

Legislative Lobbying Manual

North Carolina School Boards Association



Public Education: North Carolina's Best Investment

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Preface

The Legislative Lobbying Manual is designed to help school board members understand the legislative process and influence legislation. This manual provides:

- The tools that you will need to become a successful advocate.
- An understanding of North Carolina State Government

Too often, legislators pass laws without knowing or understanding how school systems will be affected. School boards have a responsibility to be informed about pending legislation. It is now more important than ever for school board members to ensure that their voices are heard in the legislative process. The voice of 115 school boards and the Cherokee Central School speaking a single, united message has a profound impact on legislation affecting schools.

A democracy depends on its people to establish the direction of its government. This manual will assist you in exercising this principle.

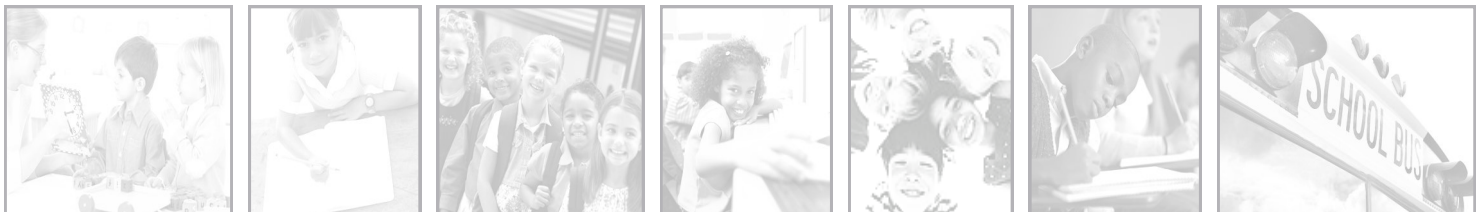


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Governmental Relations Office

The Governmental Relations (GR) Office is the lobbying arm of NCSBA. The GR staff is responsible for carrying out the legislative agenda adopted by the NCSBA Delegate Assembly.

SETTING THE AGENDA

A legislative agenda is created every two years by the NCSBA Legislative Committee prior to the start of General Assembly’s “long” session (typically the “long” session is from January to July in odd-numbered years and the “short” session is from May to July in even-numbered years). The Legislative Committee is comprised of a subset of the NCSBA Board of Directors, the eight education district presidents, and eight “at-large” local board members nominated by their local board and selected by the NCSBA President.

The Legislative Committee is charged with surveying all school board members to determine the priorities for the upcoming legislative session. The Legislative Committee uses the survey data to prepare a draft legislative agenda that is voted on by the Delegate Assembly at the annual conference. This legislative agenda guides the actions of the GR staff during the legislative biennium.

LOBBYING

NCSBA is always represented at the General Assembly — whether they are in session or meeting in interim study committees. The GR staff attends House and Senate committee meetings, tracks education-related bills, meets regularly with the chairs of education committees, and observes session votes. The GR staff meets with and cultivates relationships with legislators, legislative staff, other educational groups, and government agencies.

The GR staff frequently provides testimony before House and Senate committees and study commissions that impact education, as well as the State Board of Education. Whenever the NCSBA is called upon to give statements to these groups, the GR staff attempts to solicit member input and consults with the Board of Directors or school administrators with expertise on the subject.

The GR staff is always available to provide local board members with updated information on state and local bills, as well as up-to-date information on key legislative topics concerning education. A list of bills followed by the Association can be found in the GR section of the NCSBA website under bill tracking (www.ncsba.org). Detailed information about these bills can be obtained through our bill tracking software or on the General Assembly website (www.ncleg.gov). Please feel free to contact our office with your questions on legislation.

WEEKLY LEGISLATIVE UPDATE

Each Friday when the Legislature is in session, the GR staff compiles and distributes via email an update on legislation important to North Carolina public school systems. During the interim, the GR team sends out an update during months committees meet or when there is something to report.

LEGISLATIVE ALERTS

Many times legislation is moving at such a fast pace that school board members and administrators need to call, write, or e-mail their legislators within several hours or days. Legislative Alerts supply time sensitive legislative information to school leaders by e-mail (make sure you are on the distribution list). The information will typically include an action for you to take, such as contacting your legislators to make your opinion known.

END-OF-SESSION SUMMARY

After the Legislature has adjourned, the GR staff compiles and provides an analysis of bills impacting North Carolina public schools that have passed during that session. Included in this summary is a detailed description of the education related components of the Appropriations Act (State Budget).

NCSBA WEBSITE

As mentioned earlier, the GR section of the NCSBA website has several tools available to help you keep up with legislation. GR staff provides a list of the bills followed by the Association including the NCSBA position on each bill. The NCSBA Legislative Updates you receive by email are also posted to the site, as well as an archive of past updates. Among the other items posted is a copy of the NCSBA Legislative Agenda along with issue briefs on each agenda item.

CONTACT WITH MEMBERS

Whether by phone or email, contact with school board members is very important to GR staff for understanding how you feel about issues. Your input helps us understand local priorities and issues. Please share with us your thoughts on issues being discussed in Raleigh as well as your local legislative agenda.

SCHOOL BOARD VISITS

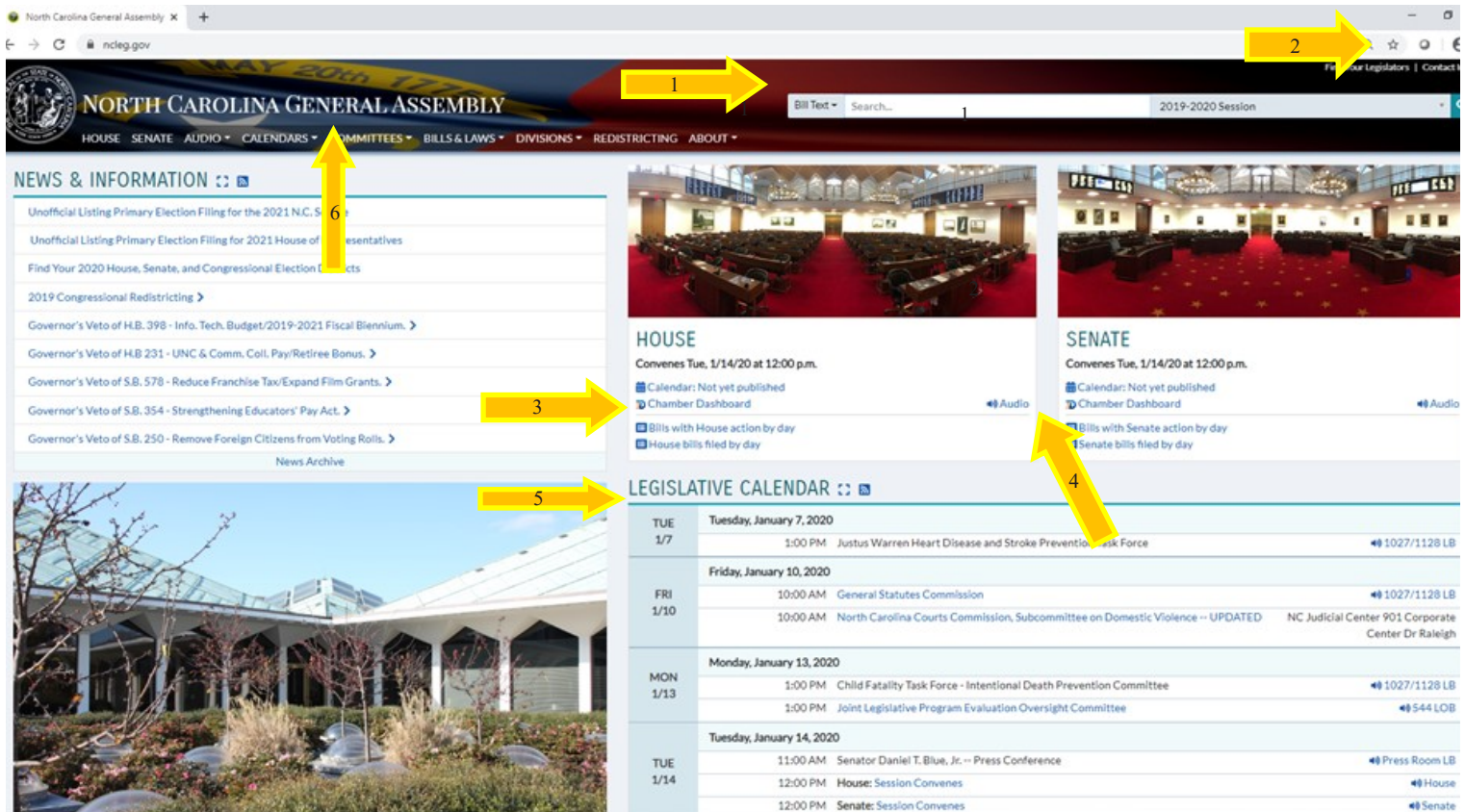
NCSBA's GR staff is available to make presentations to local school boards on the important legislative issues of the day. These visits provide the opportunity to give board members inside political information on legislative issues and provide an opportunity for staff to hear local concerns first hand. If your board is interested in a presentation, contact our office to work out a date and time. Obviously, time is short during the legislative session, so a webinar or online video conference might be an option.

NCSBA Bill Tracking

Go to www.ncsba.org and click on “Governmental Relations” at the top of the home page. From the drop down menu, select “Bill Tracking”. From there, the screen below will appear to help you locate specific bills.

The screenshot shows a web browser window with the URL www.cdlt.net/iny/leg/l_main.aspx?ClientCode=ncsba&L_Session=&L_Prior=&L_State=nc&L_StateName=North. The page features the NCSBA logo (North Carolina School Boards Association) and a navigation menu with links: Home, Legislation, Officials, Grassroots, Support, Help, Prior Year, and Federal. Below the navigation menu, the text "North Carolina 2017-2018 Session" is displayed. The main content area is divided into three columns: DIRECT LINK, TRACKING LEVEL, and GROUPS. The DIRECT LINK column includes a "Yesterday's Actions" section with a dropdown menu set to "H" and a "Go" button, a "DATE LOOKUP" section with "Start" and "End" date fields (6/1/2018 and 7/26/2018 respectively) and a "Go" button, and a "STATE SITES" section with links to Legislation, Search, Session Video, Statutes, Legislative Calendar, and Tracking Calendar. The TRACKING LEVEL column lists seven categories: Support (green), Support w/ Amend (yellow), Neutral (yellow), Oppose (red), Monitor (cyan), Watch (orange), and Other (purple). The GROUPS column contains a list of topics: Accountability, Budget, Calendar Flex, Charter Schools, Child Nutrition, Child Welfare, and a "Select an Item" dropdown menu.

DIRECT LINK	TRACKING LEVEL	GROUPS
Yesterday's Actions	Support	Accountability
H ▾ Go	Support w/ Amend	Budget
DATE LOOKUP	Neutral	Calendar Flex
Start: 6/1/2018	Oppose	Charter Schools
End: 7/26/2018 Go	Monitor	Child Nutrition
STATE SITES	Watch	Child Welfare
Legislation	Other	Select an Item ▾
Search	BILL TYPE	Accountability ▾
Session Video	House Bill	
Statutes	Senate Bill	
Legislative Calendar	All Bills	
Tracking Calendar	Unposted Bills	



WWW.NCLEG.GOV

The North Carolina General Assembly website, www.ncleg.gov, is a valuable resource for those looking for information about legislators, committees, and bills. Here are a few of the most helpful links on the NCGA website.

(1) The top right corner has a drop-down menu that allows you to (a) find a bill by session and bill number, (b) find a bill by session and key word, (c) view legislator information, or (d) do a full website search.

(2) Also in the upper right hand corner is a “Find Your Legislator” tab that links to an interactive map which allows you to find House and Senate members by district and county.

(3) The Chamber Dashboard under the photo of each chamber is used when members are in session. The dashboard automatically updates with the bill currently being debated, any amendments pending, and the votes on each action taken. This is important if there is a piece of legislation you are following and would like to follow along with the chamber audio.

(4) You can access the chamber audio either through the Chamber Dashboard or by the link under each chamber. This gives you real-time audio to the session of the day where you can listen in remotely and follow the chamber and be very cognizant of what is going on at the legislature. This is very useful when there is an important bill and immediate action may be necessary.

(5) The Legislative Calendar section gives the times and locations of committee meetings, press conferences, and sessions of the week. It is an essential tool in knowing what is coming up.

(6) The Committees tab at the top of the website lists all committees by subject area. Some committees have websites that post information on bills being discussed. The public can sign up for committee meeting notices by email.

Methods of Lobbying

THE CITIZEN LOBBYIST

Acting as a citizen of North Carolina, one is invited to visit with legislators to express concerns and try to influence legislative decisions. Individuals may do this as often as needed without being considered a “lobbyist.” The deciding factor that determines whether a person is a lobbyist is compensation.

The law identifies a lobbyist as an individual who is employed or received compensation for the purpose of lobbying, or represents another person and received compensation for the purpose of lobbying. Therefore, any person may exercise the right to be a “citizen lobbyist”, as long as compensation is not received.

NCSBA Governmental Relations (GR) staff are registered lobbyists. A paid lobbyist must register with the N.C. Secretary of State and pay a fee before engaging in any lobbying activities. In addition, expense reports must be filed each month if expenses have been incurred or quarterly if there are no expenses. As of January 2020, there were 492 registered lobbyists in North Carolina.

WHY GRASSROOTS IS CRITICAL

The phrase “there is strength in numbers” perfectly describes the importance of grassroots lobbying. No matter how much effort is put forth from the offices of NCSBA, the importance of a well-informed grassroots network of members cannot be overstated.

The goal of grassroots lobbying is to show legislators that there is a large constituency throughout the state who are informed and care about the decisions they make affecting educational issues. There are many ways you can make your interests known: writing, phone calls, legislative visits, or social media.

UNDERSTANDING YOUR ROLE

Lobbying is not a dirty word. Lobbying (often referred to as “legislative advocacy”) is an important part of the democratic process. More than one thousand bills are filed during each legislative biennium. Our state legislators don’t have the staff support nor the time to read and understand each bill. Your role as a locally elected education leader is critical in providing legislators with information on educational issues and topics with which they might not be familiar. Your efforts can aid them in making informed decisions and help them understand the impact on their district and constituents. The following lobbying tips will aid in your interaction with legislators.

1. Relate: Be sure to make it clear to legislators that a school board member understands their pressures and problems of being an elected official. You are also a policy maker, not just another special interest group representing education.
2. Cultivate relationships: Introduce yourself to incumbent legislators (if you have not met them) and to all legislative candidates running for election. Congratulate the winning candidate in the election and stress that you are looking forward to working with them. Make contact with legislators before the start of every legislative session. Legislators representing your district will be more accommodating if they know you.
3. Invite to local meetings: Invite a legislator to attend a local school board meeting to discuss education issues or to visit a school. This is a good way to provide the legislator first-hand knowledge of what’s happening in education. Establishing an annual legislative breakfast is successfully utilized by school boards.
4. Know the legislator’s record: Research past voting records on education issues and know which committees the legislator serves on. Links providing information on each legislator are posted to GR sections on www.ncsba.org. GR staff are available to assist in this effort.
5. Prepare: When building a case, keep in mind that the legislator most likely wants some basic information at a minimum when considering your issue. (1) How will this affect my district? (2) Will anyone back home care about it? (3) How much does it cost? (4) Is funding available and from what source? (5) Is this issue supported by the Governor or State Superintendent of Public Instruction? Try to answer these questions when presenting your case. (Some lobbyists suggest role playing can be helpful in preparing for a meeting with a legislator.)
6. Be Honest: It’s true, honesty is the best policy. Even though no one likes to admit that an answer is not known, it is better to admit this and offer to get the answer later. Never knowingly give inaccurate information. For one to be seen as a source of information, his or her credibility is extremely important.

7. Be polite and gracious: Even if it is clear that the legislator does not agree with the school board's position, always remain calm and professional. Don't make it personal. Remember, there will always be another issue.
8. Leave written materials: Even if the legislator is in full agreement and will be a strong proponent of a bill, it is always helpful for them to have quick facts for future reference.
9. Leave contact information: Leave a business card and write a name and phone number on the reference materials you leave for the member.
10. Value each legislator: Even if a legislator has voted against an issue in the past, be sure to remain in contact for future issues he/she may support.
11. Alert the media: If the issue would be of interest to the general public, use both mainstream and social media. Write a letter to the editor or issue a news release on the topic.
(See section on Working with Media.)
12. Follow-up: Once a visit is made, it is always good to send a thank you for the legislator's time. More importantly, return a legislator's call as quickly as possible.

CONTACTING LEGISLATORS

Legislation often moves at such a fast pace that in order to have an impact on its course, the Legislative Alert System is activated. This necessitates a quick method of communication. This is where an established relationship with a member is an invaluable tool, since you may have been given the member's cell number and can call or text them.

Calling

1. When calling the legislator's office, ask to speak directly with the legislator.
2. Identify your position and school board.
3. Be brief and concise, and state the purpose of the call.
4. State the bill number, title, and the bill's current status if known.
5. State how you want the legislator to vote.
6. Express your appreciation if the legislator's position on a bill is supportive. If the legislator is undecided, offer to provide more information on the subject.
7. Be prepared to spend more time if the legislator wants more information.
8. If required to leave a message, be sure to state the issue, bill number, and position. Request that the legislator return the call.
9. Remember to be courteous, even if several calls are made before speaking to the legislator.
10. Send a follow-up email or letter restating the substance of the call and the legislator's position on the issue as it was understood (whether there was direct contact with the legislator or with their legislative assistant).
11. Again, be sure to express appreciation for their time.

Emailing

If action is going to be taken on an issue and time is short, an e-mail may be a more timely option.

1. Be sure to identify yourself and the school district you represent.
2. Refer to the legislation by bill number and title. Provide a link to the bill if appropriate.
3. State how you want your lawmaker to vote. Briefly explain the impact to children and the district.
4. Include your telephone number.
5. A personal, well written, email will have a considerable impact on legislators. As a school board member, the most effective way to write an email is as a representative of the entire board. If this is not possible, an individual email or letter is the next best thing. Try to establish a position that represents the voters of the district and the children.

Each legislator's e-mail and office address is listed under each member's individual information on the General Assembly homepage at www.ncleg.gov or www.ncsba.org (GR Section).

Working with Media

PRESS RELEASES

A press release is the basic means of official communication with the media. To be effective, each message should tell the facts: who, what, when, where, why and how. Here are some helpful tips:

- Write an attention-grabbing headline.
- Write the release to read like a news story. Present your viewpoint in a positive way.
- Use quotes when possible and appropriate.
- Include a release date, contact name, and contact phone number.
- Create an email list of local education reporters and assignment managers.
- Keep a file of education stories to know which reporters cover which topics and to learn which ones are consistently accurate and fair.
- Provide the press release to other local groups and civic organizations who may be supportive of the board's position.

LETTER TO THE EDITOR

A letter to the editor is an effective way to speak out on an issue, respond to an article or editorial, or express a position. Letters to the editor can have an extraordinary impact. Even a letter that does not get published is valuable, since the issue may be saved for a future news story. Here are some guidelines to follow when writing a letter to the editor:

- Be brief and focus on one issue. Long letters could be edited. Many papers have limited space.
- Refer to a recent event or an article that appeared in the paper if possible.
- If appropriate, end the letter by asking for an action, such as readers contacting their legislators on this issue.
- Give an address, school district, and phone number so that the newspaper can verify authorship, but ask that the phone number not be published.
- Consider forwarding the published letter to legislators.

PRESS CONFERENCES

A press conference should be reserved for a time when there is a significant development that is newsworthy. Hold the press conference on a date when there will be significant attention given to the issue or after several articles have already appeared on the subject, or are likely to be written.

Here are some other things to keep in mind when holding a press conference:

- Make sure there is not a big competing event.
- Hold a press conference between 10:00 - 11:00 a.m. to make the noon news and 1:00 - 2:00 p.m. for the early evening news.
- Send a Media Advisory ahead of time with the date, time, location, and topic. You may use a format similar to that provided for a press release, but treat the media advisory as a tease so that the press shows up.
- Identify a spokesperson if there is a group presentation.
- Keep comments brief and provide time for Q & A.

Other means of working with the media include:

1. Invite the media to special events. Letting the media in on the good things going on in your school district can have a positive effect on how your community and your legislators view your schools and the job that you're doing as a school board member.
2. Arrange editorial board meetings. Use editorial board meetings to bring attention to upcoming issues and/or legislation. If it's important enough, the press will cover it and may even pressure your lawmaker about it.
3. Offer to be an information source. Regularly contact your local media and offer to provide as much information as you can on education issues. Make sure the information you give the press is accurate and newsworthy.
4. Develop an editorial opinion piece. Write an editorial opinion piece for your local newspaper on a bill or issue of importance to you. An opinion piece need only be a longer version of a letter to the editor.
5. Put your issue on the air. Most television and radio stations have programs featuring time for public comment. Try to schedule an appearance on these programs. If a radio or television station comes out against an issue you support, ask for equal time to state your opinion.

(See Appendix for North Carolina Capitol Press Corps contact information)

Social Media

Social media is having a greater presence in people's lives, both personally and professionally. As elected officials, school board members must especially be aware of this. Your social media accounts receive much more public scrutiny, but can also be a very useful tool. Social media is another vital way for your important voice as a community leader to be heard not only by your constituency but also by those who represent you in Raleigh.

ADVOCACY

More and more legislators, staff, lobbyists, and the media are on Facebook and Twitter in reference to the legislative arena. Many engage with the public on the issues of the day. This is a great way to get more of an idea of what is really going on at the legislature and what people are hearing.

It is important to remain professional, respectful, and courteous.

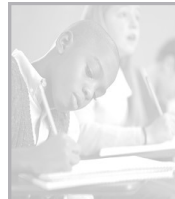
NCSBA Twitter

The NCSBA Government Relations Department has a twitter account (@NCSBAGovtRel) that is updated with relevant information as quickly and frequently as possible. With events that are of utmost importance, there is an effort to live tweet. This is an easy way to stay informed on what is going on in Governmental Relations.

Please follow us @NCSBAGovtRel for relevant and important information in the world of education.

For NCSBA's main twitter account follow @NCSBA.

How the General Assembly Works



On Jones Street

Structure of the General Assembly

The North Carolina General Assembly is composed of two chambers: the Senate and the House of Representatives. Each chamber has its own elected leaders and committee structure.



THE SENATE

The Senate is made up of 50 members. The Lieutenant Governor serves as President of the Senate, but has no voting privilege except to break a tie. In the mid-80s the President Pro Tempore (commonly referred to as President Pro Tem) was granted extraordinary powers to operate the Senate. The President Pro Tem is elected by and from the Senate membership and is usually the leader of the majority party.

THE HOUSE OF REPRESENTATIVES

The House of Representatives has 120 elected members. The chamber is led by a Speaker that is elected by and from the membership of the House.

GENERAL ASSEMBLY FACTS

- Each legislator is elected in even numbered years for a two-year term.
- The State constitution requires the General Assembly to meet every two years in odd numbered years. This required session has become known as the “long session” because it typically lasts from January to July.
- In even numbered years the General Assembly meets for a “short session” from May to July, primarily to adjust the budget passed during the long session. They can also take up bills that were approved by one chamber in the long session, local bills, and other legislative business.
- During the session, the Senate and the House generally meet on Monday evenings, early afternoons on Tuesday and Wednesday, and late mornings on Thursday. Committee meetings are generally held in the mornings and late afternoons.

The Committee Structure

The committee structure is very important because it is where the bulk of the General Assembly’s work is done. Committee members are appointed by the Speaker in the House and by the President Pro Tem in the Senate. The current House Rules require the Speaker to appoint “members in a manner to reflect the partisan membership of the House” (Rule 26(b)), but there are no similar constraints on the President Pro Tem. The current House Rules also require the Speaker to consult with the Minority Leader before making committee assignments (Rule 26(c)), but the Senate does not have this rule. Committee assignments are made at the beginning of each session.

Daily sessions of the General Assembly are arranged so that committee meetings are held on Tuesday, Wednesday, and Thursday mornings. The House and Senate Principal Clerks prepare a daily calendar that lists committee meetings. These daily calendars are printed and made available at the entrances to the Legislative Building and the Legislative Office Building and are posted on the NCGA website, www.ncleg.gov.

Once a bill has been introduced, it must be assigned to the appropriate committee. Bill assignments in the House are made by the Speaker (Rule 32) and in the Senate by the chairman of the Committee on Rules and Operations of the Senate, commonly referred to as Rules Committee (SR 1 - Rule 43). This is an important step, because the bill assignment can have an impact on whether the bill is voted out favorably or is killed in committee. (In 2019, most Senate bills were initially assigned to the Rules Committee.)

After the bill is assigned, the committee may:

- report the bill out of committee favorably,
- report the bill out favorably with an amendment(s) or as a committee substitute,
- recommend a bill not be passed and given an unfavorable report.

In most committee settings, the legislator who introduces a bill explains its provisions and committee members may ask questions for clarification. Interested individuals may choose to appear before the committee to express support or opposition to a bill.

If a bill is reported out of committee favorably to the floor, either the committee chair, another committee member, or the bill's sponsor is given the opportunity to explain the bill on the floor. (Currently each chamber requires bills to be approved by its Rules Committee before the bill can proceed to the floor.)

Committee meetings are open to the public. Executive sessions may be held under certain circumstances, as specified in the Open Meetings Law.

EDUCATION COMMITTEES

K-12 educational issues are heard mainly in the House Education-K-12 Committee and the Senate Education/Higher Education Committee. However, education bills are often referred to other committees to review legal concerns (Judiciary committees), finance issues (Finance committees), direct or implied expenditures (Appropriations committees), or intergovernmental issues (State and Local Government committees). Education bills may also spend time in the Rules committees until assigned to the appropriate committee.

APPROPRIATIONS COMMITTEE

Any bill requiring state funds must go through the Appropriations Committee in both the House and Senate.

The Appropriations Committees in the House and Senate draft the state's annual budget for approval by the members of the General Assembly.

The Appropriations Committee in each chamber assigns part of its workload to a number of subcommittees organized by subject matter, such as education, transportation, and health and human services.

STUDY COMMITTEES

Study committees (commissions) can operate between legislative sessions to carry on committee business and/or conduct related studies. Most study committees are established by provisions in the Appropriations Act each year. These committees typically report to the next legislative session and then disband.

There are three permanent committees that deal with education issues. The Joint Legislative Education Oversight Committee was created in 1989 to “examine, on a continuing basis, the several educational institutions in North Carolina, in order to make ongoing recommendations to the General Assembly on ways to improve public education from kindergarten through higher education” (G.S. 120-70.81).

Education is one of many topics examined by two commissions. The Joint Legislative Commission on Governmental Operations was established in 1975 to “conduct evaluative studies of the programs, policies, practices and procedures of agencies, and institutions of State government” (G.S. 120-73). The Joint Legislative Program Evaluation Oversight Committee was created in 2007 to “receive and review requests for evaluations to be performed by the Program Evaluation Division of the General Assembly” (G.S. 120-36.16).

How an Idea Becomes a Law

The following are the steps for a bill to become a law.

INTRODUCTION

A member of the General Assembly introduces a new piece of legislation (bill or resolution) by filing the proposal with the Principal Clerk in their chamber. A bill number is then assigned by the Principal Clerk's office in order of introduction. Therefore, if a bill is the third bill introduced in the House it would be HB-3, (HB = House Bill). The fourth bill to be introduced in the Senate is SB-4 (SB = Senate Bill).

READING

In both the Senate and the House, a bill must receive three readings before being passed. First reading occurs when the bill title, bill number, and the introducer/sponsor is read in the chamber by the reading clerk. The bill is then assigned to a committee by the Speaker in the House and by the Rules Committee chairman in the Senate.

COMMITTEE CONSIDERATION AND REPORT

At this point the bill may be voted out of committee favorably in its original form, favorably with amendments, with a committee substitute (a bill that incorporates changes), or unfavorably. The bill may also be referred to another committee or to a subcommittee. The committee process is a critical step in the life of a bill because the bill can be amended or substitutes can be offered which could change the bill considerably. The committee can also halt the progress of the bill and "kill" the bill by never hearing it.

SECOND READING

If passed out of the appropriate committees, the bill is then brought to the floor of the chamber in which it was introduced and a second reading is held. During this reading members may debate, add amendments, and vote to pass or not pass the bill.

THIRD READING

The third reading may take place on the same legislative day as second reading if the bill does not require a roll call vote (tax and constitutional issues) and there is no objection from members to the vote proceeding. Third reading allows time for more debate and additional amendments. If the bill is approved on third reading, all floor amendments are incorporated (engrossed) into the bill and it is sent to the next chamber. Once the receiving chamber obtains the bill, the entire process begins again.

CONFERENCE COMMITTEE

When the two chambers have approved differing versions of a bill and do not concur on the changes made, then a Conference Committee is appointed to resolve the differences. If agreement is reached, the committee adopts a Conference Report containing the final wording of the legislation. The Conference Report cannot be amended, meaning it must be voted up or down in its entirety by both Houses.

VETO AND ENROLLMENT

Enrollment is the final step in which a bill becomes law. In November 1996 the citizens of North Carolina voted to provide their governor the power to veto almost all legislation. Specifically exempt are proposed amendments to the NC and US Constitutions, joint resolutions, appointments to public office, redistricting for state and congressional districts, and local bills. These bills become law when ratified and signed by the presiding officers of both chambers. All other bills are subject to gubernatorial veto.

Once the governor receives the bill he can either sign or veto it within

- 10 calendar days, if the General Assembly is in session
- 30 calendar days, if the General Assembly has adjourned sine die
- 30 calendar days, if legislators have adjourned for more than 3 days to reconvene later (days include weekends and holidays)

If the Governor does not sign or veto a bill within these limits, it becomes law.

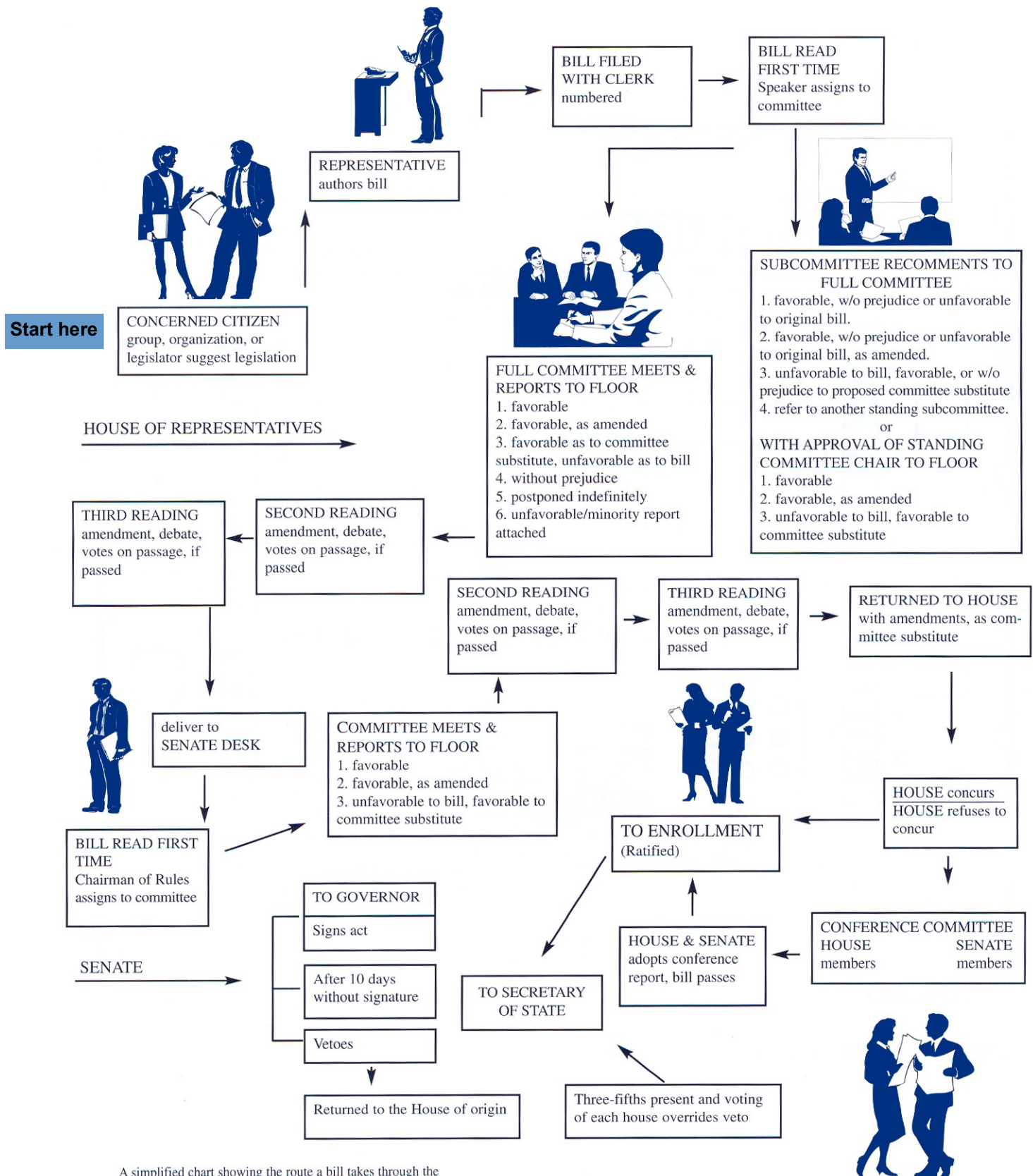
If the governor vetoes the bill, he must explain his reasons in a message and return the bill to the chamber in which it was introduced. The General Assembly can reconsider the vetoed bill. The bill cannot be amended. A 3/5 vote (of members present) by both chambers is necessary to override a veto.

If the General Assembly is not in session, a process to reconvene is available. If the General Assembly does reconvene, no other matters may be considered.

After it becomes law, the enrolled act or law is given a chapter number and is published under that number in a volume called "Session Laws of North Carolina." For example, S.L. 2018-1 refers to the first bill approved, enrolled, and chaptered in the 2018 session.

To see a list of newly created session laws, go to the General Assembly website (www.ncleg.gov) and click on Bills/Laws. Click the third tab in the drop-down menu to retrieve session laws by year.

How an Idea Becomes a Law



A simplified chart showing the route a bill takes through the North Carolina Legislature. Bills may originate in either House. This bill originated in the House of Representatives.

How to Interpret a Bill

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 20XX ---A

H ---B

C--- 1

HOUSE BILL XX ---D

Short Title: Moment of Silence. ---E

(Public)

Sponsors: Representatives Smith, Jones, . . . ---F

Referred to: Education. ---G

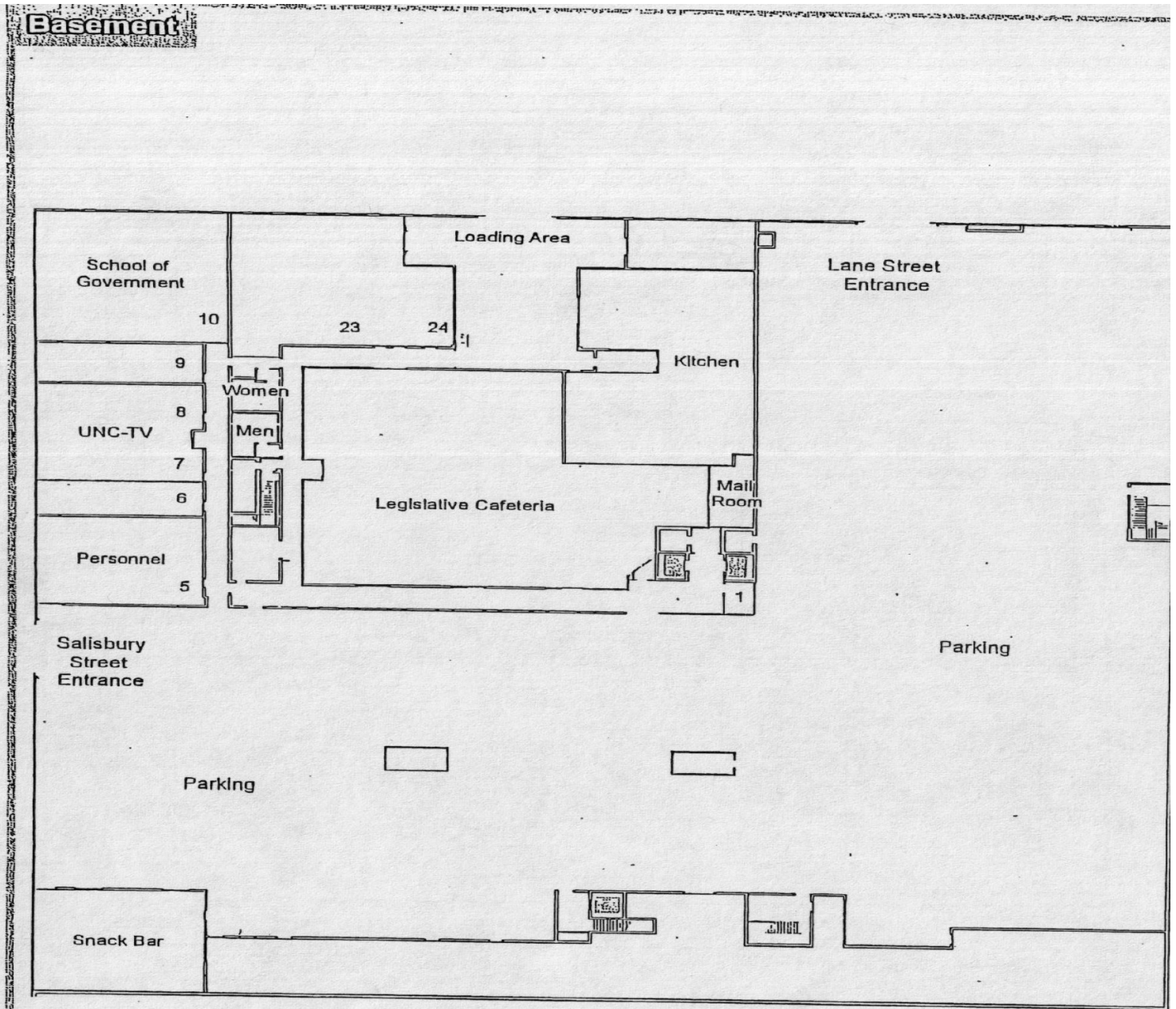
February XX, 20XX ---H

1 A BILL TO BE ENTITLED ---I
2 AN ACT TO REQUIRE THE OBSERVANCE OF A MOMENT OF SILENCE IN ALL
3 SCHOOL UNITS AND TO ENSURE FREEDOM OF RELIGION IN THE PUBLIC
4 SCHOOLS.
5 The General Assembly of North Carolina enacts:
6 **Section 1.** G.S. 115C-47(29) reads as rewritten: ---J
7---K “(29) To Authorize Require the Observance of a Moment of Silence. Silence
8 in All School Units. -- ~~Local boards of education may~~ Every local board of ---L
9 education shall adopt policies ---M
10 a policy to authorize require the observance of a moment of silence at the
11 commencement of the first class of each day in all grades in the public
12 schools.
13 **Section 2.** G.S. 115C-47 is amended by adding a new subdivision to read: ---N
14 “(29a) To Ensure Freedom of religion. -- No local board of education
15 shall have a policy of denying, or that effectively prevents . . .
16 Sec. 3. This act becomes effective July 1, 20XX, and applies to all school years
17 beginning with the 20XX-XX school year. ---O

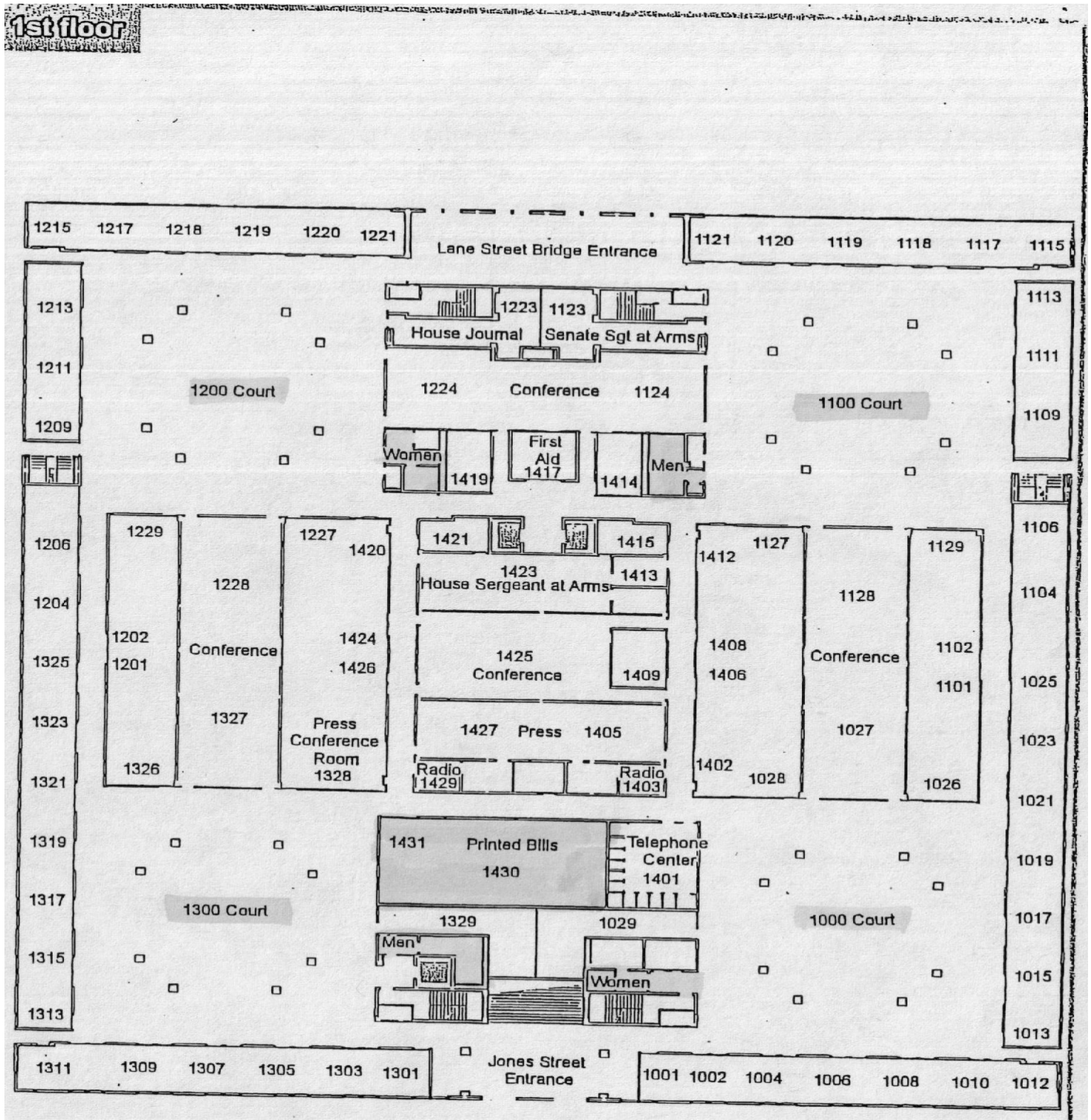
LEGEND

- A. Session year, which remains same for both years of biennium.
- B. S stands for Senate; H stand for House.
- C. 1 indicates first edition. If the bill is amended, each subsequent edition will be indicated by the number. Example: 2 means second edition; D means draft. It is important to have the latest edition of the bill.
- D. Bill number. House and Senate have their own numbers. Low numbers are assigned early in the session and the numbers continue, in order, for the short session.
- E. The short title is the one commonly used to refer to the bill.
- F. Sponsors are legislators who sign onto the bill at the time it is introduced. The House lists only primary sponsors; the Senate lists both primary sponsors (up to 3) and cosponsors.
- G. After first reading, a bill is referred to a committee for further consideration before floor debate. When the bill is amended or there is a committee substitute, the “Referred to” line in the new edition of the bill is left blank.
- H. Date of the original printing of the bill. This date will not change. When the bill is amended or there is a committee substitute, the bill will be reprinted as a new edition and the new date will appear under the bill number (D).
- I. Full title of the bill.
- J. Statute being rewritten, as proposed by this legislation.
- K. Line numbers help during discussion of the bill.
- L. Words that are underlined are being added to the current statute.
- M. Words that have a line through them are being eliminated from the current statute.
- N. Adds a new section and new provisions.
- O. The effective date. If the bill is ratified, it will carry the signature of the President of the Senate and the Speaker of the House.

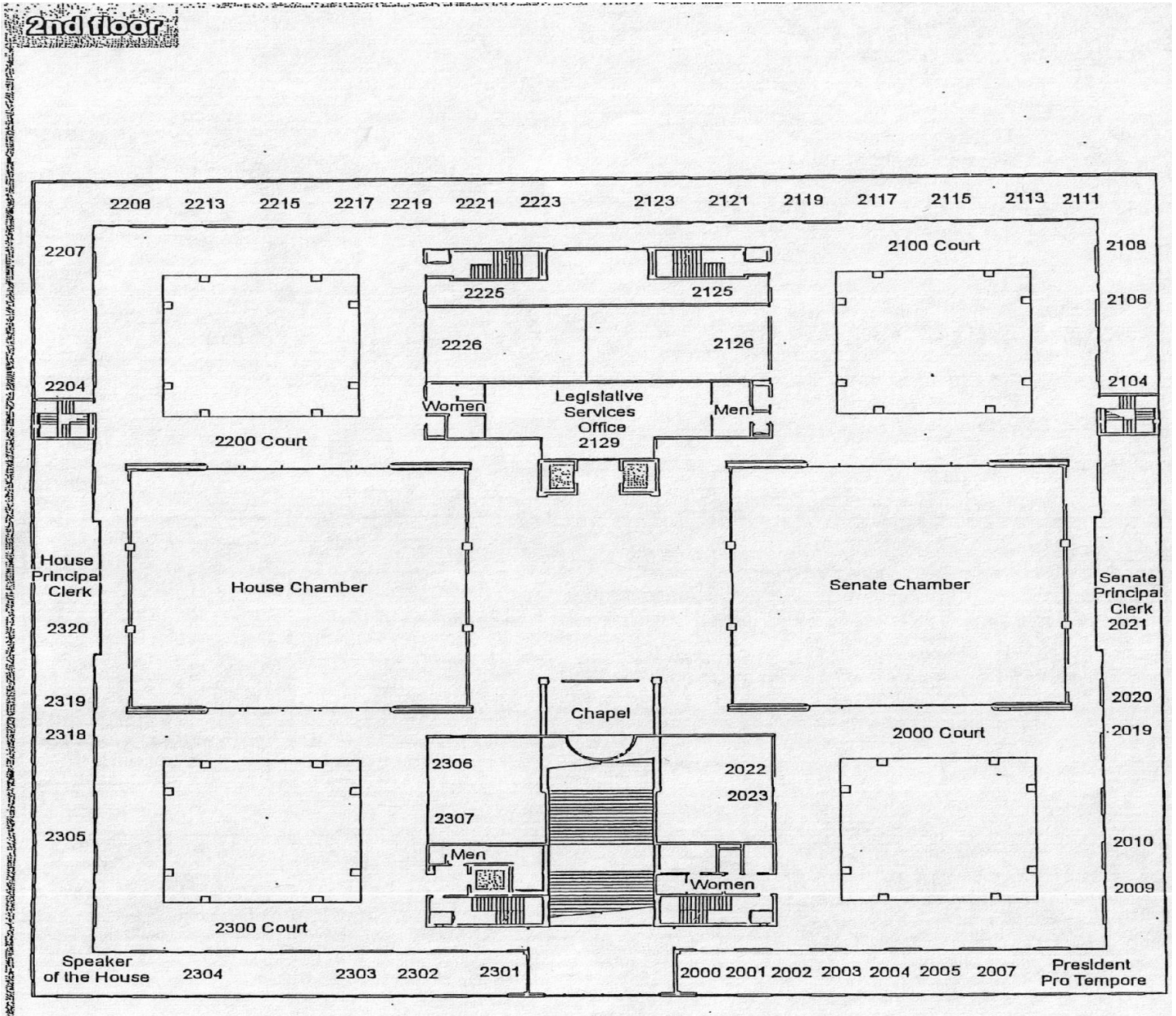
Map of the General Assembly



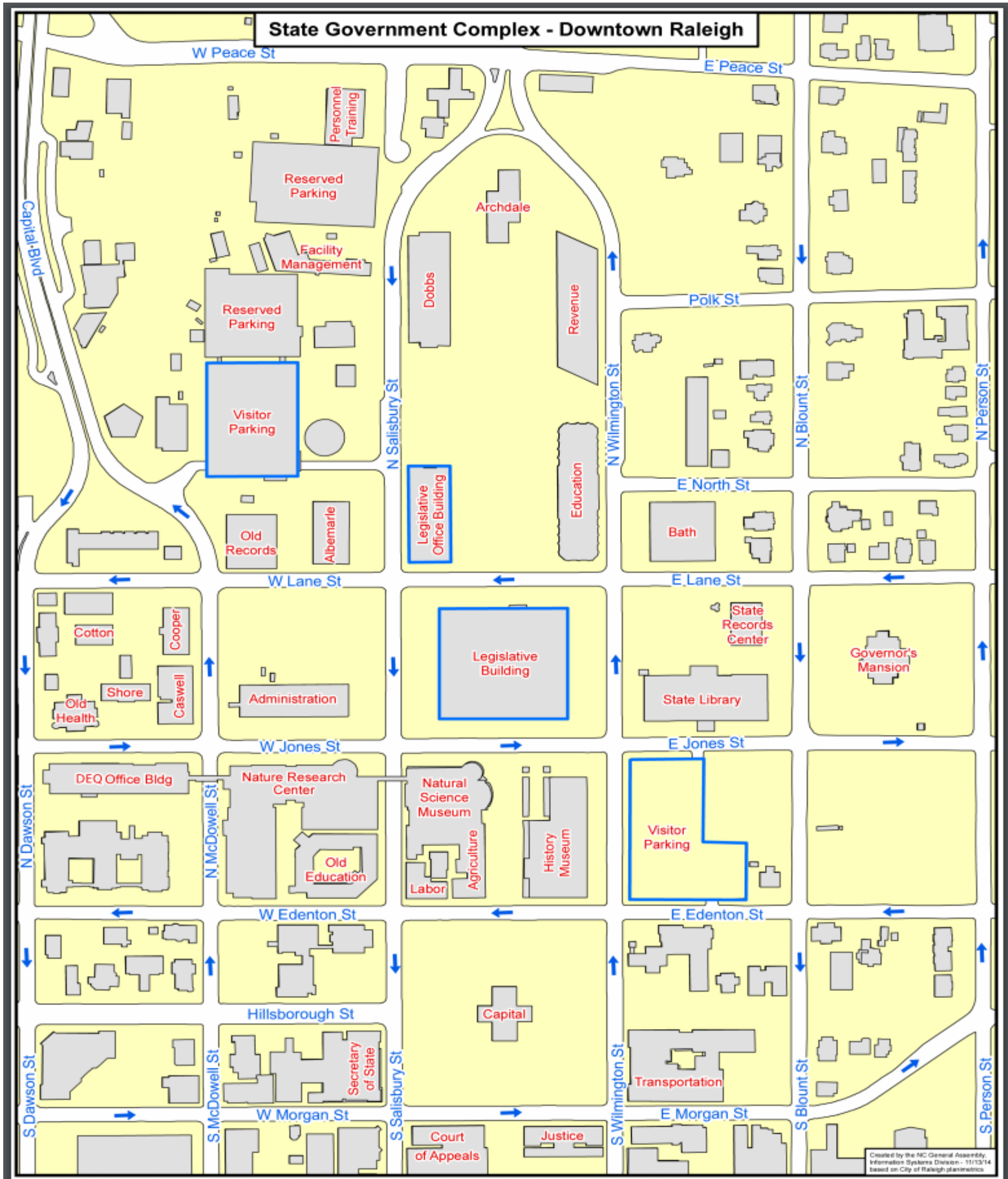
Map of the General Assembly



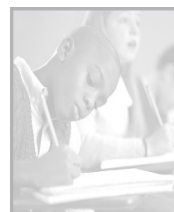
Map of the General Assembly



Raleigh Government Complex



Appendix



NCSBA Mission and Purpose

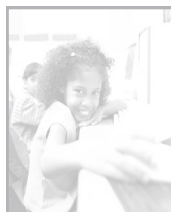
NCSBA provides advocacy, leadership, and services that enable school boards to govern at the highest level.

The NCSBA Board of Directors has adopted the following statement of beliefs:

- the best way to educate the populace is through public schools;
- the most effective way to govern public schools is through local boards of education that are representative of the community;
- members of local boards of education make better decisions when they are educated about their roles and the issues in public education;
- legislative and policy-making bodies must provide coordinated support to public education;
- school board members must recognize and accept the importance of their roles as educational leaders;
- local boards of education are responsible for the education of all public school children; and
- school board members must make the best decisions for children and the community.

The purposes of the Association are:

- to endeavor to bring about the general improvement and betterment of public schools in North Carolina;
- to promote greater activity and high efficiency on the part of school boards in order to secure the best possible management of the schools;
- to secure united cooperation in handling school board problems;
- to provide the legislature and other citizens with information necessary for the passage of sound education legislation; and
- to inform the public of the conditions and needs of the schools and to arouse a greater public interest in the public schools of North Carolina.



Media Contacts

North Carolina Capitol Press Corps.

To assist in spreading the word about education issues to the media, here is a list of the North Carolina's Capitol Press Corps. This list should be helpful when seeking to expand attention on issues to other areas of the state. The press corps maintain offices in the Legislative Building and reports on the activities of the General Assembly.

Whether it is a TV news story, newspaper article, internet blog, or letter to the editor, using media is an effective way for your message to reach a larger audience. Through the media you can:

- rally others to support legislation or local issues of importance to the school board;
- expand influence beyond the local board;
- educate the public on key educational issues;
- mobilize public support for a board position; and
- publicize the needs and activities of the school district.

Print Media

Asheville Citizen Times P.O.Box 2090 Asheville, North Carolina 28802 Mark Barrett: mbarrett@citizen-times.com	828-232-5833 office 828-772-6523
ASSOCIATED PRESS 4800 Six Forks Rd., Suite 210 Raleigh, North Carolina 27609 AP Desk (apraleigh@ap.org) Gary Robertson (grobertson@ap.org)	919-510-8937 office 919-821-4208 press 919-821-0127 fax
CAROLINA JOURNAL Lindsey Marchello (lmarchello@carolinajournal.com)	919-828-3876
CAROLINA PUBLIC PRESS Kirk Ross (kross@carolinapublicpress.org)	919-265-4347
CHARLOTTE OBSERVER 550 S. Caldwell Street Charlotte, NC, 28202 Jim Morrill (jmorrill@charlotteobserver.com)	704-358-5000 704-358-5059
EDUCATION NC Alex Granados (AGranados@ednc.org)	919-880-2017
FAYETTEVILLE OBSERVER Paul Woolverton (woolvertonp@fayobserver.com)	910-486-3512 Fayetteville 919-828-7641 Raleigh
GREENSBORO NEWS & RECORD 200 E. Market St. Greensboro, N.C. 27401 Jessie Pounds (Jessie.Pounds@Greensboro.com) K-12 schools reporter	336-373-7002
INDY WEEK 320 E. Chapel Hill St, Suite 200 Durham, North Carolina 27701 Indy Desk (editors@indyweek.com)	919-286-1972 office 919-286-4274 fax
INSIDER STATE GOVERNMENT NEWS SERVICE 421 Fayetteville St, Suite 401 Raleigh, North Carolina 27601 Colin Campbell (ccampbell@ncinsider.com) Danielle Battaglia (dbattaglia@ncinsider.com)	919-832-8358 legislative office 919-829-4698

PUBLIC SCHOOL FORUM
Lindsey Wagner (lwagner@ncforum.org) 919-781-6833 office

RALEIGH NEWS & OBSERVER 919-829-4500 office
Post Office Box 191
Raleigh, North Carolina 27602
N&O Desk (editor@newsobserver.com) 919-829-4821
Lynn Bonner (lbonner@newsobserver.com) 919-829-4532
Keung Hui (khui@newsobserver.com)

Broadcast Media

WUNC PUBLIC RADIO 919-831-9862 press
16 W. Jones Street
Raleigh, North Carolina 27601-1096
news@WUNC.org
Jeff Tiberii (JTiberii@WUNC.org)
Capitol Bureau Chief
Liz Schlemmer (lschlemmer@WUNC.org)
Education Policy Reporter

SPECTRUM NEWS 919-882-4000 office
2505 Atlantic Avenue, Ste. 102
Raleigh, North Carolina 27604-1411
Centralncnews@charter.com
Loretta Boniti (Loretta.boniti@charter.com)
Tim Boyum (tim.boyum@charter.com)

UNC-TV PUBLIC TELEVISION 919-733-9345 office
16 West Jones Street 919-733-9273 fax
Raleigh, North Carolina 27601-1096
(viewer@unctv.org)
Kelly McCullen (kmccullen@unctv.org)

WRAL-TV (NBC) 919-821-8622 office
PO Box 12000 919-867-5306 press
Raleigh, North Carolina 27605 919-821-8541 fax
Assignmentdesk@wral.com
Travis Fain (tfain@wral.com)
Tyler Dukes (tdukes@wral.com)
Cullen Browder (cbrowder@wral.com)
Kelly Hinchcliffe (khinchcliffe@wral.com)
Laura Leslie (lauraleslie@wral.com)
Capitol Bureau Chief

WNCN 17 (CBS) 919-836-1717
1205 Front Street
Raleigh, North Carolina 27609
CBS17 Desk (newstips@wncn.com)
Michael Hyland (mhyland@wncn.com)

WTVD - ABC 11 (919) 683-1111
411 Liberty Street
Durham, NC 27701
ABC11 Desk (news@abc11.com)
Jonah Kaplan (Jonah.kaplan@abc11.com)
Timothy Pulliam (timothy.pulliam@abc.com)

WFAE 704-549-9323
Ann Doss Helms

WPTF Radio 919-878-1724
3012 Highwoods Blvd, Suite 201
Raleigh, North Carolina 27604

Glossary

-A-

ACT: Legislation enacted into law. A bill which has passed both houses of the Legislature, been enrolled, ratified, signed by the Governor or passed over the Governor's office, and printed.

ADJOURNMENT: Termination of a session for that day, with the hour and day of the next meeting being set. Constitutionally either chamber may, of its own motion, adjourn for a period not in excess of three days. Sine die ("without day") adjournment is the final action of a legislative session.

ADOPTED: Simple resolutions, amendments and committee substitutes are "adopted"; joint resolutions and bills are "passed". Adopt means to consent to or accept; pass means to enact by the requisite number of votes.

AGENCY BILL: A bill introduced upon request of a state agency, department, or institution. The short title of the bill ends with "- AB".

AMENDMENT: Changes in any bill (or other proposed legislation) offered either by a committee or by an individual legislator in the form of an amendment to a specific portion of the pending measure.

AMENDMENT, CONSTITUTIONAL: see Constitutional Amendment.

AMENDMENTS, COMMITTEE: Committee amendments are offered ahead of any other amendments and generally are adopted since the acceptance of these was a condition of the committee having reported the bill favorably.

AMENDMENTS, FLOOR: amendments offered by legislators in their individual capacity during session.

APPEAL: Any member may appeal from the ruling of the Chair on questions of order; on such appeal no member may speak more than once, unless by leave of the chamber. Points of order are decided by the Speaker in the House and by the Rules Chair in the Senate. A three-fifths (3/5) vote of the members present is required in the House to sustain any appeal from the ruling of the Chair, while a 2/3 vote is required in the Senate.

APPORTIONMENT: The legislative act, performed every 10th year following a Federal census, of drawing district boundaries so as to provide representation for the people in the Senate and House of Representatives.

APPROPRIATIONS BILL: A bill authorizing the spending of public money. Article V, Section 7 of the N.C. Constitution states that “No money shall be drawn from the State Treasury but in consequence of appropriations made by law.”

-B-

BIENNIUM: The two fiscal years beginning on July 1 of each odd-numbered year and ending on June 30 of the next odd-numbered year.

BILL: A proposed law sponsored by a legislator and filed for introduction.

BUDGET: The detailed statement by the Governor of the money needs of the departments of the state for the next two fiscal years.

- **Certified Budget:** Budget enacted by the General Assembly including authorized adjustments such as distributions of statewide reserves.
- **Authorized Budget:** The operating budget composed of the certified budget plus allowable budget revisions and adjustments.

-C-

CALENDAR: A daily listing of bills (reported favorably from committees) and resolutions ready for floor consideration. House and Senate rules specify the order of business for hearing bills. The Calendar also lists committee meetings and public hearings. Additional information on calendars may include bill deadlines and crossover deadlines. Calendars are printed and made available to legislators and the public on the morning of each legislative day and are posted on the General Assembly website (ncleg.net).

CAUCUS: A private meeting of legislators, most commonly members of a political party or members from a geographical area. Legislative officers are designated and nominated within the political parties at caucuses. Party positions on pending legislation may be determined in caucuses.

CHAIR: Chair is used to describe the presiding officer as, for example, a Member inquires, “How did the Chair rule on the gentleman’s point of order?” or, responding, “The Chair rules the amendment out of order.”

CHAMBER: Official hall for the meeting of a legislative body.

CLINCHER MOTION: A motion to reconsider, followed by a motion to table the motion to reconsider. Since the motion to table may not be debated, an immediate vote is taken. If the same number of people who voted to defeat the bill then also vote to table the motion to reconsider, the motion to table is adopted and a two-thirds vote would be required to revive the bill.

COMMITTEE: A group of legislators chosen by the Speaker in the House or the President Pro-Tem in the Senate to make recommendations on bills, resolutions, or other assigned duties in a specific subject area.

- **Standing Committee:** A committee with a continuing responsibility in a general field of legislative activity; for example, appropriations.
- **Non-standing, Interim, and Study Committees:** Committees that meet between annual or biennial legislative sessions to study or investigate certain matters; for example, the Joint Legislative Education Oversight Committee.
- **Select Committee:** A committee appointed by a single legislative chamber to handle a task outside the structure of standing committees; for example, Senate Committee on Nominations for confirmation hearings of department secretaries.
- **Conference Committee:** A committee composed of members of the two chambers appointed to reconcile the differences between the House and Senate versions of a bill.

COMMITTEE REPORT: The official report from a committee with recommendations on bills and resolutions it has considered. Bills may be reported “favorable”, “favorable, as amended”, “unfavorable as to bill, favorable as to committee substitute bill”, “reported without prejudice”, “postponed indefinitely”, “unfavorable” or “unfavorable/postponed indefinitely, with a minority report attached.”

COMMITTEE SUBSTITUTE: A bill offered by a committee in lieu of another bill that was originally referred to the committee.

COMPANION BILL: Identical bill introduced in both houses. On the General Assembly website (www.ncleg.gov) companion bills will be denoted as in the following example: Senate Bill 14 (= H7).

CONCURRENCE: The action when one house agrees to an amendment/committee substitute adopted by the other house.

CONFLICT OF INTEREST: A Member may request to be excused from voting if he/she feels the legislation being considered may directly affect him/her professionally or personally.

CONSTITUENT: A citizen residing within the district of a legislator.

CONSTITUTION: A written instrument embodying the fundamental principles of the state that guarantees powers and duties of the government and guarantees certain rights to the people.

CONSTITUTIONAL AMENDMENT, STATE: An amendment to or revision in the Constitution may be initiated by the General Assembly, but only if three-fifths of all the members of each house adopt an act submitting a proposal to the qualified voters of the state for the ratification or rejection.

CO-SPONSOR: The legislator introducing a bill is known as the primary sponsor and his/her name appears first on the bill jacket and in the Journal. Other members who sign the bill are co-sponsors.

CONVENE: When the members of a chamber gather for the meeting of the legislature daily, weekly, and at the beginning of a session, as provided by the constitution or law.

-D-

DEBATE: Discussion of a matter according to parliamentary rules.

DEBATE LIMITS: No member shall speak on, debate, or solicit cosponsors for, a bill or resolution at its first reading. No Senator shall speak more than twice on the main question, nor longer than 30 minutes for the first speech and 15 minutes for the second speech; nor shall he/she speak more than once upon any motion or appeal, and then no longer than 10 minutes. No House member shall speak more than twice on the main question, nor longer than 15 minutes for the first speech and 5 minutes for the second; nor shall he/she speak more than twice upon any amendment or motion, and then no longer than 10 minutes for the first speech and 5 minutes for the second. A House member may speak only once and not more than 10 minutes on the question of the adoption of a minority report.

DELEGATION: Legislators from the same voting constituency.

DISTRICT: The area from which a Senator or Representative is elected. The boundaries of districts are drawn in the decennial reapportionments.

DIVISION: A method of voting; a request that members stand or raise hands to be counted when the outcome of a voice vote is unclear or in dispute.

-E-

EFFECTIVE DATE: A law generally becomes effective, or binding, either upon a date specified in the law itself or, in the absence of such a date, 60 days after adjournment of the biennial session.

ENGROSSED BILL: The version of a bill as passed by one chamber with the floor amendments included.

ENROLLED BILL: The final version of a bill, which has passed both chambers, and is reprinted in preparation for the signatures of the President of the Senate and the Speaker of the House. After these confirmatory signatures, the enrolled bill goes to the Governor.

-F-

FISCAL NOTE: A fiscal note seeks to state in dollars the estimated amount of increase or decrease in revenue or expenditures and the present and future implications of a piece of pending legislation.

FISCAL YEAR: An accounting period of 12 months. The North Carolina fiscal year runs from July 1 to June 30.

FLOOR, THE: This is synonymous with “the Chamber”, as when a person says, “I’m going to the floor.” Or, in stating an intention to speak, “I’m going to take the floor.”

FULL TIME EQUIVALENT (FTE): A unit used to quantify staffing. One FTE (1.0) is a full year, 40 hour-per-week position.

-G-

GENERAL FUND: The fund to which revenues are deposited that are not designated for special purposes and are therefore available to support the general operation of state government.

GENERAL OBLIGATION (GO) BOND: A bond used for funding permanent public capital improvements that requires voter approval. Bond repayment is made from the levy of taxes.

GERMANENESS: The relevance or appropriateness of amendments or substitutes.

GERRYMANDERING: Legislative district boundary lines drawn to obtain partisan or factional advantages.

GRANDFATHER CLAUSE: Laws providing new or additional professional qualifications often contain a “grandfather clause” exempting persons presently practicing an affected profession from having to comply.

-H-

HIGHWAY FUND: The special revenue fund to which revenue designated for transportation-related operations, maintenance, and improvements is deposited.

-I-

IMPEACHMENT: Procedure to remove from office public officials accused of misconduct.

INDEFINITE POSTPONEMENT: A form of adverse disposition of a proposal for that session of the legislature. However, the motion to postpone indefinitely may be reconsidered if made by a member who voted on the prevailing side.

INTERIM: The interval between the long and short sessions of the legislature.

INTRODUCTION: The formal presentation of a proposal after it has been drafted.

-J-

JOINT SESSION: A combined meeting of the Senate and House in one chamber. For example, the House and Senate meet jointly in the House Chamber for the Governor's State of the State address.

JOURNAL: The official chronological record of the action taken and proceedings of the respective chambers.

-L-

LAPSED SALARIES: Surplus funds resulting from the salary and associated benefits not expended for temporarily vacant positions. G.S. 143C-6-9 requires lapsed salary savings to be expended only for nonrecurring purposes or line items.

LAW: The final product of the legislative process.

LAY ON THE TABLE: Motion to postpone the matter before the chamber that must be seconded before the motion is put to a vote. The motion cannot be debated. When a question has been tabled, it shall not thereafter be considered except on motion to reconsider, or motion to remove from the table. (House requires a two-thirds vote to reconsider or remove from the table.)

LEAVE OF ABSENCE: Permission granted by the House or Senate to a member who wishes to be absent for a specific period.

LINE-ITEM: Numeric line in an appropriation or budget bill.

LOBBY: The act of persons who seek, directly or indirectly, to encourage the passage, defeat, or modification of any legislation. Lobbyists are required by law to register with the N. C. Secretary of State.

LOCAL BILL: A bill that applies to fewer than 15 counties.

-M-

MAJORITY: A quorum consists of a majority of the qualified members of the chamber, thus half of the membership plus one.

MAJORITY LEADER: A member of the majority party designated to be leader.

MANAGEMENT FLEXIBILITY RESERVE (also known as negative reserve): A method by which a legislatively mandated budget reduction is imposed without detailing the specific lines of expenditure to be decreased.

MESSAGE: The House and Senate communicate with each other by messages. Each bill is transmitted from one house to the other by a document which tells what action has been taken. When the Governor addresses the Legislature it also is called a “message.”

MINORITY LEADER: A member of the minority party designated to be leader.

MINORITY REPORT: When a House bill is reported by a committee with a recommendation that it not be passed or that it be postponed indefinitely, a minority report may accompany the bill. One-fourth of the members of the committee who were present and voting when the bill was considered in committee must sign the report and submit it in an attempt to bring the bill before the House.

MOTION: Formal proposal offered by a member of a deliberative assembly.

-N-

NONRECURRING: A term applied to revenue or expenditures that are for one year only.

-O-

OFFICERS, NON-LEGISLATIVE: The portion of the legislative staff elected by the membership, such as the Principal Clerk, Reading Clerk, and Sergeant-at-Arms.

OMNIBUS BILL: A proposed law that covers a number of diverse or unrelated topics.

OUT OF ORDER: Not being conducted under proper parliamentary rules and procedures.

-P-

PARLIAMENTARY INQUIRY: Question posed to the chair for clarification of a point in proceedings.

PERSONAL PRIVILEGE: Upon recognition by the presiding officer for that purpose, any member may speak to a question of privilege for a time not exceeding three minutes.

POINT OF ORDER: Calling attention to a breach of order or rules.

PRESS: The Speaker and President Pro Tem may allow reporters to sit in designated areas on the chamber floor.

PREVIOUS QUESTION: A motion to close debate and bring the pending question or questions to an immediate vote.

-Q-

QUORUM: A quorum consists of a majority of the qualified members of the chamber (House or Senate).

QUORUM CALL: A method used to establish the presence of a majority for the lawful transacting of business, often heard just before the taking of the vote on a controversial measure, putting the legislators on notice that a significant call is about to be taken.

-R-

READINGS: Presentation of a bill before either house by the reading of the title; a stage in the enactment of a measure. Each bill must receive three readings by title.

RECALL: A motion which enables either house to recall a bill previously passed.

RECESS: Intermission in a daily session.

RECOMMIT: To send back to committee.

RECONSIDERATION: A motion which, when granted, gives rise to another vote annulling or reaffirming an action previously taken.

REFERENDUM: A method by which a measure adopted by the legislature may be submitted to popular vote of the electorate.

RESOLUTIONS: Resolutions do not have the effect of law, as bills do. They are used instead to express opinions of the chamber, to create study commissions or committees or establish investigative committees, to honor deceased persons, and to adopt chamber rules and internal affairs. Joint resolutions pass through both houses. Simple resolutions are adopted by one house.

ROLL CALL: The vote on an issue before the body. Names of members being called in alphabetical order and recorded, either by electronic voting or by voice vote.

RULES: The rules of each house determine how it shall go about its daily conduct of business.

-S-

SELECT COMMITTEE: Special committee created for the purpose of dealing with a specific and, generally, a rather narrow situation.

SENIORITY: A measure of a legislator's service. Preferential treatment is sometimes given to senior members in regard to committee, seating, and office assignments.

SESSION: Period during which the legislature meets. The General Assembly meets in "regular" session every two years, in which all types of legislation may be considered. "Second" session is the continuation of a regular session occurring in the years between regular sessions and usually are limited to certain legislation. "Extra" sessions are special sessions called for and limited to specific legislation.

SINE DIE: Adjournment "without day" being set for reconvening. Final adjournment.

SPEAKER OF THE HOUSE: The presiding officer of the House of Representatives elected by the body for a term of two years.

SPECIAL PROVISION: Language contained in the annual appropriations bill that sets forth legislative expectations and directives that govern the expenditure of funds and other requirements.

SPONSOR: Legislator who is the primary author of a bill or amendment.

STANDING COMMITTEE: Regular committees of the legislature set up to perform certain legislative functions.

STATUTE: A formal enactment of the legislature of a more permanent nature. The term "statute" is used to designate written law, as distinguished from unwritten law.

-T-

TABLE: A means of disposing of a bill or other matter without further debate. Usually tabling is a final disposition but it is possible to take from the table by a two-thirds vote.

TERM: Duration of office of an elected official.

TITLE: A concise statement of the contents of a bill.

V-

VETO: Action by the governor to disapprove a measure. The North Carolina governor has had veto power since 1997.

VOTE: Formal expression of will or decision by the body.

-W-

WALK, TAKING A: Legislator who leaves the Chamber or a committee meeting so he/she will not have to record a vote is said to be “taking a walk.”

WELL: The area between the rostrum and the first rows of seats in the Chamber.

-Y-

YIELD: The relinquishing of the floor to another member to speak or ask a question.

Glossary sources: 2019 House Permanent Rules (House Resolution 16 as amended by HR 265); 2019 Senate Permanent Rules (Senate Resolution 1); NC Glossary of Legislative Terms

Sample Email or Letter to a Legislator

Sample Letter to a Legislator to Influence Legislation

Date

Your Name and Address

The Honorable _____
State Legislative Building
16 West Jones Street
Raleigh, NC 27601

Dear Representative/Senator:

I am a school board member from the county/city of _____ serving in my _____ term. On behalf of my county/city, I urge you to support HB/SB _____. This proposal would allocate \$ _____ million, with _____ to be allocated to low wealth counties.

This proposal would be very **beneficial** to my district because **we have not been able to utilize the technology available in the classroom because of the lack of funding.**

As a member of the House/Senate _____ Committee, please give this bill your full attention and consider the **positive effects this bill could have on the school districts in your area.** If you would like, I can provide you with additional information **regarding our current school technology plan and budget**, or I would be happy to meet with you to discuss these issues.

Thank you for your leadership in support of public education. Please let me know your position on this issue.

Sincerely,

Name
School Board Title

Sample Email or Letter to a Legislator

Sample Letter to Legislators to Thank Them for a Vote

Date

Your Name and Address

The Honorable _____
State Legislative Building
16 West Jones Street
Raleigh, NC 27601

Dear Representative/Senator:

Thank you for your supportive committee vote on HB/SB _____ which would earmark \$ _____ million for a _____ reserve fund. Your support of public education is appreciated by the _____ County School Board.

As this measure continues to move through the legislative process I hope we can continue to rely on your **support and assistance in turning this proposal into law.**

Again, thank you for your support, and please let me know if I can provide any assistance or information.

Sincerely,

Name
School Board Title

Sample Email or Letter to a Legislator

Sample Letter to Legislators to Thank Them for a Visit or Attendance at a Function

Date

Your Name and Address

The Honorable _____
State Legislative Building
16 West Jones Street
Raleigh, NC 27601

Dear Representative/Senator:

Thank you once again for taking time from your busy schedule to meet with me during **my visit to the Legislature**. I appreciated the opportunity we had to discuss educational issues, especially HB/SB _____, which proposes to set aside \$_____ million for _____.

I hope that you find the “fact sheet” that I left with you informative. I would like to reiterate my offer of assistance: if you are ever in need of any local data or have any questions about the impact of pending legislation, please let me know. I will make every effort to keep you abreast of the issues of concern to _____ County School Board. I would also encourage you to let me know if you are interested in visiting our schools. Our school board would be glad to be your host for the day.

Thank you for your consideration and support of public education in North Carolina. I look forward to working with you in the future.

Sincerely,

Name
School District Title