



**THE ACLU OF KENTUCKY**

# **LOBBYING GUIDE**

**THE KENTUCKIAN'S GUIDE TO FRANKFORT**

**ACLU**  
Kentucky

# TABLE OF CONTENTS

<b>2</b>	Table of Contents
<b>3</b>	How a Bill Becomes Law
<b>4</b>	Committees in the Kentucky Legislature
<b>5</b>	Meeting with Legislators
<b>6</b>	Letter to a Legislator
<b>7</b>	Phone Calls / Social Media
<b>8</b>	Letter to the Editor
<b>9</b>	People Power
<b>10</b>	Resources

## HOW TO USE THIS GUIDE

The American Civil Liberties Union (ACLU) is freedom's watchdog, working daily in courts, legislatures, and communities to defend the individual rights and liberties guaranteed to all people by the Constitutions of the United States and the Commonwealth of Kentucky.

It is every Kentuckian's responsibility to be engaged with the civic process. This guide is a toolkit to make engaging with elected officials accessible and to demystify the legislative process.

We work to propose new bills, make bills better, and defeat harmful legislating. We do this by calling, writing, and meeting with our representatives and senators as well as by changing the public narrative through letters to the editor and social media.

# HOW A BILL BECOMES LAW

## INTRODUCTION OF BILL

A bill may be introduced by any member in the Kentucky House or Senate. It is given a number and title before being sent to a committee for discussion.

## IN COMMITTEE

A committee is a group of representatives or senators that revolve around a specific issue. Committees report on introduced bills and can reach several decisions regarding the status of the bill. If the committee decides to not discuss the bill or gives an unfavorable report, the bill will fail to move forward.

## RULES COMMITTEE

If a committee reports favorably on a bill it is read twice by the chamber clerk before being sent to the Rules Committee. This committee can recommit a measure, meaning it can debate and amend a bill. The Rules Committee can also place a bill under Orders of the Day. The Orders of the Day is a list of bills and resolutions that are ready for the House or Senate to be debated and/or adopted on a specific date.

## PASSAGE

After the bill is debated and amendments are made, a final vote in either the full House or Senate is taken.

## NEXT STEPS

If a bill passes in one chamber, it is sent to the other chamber for review. It goes through the same committee evaluation process. After both chambers pass their amended bill, the House and senate must agree on a final version. A conference committee with members of both chambers may be necessary to make amendments in order to help it resolve any differences in the House and Senate legislation.

## TO THE GOVERNOR

After being passed by both chambers, the bill is sent to the Governor. The Governor has three action options: sign, permit to become law without signature, or veto. The Governor is able to act on the bill up to ten days after it is received. A majority vote by members of both legislative chambers can overturn the Governor's veto.

## USEFUL TERMS TO KNOW

### **Amendment**

A change or addition to legislation

### **Bill**

A written proposal for addition, modification, or repeal of statute law

### **Committees**

A council of representatives and senators based around a certain issue or agency that can give a bill four kinds of reports: favorable, favorable with amendment, favorable with committee substitute, unfavorable without opinion

### **Committee Sub**

A change or addition to legislation in committee

### **General Assembly**

The House and Senate

### **Orders of the Day**

The order of bills to be reviewed on a certain day by the General Assembly

### ***Sine Die***

Adjournment; end of session



# COMMITTEES IN THE KENTUCKY LEGISLATURE

While there are dozens of committees in the Kentucky General Assembly, this list of committees often handles issues most relevant to the work of the ACLU of Kentucky.

Each committee meets the same time each week during the legislative session and monthly during the interim. The chairperson of any committee can call special meetings at their discretion. The meetings generally last for two hours and are open to the public. While each committee has a different number of members, each includes roughly 10-25 members.

## SENATE

### Education



### Health and Welfare



### Judiciary



### State and Local Government



### Veterans, Military Affairs, and Public Protection



## HOUSE OF REPRESENTATIVES

### Education



### Health and Family Services



### Judiciary



### State Government & Local Government



### Veterans, Military Affairs, and Public Protection



*I am prepared and eager to change the narrative I feel society shapes itself around.*

“

**Fernanda Scharfenberger**  
**ACLU 2018 National**  
**Conference Youth Delegate**

## MINI LOBBY DAYS

Mini Lobby Days are weekly, ACLU-sponsored events where we help people schedule lobbying meetings and discuss strategy.

We have lobby days dedicated to justice reform, reproductive rights, immigrants' rights, and abolition of the death penalty.

Learn more about our mini lobby days at [aclu-ky.org](http://aclu-ky.org) or email [info@aclu-ky.org](mailto:info@aclu-ky.org).

# MEETING WITH LEGISLATORS

## SCHEDULING A MEETING

Call your legislator's office to make an appointment. Be prepared to provide your name, address, desired time to meet, and issue.

Call (502) 564-8100 to schedule an appointment. You do not need to know your legislator's name.

Be polite to the staffer with whom you speak and be sure to thank them for their time.

## PLANNING A MEETING

Discuss expectations and goals for the meeting. Establish priorities for the meeting and what role folks see themselves playing.

Talk about what folks are comfortable sharing, especially if it involves personal stories.

Consider time restraints.

## AT THE MEETING

### Know your content

Research the legislator and their voting history on previous legislation to understand how an issue impacts their district. You don't have to be an expert, but know your talking points before the meeting.

### Be polite and professional

Make sure to arrive on time and keep a positive attitude.

### Be clear

Clearly state your position on an issue and know what action you want them to take.

### Be concise

Legislative visits typically run 15-30 minutes, so don't get too off topic!

### Be resourceful

If you don't have an answer to a question, explain that you will happily do some research to inform both yourself and the legislator of the answer. Be sure to send the answer to the legislator's question in a timely manner.

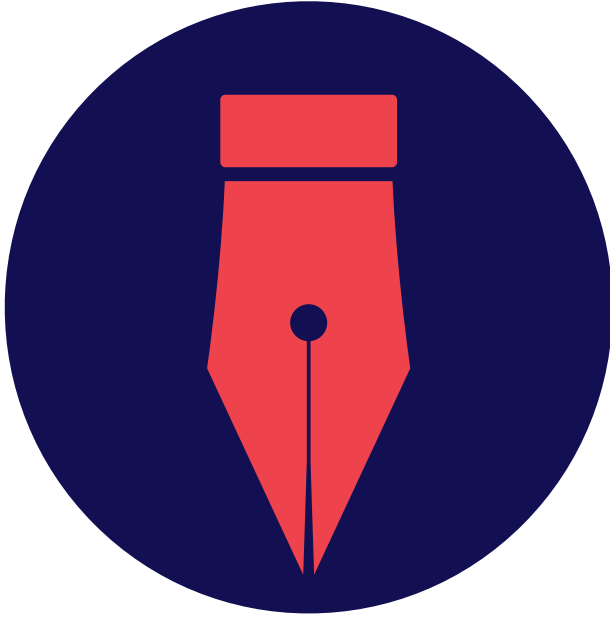
### Be courteous

Write a thank-you letter to the legislator and staff members with whom you met. Reiterate your main position on the issue and include any additional information that might have been requested at the meeting.



**IF YOU MEET WITH A LAWMAKER ABOUT AN ISSUE THAT IS IMPORTANT TO US, LET US KNOW HOW IT WENT!**

You can contact the ACLU of Kentucky at [info@aclu-ky.org](mailto:info@aclu-ky.org) or by phone at (502) 581-9746.



Writing a letter to your legislator is one of the most impactful steps you can take as a public citizen.

## TIPS TO REMEMBER

When writing a letter to a legislator, remember:

- **Be courteous and informative**
- **State the purpose of the letter**
- **Focus on the message**
- **Restate your request**
- **Refrain from over-exaggeration**
- **Avoid insults**
- **Omit jargon and acronyms**

If you receive a response, be sure to follow up.

## MAILING ADDRESS FOR CAPITOL

**700 Capital Ave, Frankfort, KY 40601**

# LETTER TO A LEGISLATOR

Your Address

Your Phone Number and Email

Legislator's Name and Address

**Dear Honorable (Full Name),**

State the reason for your letter in the first sentence and the bill number you would like them to support accompanied by a brief description. Mention you are a voter in their district and why you feel it is necessary that they understand why this issue is important to you.

State reasons they should support your position. Use facts and references when appropriate to strengthen your argument. Use citations when necessary to enhance the letter's credibility. Most importantly, if you have been impacted by an issue and feel comfortable sharing your story, please share your own personal experience.

Be brief, specific, and concise. It is strongly encouraged to only write about one bill at a time and limit your letter to one page. Ensure that the tone of the letter is positive and never threaten political or other consequences.

Thank them for their consideration of your request. Lastly tell them you look forward to their response to this issue.

Sincerely,

Sign your name

Type your name

Type your position



# PHONE CALLS AND SOCIAL MEDIA

## PHONE CALLS

Phone calls can be an extremely effective way for you to communicate your views on any given issue, especially if in-person meetings make you anxious.

**You can leave a message for your elected officials, entire committees, and the House and Senate leadership.**

Be ready to provide your name, address, and the issue about which you are calling. It is helpful to have the name and/or number of the bill.

## KENTUCKY LEGISLATIVE MESSAGE LINE

**1 (800) 372-7181**

8 AM - 4:30 PM EST during the interim, but hours are extended during the legislative session

Lastly, these calls are designed to be brief. You do not need to communicate more than the following:

**“I want Representative X to vote against Y bill because of Z.”**

**YOU DO NOT NEED TO KNOW YOUR LAWMAKER'S NAME TO CALL THE LEGISLATIVE HOTLINE.**



**“@KYSenateGOP @KYHouseGOP I wasn't politically active until I learned about y'all and charter schools. Thanks for waking me up! #NoHB520 #KYpolitics”**

## SOCIAL MEDIA

Social media is an effective way to generate attention for a particular cause. Here are some tips to help you use social media more effectively:

### **Be visual**

Share a photo or infographic in order to increase likelihood of post visibility.

### **Be a positive contributor**

Extremely negative posts do not attract positive attention.

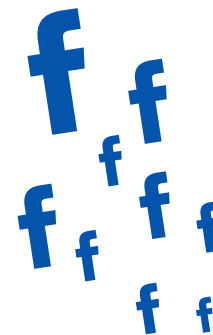
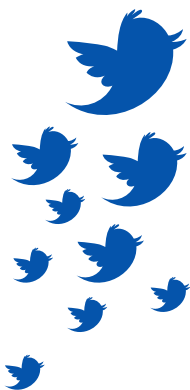
Show a positive personality to be more relatable.

### **Use hashtags**

Make sure to tweet to existing conversations or campaigns.

### **Retweet and comment**

Don't just send out personal posts; retweet posts from your legislator's office and comment thoughtfully.



# LETTER TO THE EDITOR

Dear Editor,

The onslaught of laws focusing on denying reproductive health care rights is a concerted campaign against women. These laws are not grounded in science or evidence-based medicine.

The American Congress of Obstetricians and Gynecologists believes that access to family-planning counseling and to the full array of contraceptives is a basic and essential component of preventive health care for women.

Efforts to defund Planned Parenthood, which provides cervical cancer and mammography screening, contraception and other preventive care to millions of women, are egregious and disproportionately hurt poor women.

As physicians for women's health care, ob-gyns see firsthand the havoc that punitive ideology-based laws have on the health of women and their families. These ill-conceived laws are based on the pretext of protecting health, but they do anything but that.

Mandating that women be legally forced to undergo transvaginal ultrasound or any other medical procedure against their will and against their physician's judgement is an outrageous violation of patient autonomy and the the confidential doctor-patient relationship. Decreasing access to family planning and contraception will only increase unintended pregnancies and negatively affect family and societal health.

Politicians were not elected to, nor should they, legislate the practice of medicine or dictate the parameters of the doctor-patient relationship. Our message to politicians is unequivocal: Get out of our exam rooms.

James T. Breeden  
President, American Congress of Obstetricians and Gynecologists  
Washington, May 22, 2012

## TIPS TO REMEMBER

Letters to the Editor are an effective way to call attention to a topic of interest outside of the formal lobbying process.

Directly respond to breaking news, an article or commentary published in the previous two days, or the previous issue of a weekly paper or magazine.

When writing a letter to the editor, remember:

- **Keep it short and focused**
- **Pay attention to word limit**
- **You may send the letter to multiple paper outlets**
- **Use verified facts**
- **Balance criticisms with positives**
- **Cite sources when appropriate**
- **Refrain from over-exaggeration**
- **Avoid insults**
- **Omit jargon and acronyms**

*It's easy to be overwhelmed with everything going on in the world. The important thing is to do something and remember that no action is too small.*

“

**Emi Ramirez**  
**Former ACLU Program Associate**

# PEOPLE POWER

[peoplepower.org](http://peoplepower.org)

## OUR GRASSROOTS ADVOCATES

ACLU People Power is an online tool for volunteers and supporters to organize in their local communities, state, and across the nation.

People Power allows you to host and attend events while building a network of ACLU supporters in your community.

Since 2017, ACLU members and supporters across the US have hosted over 12,000 events using the People Power platform.

## HOW TO GET INVOLVED

People Power only works when people are empowered to participate.

Join us today at [peoplepower.org](http://peoplepower.org) to learn more about how the ACLU can help you get involved in community organizing and political advocacy.

## WITH PEOPLE POWER, YOU CAN:

**Host an event in your area**

**Text others to spread word of events**

**Make calls to support campaigns**

**Meet other supporters in your area**

*People Power provides an opportunity for every member and supporter to be involved in the ACLU's work to defend civil liberties and civil rights.*

“

**George Eklund**  
**ACLU Field Organizer**

## OTHER WAYS TO GET INVOLVED

- Host a house party
- Volunteer at the ACLU office in Louisville
- Join our social media ambassadors
- Organize events in your community

For more details, email George Eklund at [george@aclu-ky.org](mailto:george@aclu-ky.org)



**WE, THE PEOPLE,  
ARE AT THE  
HEART OF THE  
MOVEMENT.**



## RESOURCES

### ACLU OF KENTUCKY

[aclu-ky.org](http://aclu-ky.org)

### HOW TO LOOK UP YOUR LAWMAKERS

[lrc.ky.gov](http://lrc.ky.gov)

### LOCATE CITY AND COUNTY OFFICIALS

[kentucky.gov/government/  
Pages/local.aspx](http://kentucky.gov/government/Pages/local.aspx)

### WHERE TO VOTE

<https://vrsws.sos.ky.gov/vic/>

### ACCESSING THE CAPITOL

700 Capital Ave, Frankfort, KY 40601

*Be prepared to pass through security when  
entering the Capitol; you will need a photo ID*

### ACLU OF KENTUCKY SOCIAL MEDIA

Facebook: ACLU of Kentucky  
Twitter: @ACLUofKY

## THE ACLU OF KENTUCKY

# CITIZEN LOBBYING GUIDE

## THE KENTUCKIAN'S GUIDE TO FRANKFORT

**ACLU**  
Kentucky