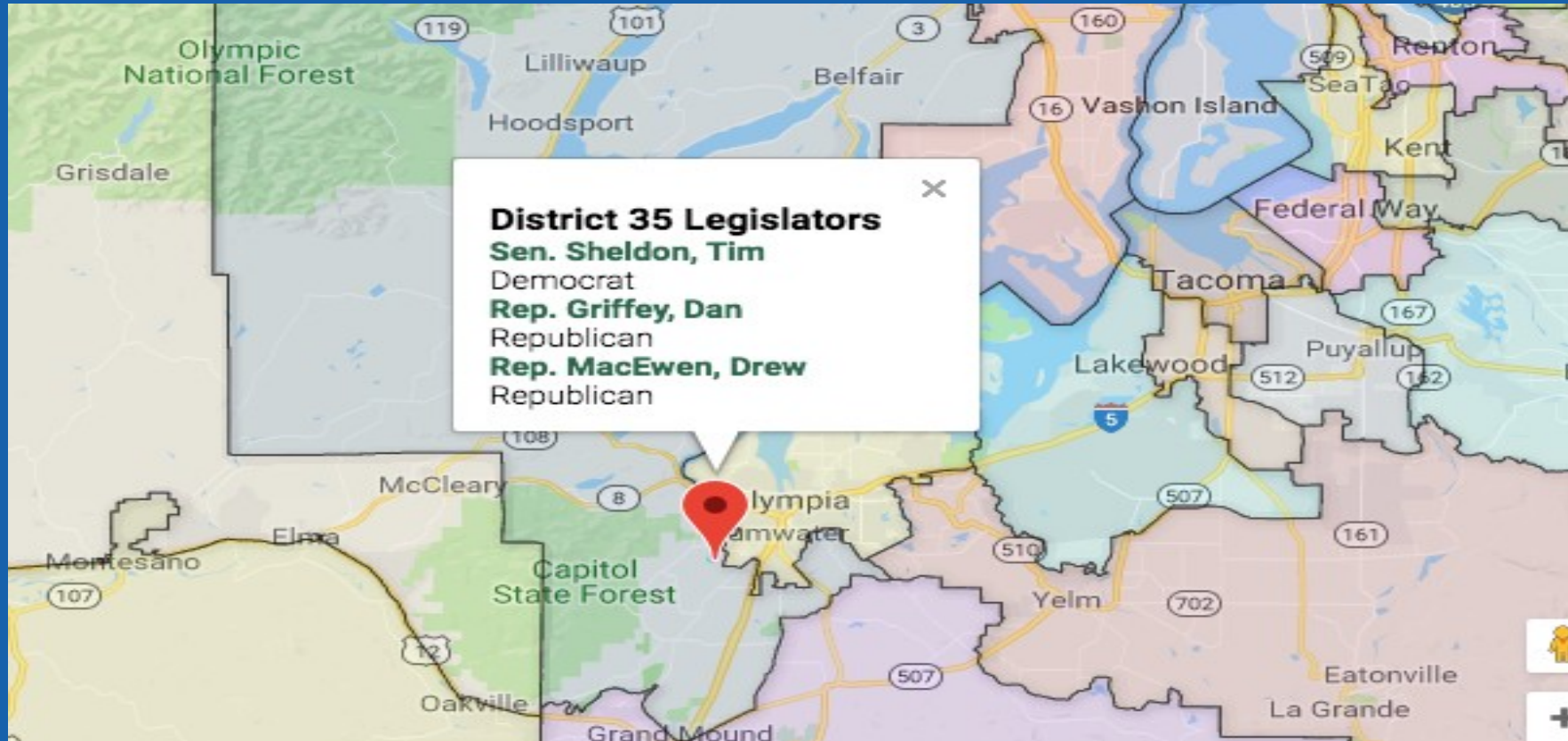
# State Legislature

- House and Senate
- 49 legislative districts
- Each district – 1 senator and 2 representatives Legislature convenes 2<sup>nd</sup> Monday in January
- Sessions alternate 105 days odd years (biennial budget) and 60 days even years
- Interim = time between sessions





# Find Your Legislator



District Finder: <http://app.leg.wa.gov/DistrictFinder/>



# Establishing/Maintaining Legislation Relations



- When? Interim – when real conversation is possible.
- Relationships cultivated during interim last into session.
- Why should they want to know you better?
  - Constituent? Expertise? Influence?
  - . . . and you are polite, respectful and want to help.
- Other venues – town halls, interim committee meetings, check their webpage – invite them to visit.
- Thank them for past support; ask about their, then share your, objectives for future.
- Build relationship and understanding with leg / caucus staff.



# Meeting with Legislators



- **During session:**

- make an appointment via their leg assistant; don't expect more than 5-10 minute appointment
- focus on specific legislation of that session
- be prepared and informed
- Professional expertise on issue
- Position of stakeholders
- Facts and figures on cost / benefit of bill
  - stories matter! Real people, in their district
- Ask WACO for help!

# From Idea to Law



- Agency and Executive Request
- Governor's budget
- Where do legislators get their bill ideas?
- Bill to Law Steps





# Before Session



- ▶ Caucus priorities
- ▶ Agency and Executive Request
- ▶ Governor's budget  
<https://ofm.wa.gov/>
- ▶ Organization / Association policy agendas

The screenshot shows the homepage of the Office of Financial Management (OFM) of the State of Washington. The header includes the OFM logo, the text "Office of Financial Management" with the tagline "Better information. Better decisions. Better government. Better Washington.", and a search bar. Below the header is a navigation menu with links to Home, Washington Data & Research, Budget, Accounting, Facilities, and State Human Resources. The main content area features a large banner image of a classical building interior and a \$100 bill. A "Budget" tab is highlighted. Below the banner, a paragraph describes OFM's role in planning, analysis, and implementation of the state's operating and capital budgets. To the right, a "What's new" section lists recent updates, including state revenue projections, budget instructions, and veto messages.

**Office of Financial Management**  
Better information. Better decisions. Better government. Better Washington.

Enter your search terms

Home Washington Data & Research Budget Accounting Facilities State Human Resources

## Budget

OFM performs an ongoing role in the planning, analysis, and implementation of the state's operating and capital budgets. We have the primary responsibility for making budget recommendations to the Governor and presenting the Governor's budget proposal to the Legislature and the public. After budgets are approved by the Legislature and signed into law by the Governor, we monitor state agency activities for conformance with executive and legislative intent.

### State budgets

- ▶ 2018 Gov. Inslee's proposed supplemental budget
- ▶ 2017-19 enacted budgets
- ▶ 2017-19 Gov. Inslee's proposed budget
- ▶ 2017 enacted supplemental budgets

### Agency expenditure monitoring

### Agency activities and performance

### Fiscal impact of ballot measures and proposed legislation

- ▶ Tax & fee proposal cost analysis (I-960)
- ▶ Fiscal impact statements for proposed legislation (fiscal notes)

### Budget instructions

- ▶ Allotment instructions
- ▶ Operation budget and strategic plan instructions

### What's new

- State revenue projection for 2017-19 increased by \$298 million
- 2019-21 operating and capital budget instructions
- New system to streamline, modernize state budgeting processes
- Allotment instructions for 2018 supplemental budgets
- Gov. Inslee's veto messages for 2018 supplemental budgets

# How A Bill Becomes a Law (Usually)



**BILL SPONSOR SHEET**  
**HOUSE OF REPRESENTATIVES REQUEST**

Code Reviser Request Number: 14-1055/17

The Brief description of this measure is: Concerning access to homeless housing and assistance.

When this form has been signed, please return it to the Code Reviser's Office (Bill Drafting), Room 160 in the Frisvard Building. The attached bill request will be introduced as a House Bill. Only members who have personally signed below will appear as sponsors of the bill when introduced.

Signature	District No.	Signature	District No.
1. [Signature]	43	13. [Signature]	11
2. [Signature]	38	14. [Signature]	11
3. [Signature]	48	15. [Signature]	25
4. [Signature]	52	16. [Signature]	41
5. [Signature]	29	17. [Signature]	49
6. [Signature]	27	18. [Signature]	3
7. [Signature]	22	19. [Signature]	34.1
8. [Signature]	46	20. [Signature]	33
9. [Signature]	2	21. [Signature]	22
10. [Signature]	24	22. [Signature]	36
11. [Signature]	34	23. [Signature]	3
12. [Signature]	27	24. [Signature]	32

Please use back for additional signatures.

# Step 1: Only a legislator can Introduce a Bill



**A Guide to Reading a Legislative Measure**

<p style="text-align: center;"><b>SENATE BILL 7999</b></p> <p>State of Washington      59th Legislature      2005 Regular Session</p> <p>By Senators <u>Green</u> and <u>Blue</u> (by request of Department of _____)</p> <p>Read first time 01/10/2005. Referred to Committee on Government Operations &amp; Elections.</p> <p>1      AN ACT Relating to the board of accountancy; amending RCW 2      18.04.180; adding a new section to chapter 18.04 RCW; repealing RCW 3      18.04.183 and 18.04.320; and providing an effective date.</p> <p>4      BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:</p> <p>5      <b>Sec. 1.</b> RCW 18.04.180 and 2004 c 159 s 3 are each amended to read 6      as follows:</p> <p>7      (1) The board shall issue a license to a holder of a 8      certificate/valid license issued by another state that entitles the 9      holder to practice public accountancy, provided that: 10      (a) Such state makes similar provision to grant reciprocity to a 11      holder of a valid certificate or license in this state; 12      (b) The applicant meets the CPE requirements of RCW 18.04.215(5); 13      (c) The applicant meets the good character requirements of RCW 14      18.04.105(1)(a); and 15      (d) The applicant passed the examination required for issuance of 16      his or her certificate or license with grades that would have been 17      passing grades at that time in this state and meets all current 18      requirements in this state for issuance of a license at the time 19      application is made; or at the time of the issuance of the applicant's 20      license in the other state, met all the requirements then applicable in 21      this state; or has three years of experience within the five years 22      of the date of the application.</p>	<p><b>BILL NUMBER:</b> Each bill is assigned a number for identification.</p> <p><b>PRIME SPONSOR:</b> The member of the Legislature who first introduced the bill.</p> <p><b>CO-SPONSOR(S):</b> The member(s) of the Legislature who join the prime sponsor in introducing the legislation.</p> <p><b>AGENCY REQUEST:</b> Indicates that bill was requested by an executive branch agency (legislative sponsor still required).</p> <p><b>REFERRAL:</b> The date the bill was introduced and to which committee it was referred.</p> <p><b>BILL TITLE:</b> Identifies the subject of the legislation and how it affects the Revised Code of Washington (RCW).</p> <p><b>ENACTING CLAUSE:</b> This states who intends to make this bill a law. It will either be by the people of the state or by the Legislature.</p> <p><b>AMENDATORY HEADING:</b> Also known as the "jingle," recites both the</p>
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<http://leg.wa.gov/LIC/Documents/EducationAndInformation/Guide%20to%20Reading%20a%20Bill.pdf>



# 20 House Committees



- Health Care and Wellness
- Environment and Energy
- Public Safety
- Appropriations
- Rules
- Capital Budget
- Finance
- Civil Rights and Judiciary
- Local Government
- State Government and Tribal Relations
- Transportation
- Education
- Innovation, Technology and Economic Development
- Human Services and Early Learning
- College and Workforce Development
- Rural Development, Agriculture, & Natural Resources
- Housing, Community Development and Veterans
- Labor and Workplace Standards
- Commerce and Gaming
- Consumer Protection and Business



# 17 Senate Committees

- Early Learning and K12 Education
- Transportation
- Environment, Energy and Technology
- Health and Long-Term Care
- Agriculture, Water, Natural Resources and Parks
- Ways and Means
- Law and Justice
- Housing Stability and Affordability
- Financial Institutions, Economic Development & Trade
- State Government, Tribal Relations and Elections
- Behavioral Health Subcommittee to Health and Long-Term Care
- Higher Education and Workforce Development
- Human Services, Reentry and Rehabilitation
- Labor & Commerce
- Local Government
- Special Committee on Economic Recovery
- Rules



# Step 2: Bill Assigned to Policy Committee

- Public Hearing
- Executive Session – committee votes on whether to send bill to fiscal committee or floor

Sign Up for Emails  
on Committee Meetings

<https://public.govdelivery.com/accounts/WALEG/subscriber/new>





# Step 2: Bill assigned to Policy Committee



Legislature Home

House of Representatives

Senate

Find Your District

Laws & Agency Rules

Bill Information

Agendas, Schedules, and Calendars

Legislative Committees

Visiting the Legislature

Legislative Agencies

Legislative Information Center

Email Updates (GovDelivery)

View All Links

## Committee Schedules, Agendas, and Documents

Filters

Year:

2018

Date Range:

07/09/2018

to

07/16/2018

Chamber:

Select

Committee:

Select

View By:

☒ Schedule

☐ Agenda

☐ Bill

Bill Number:

Search

Additional Information:

Senate Weekly Schedules

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Chamber	Committee	Date/Time	Agenda	View Docs
Senate	Labor & Commerce	7/12/2018 10:00 AM	<a href="#">Agenda</a>	<a href="#">View Docs</a>
Joint	Improving State Funding for School Construction, Joint Legislative Task Force	7/16/2018 10:00 AM	<a href="#">Agenda</a>	<a href="#">View Docs</a>

[www.leg.wa.gov](http://www.leg.wa.gov)



# How to Testify

- Electronic sign-in – Kiosks in Cherburg and JLOB
- Check on committee rules re: handouts / presentation materials
- Sit up front / don't waste time walking to table
- When called up to testify:
  - Introduce yourself and who you are representing
  - Be brief (2 minutes) and focus comments on the bill; provide more detail in writing if necessary
  - Use plain language (nobody knows what distraint means)
  - If testifying in opposition/with concerns clearly state why AND what changes would allow you to support the bill, if any.
  - Thank the committee
- If unable to testify in person, email chair and committee members, cc: staff

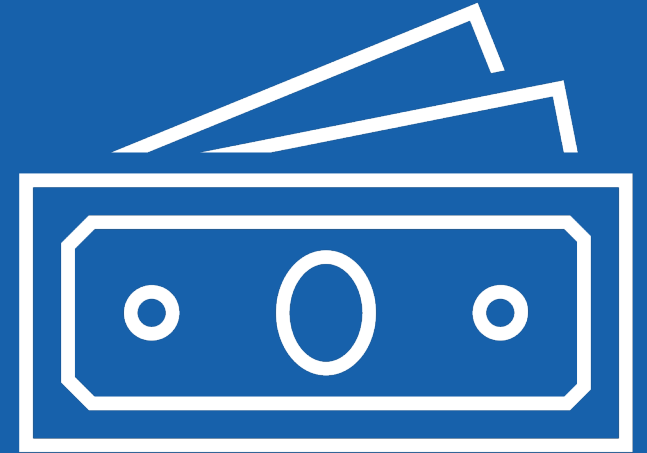
# Step 3: Fiscal Committee



IF they have fiscal note / impact the state budget

- Public Hearing
- Executive Session – committee votes on whether to send bill to floor

• *Fiscal committees not interested in hearing testimony about the policy aspects of bill*





# Step 4: Rules Committee



- Determines flow of bills to House or Senate Floor
- Does not hold public hearings, but public can attend

Underestimated importance – many a bill dies here



# Step 5: Floor



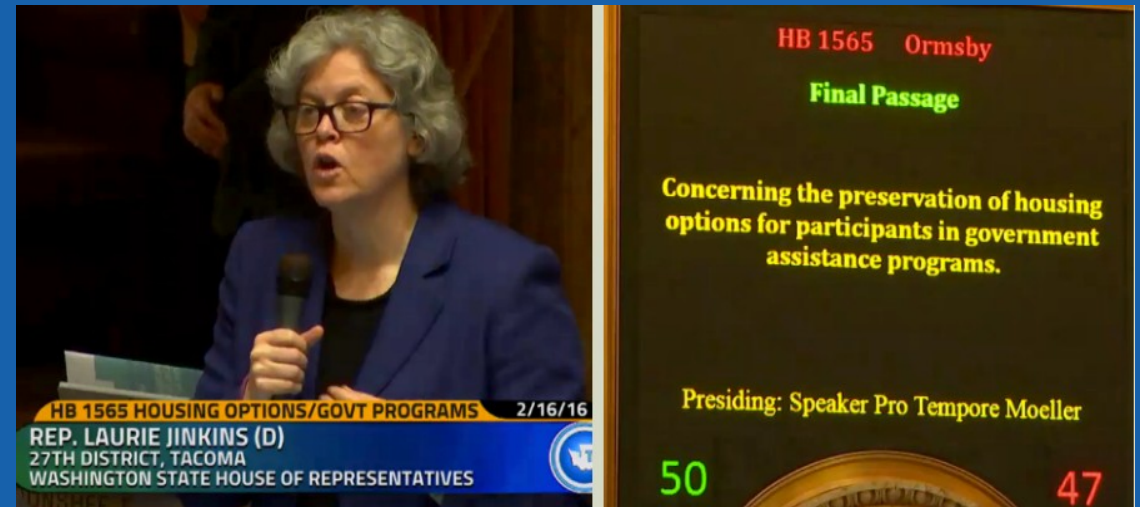
- ▶ “House of Origin” – wherever the bill originated – whether House or Senate

- ▶ House Floor Calendar

<https://app.leg.wa.gov/far/House/Calendar>

- ▶ Senate Floor Calendar -

<https://app.leg.wa.gov/far/Senate/Calendar>





# Step 6: Repeat Process Opposite “House”

- Policy Committee
  - Fiscal Committee?
  - Rules
  - Floor
- 
- If bill is amended by opposite house, house of origin must concur with amendments or ask the second chamber to recede from the amendments
  - If differences unresolved, a conference committee may be called. Their agreement must be adopted by both houses.

# Legislative Calendar / Cutoffs



<b>January 8, 2018</b>	First Day of Session
<b>February 2, 2018</b>	Last day to read in committee reports (pass bills out of committee and read them into the record on the floor) in house of origin, except House fiscal committees and Senate Ways & Means and Transportation committees.
<b>February 6, 2018</b>	Last day to read in committee reports (pass bills out of committee and read them into the record on the floor) from House fiscal committees and Senate Ways & Means and Transportation committees in house of origin.
<b>February 14, 2018</b>	Last day to consider (pass) bills in house of origin (5 p.m.).
<b>February 23, 2018</b>	Last day to read in committee reports (pass bills out of committee and read them into the record on the floor) from opposite house, except House fiscal committees and Senate Ways & Means and Transportation committees.
<b>February 26, 2018</b>	Last day to read in opposite house committee reports (pass bills out of committee and read them into the record on the floor) from House fiscal committees and Senate Ways & Means and Transportation committees.
<b>March 2, 2018*</b>	Last day to consider (pass) opposite house bills (5 p.m.) (except initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, differences between the houses, and matters incident to the interim and closing of the session).
<b>March 8, 2018</b>	Last day allowed for regular session under state constitution.
* After the 54th day, only initiatives, alternatives to initiatives, budgets and matters necessary to implement budgets, matters that affect state revenue, messages pertaining to amendments, differences between the houses, and matters incident to the interim and closing of the session may be considered.	

# Governor's Signature = Bill Becomes Law



- ▶ May veto sections; override requires 2/3 vote
- ▶ Bill signings – Picture with Governor . . . and free pen!
- ▶ Bill signing schedule:
- ▶ [https://www.governor.wa.gov/office-governor/official-actions/\\_bill-action](https://www.governor.wa.gov/office-governor/official-actions/_bill-action)





# WACO Video – Navigating Legislative Webpage



<https://vimeo.com/275724083>



- Select
- “Bill Information”
- Get notifications on specific bills
- Find info on fiscal impact

[www.leg.wa.gov](http://www.leg.wa.gov)

## SB 6183 - 2017-18

Regarding foreclosure and distraint sales of manufactured/mobile or park model homes.

Sponsors: Takko, Angel

Companion Bill: HB 2537

### Bill Status-at-a-Glance

See Bill History for complete details on the bill

As of Friday, July 13, 2018 09:21 AM

Current Version:  
Substitute - SSB 6183

Current Status:  
SRules 3

#### Where is it in the process?



Go to documents...

Go to videos...

### Bill History

#### 2018 REGULAR SESSION

- Jan 10 First reading, referred to Local Government. (View Original Bill)
- Jan 16 Public hearing and executive action taken in the Senate Committee on Local Government at 1:30 PM. (Committee Materials)  
**LGOV - Majority; 1st substitute bill be substituted, do pass.** (View 1st Substitute) (Majority Report)
- Jan 18 Passed to Rules Committee for second reading.
- Jan 24 Placed on second reading consent calendar.
- Jan 25 **1st substitute bill substituted (LGOV 18).** (View 1st Substitute)  
Rules suspended. Placed on Third Reading.  
Third reading, passed; yeas, 49; nays, 0; absent, 0; excused, 0. (View Roll Calls)

#### IN THE HOUSE

- Jan 29 First reading, referred to Judiciary (Not Officially read and referred until adoption of Introduction report).
- Feb 14 Public hearing in the House Committee on Judiciary at 8:00 AM. (Committee Materials)
- Feb 22 Executive action taken in the House Committee on Judiciary at 12:30 PM. (Committee Materials)  
JUDI - Majority; do pass with amendment(s). (Majority Report)
- Feb 23 Referred to Rules 2 Review.
- Mar 8 By resolution, returned to Senate Rules Committee for third reading.

### Available Documents

For a complete list of documents, go to Online Reports Text of a Legislative Document.

#### Bill Documents

Original Bill  
Substitute Bill

#### Bill Digests

Bill Digest  
Substitute Bill Digest

#### Bill Reports

Senate Bill Report  
Senate Bill Report (Orig.)  
Substitute Senate Bill Report  
Substitute House Bill Analysis 2018  
Substitute House Bill Report

### Fiscal Note

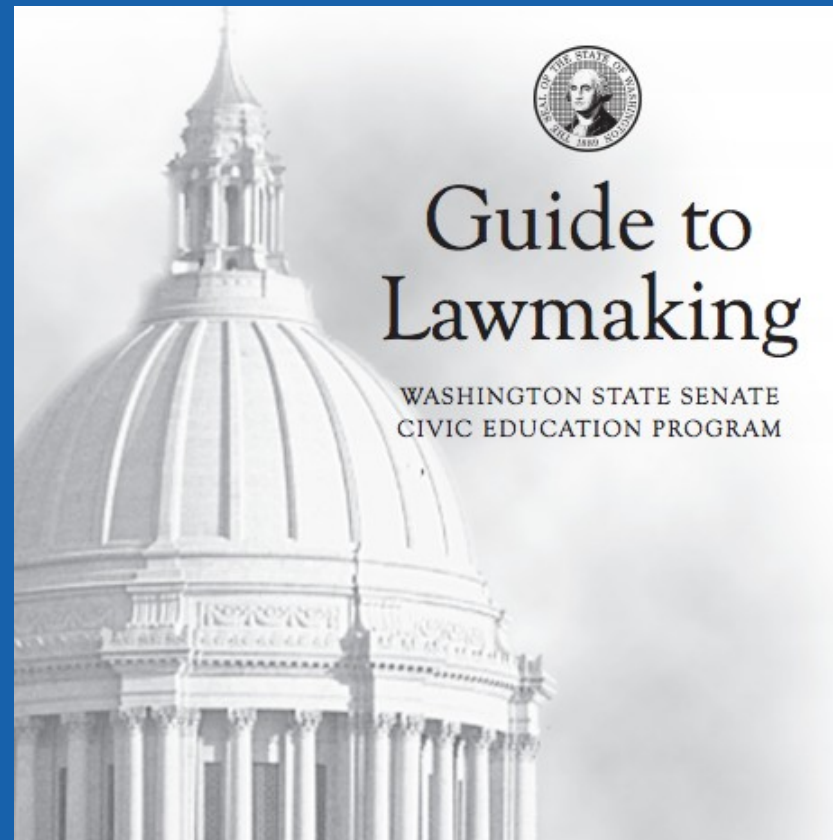
Get Fiscal Note

Comment on this bill

Get Email Notifications

RSS Notifications





<https://leg.wa.gov/LIC/Documents/EducationAndInformation/Guide%20to%20Lawmaking.pdf>