



State Political Coordinator **PLAYBOOK & FIELD GUIDE**



Act. Invest. **Make an Impact.**

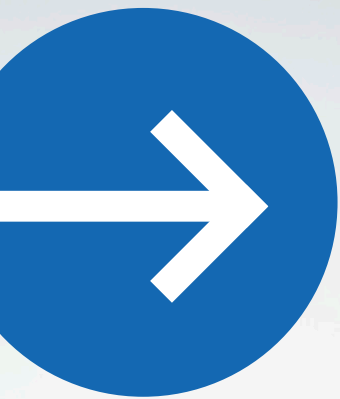


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INTRODUCTION

The purpose of the State Political Coordinator (SPC) Playbook and Field Guide is to assist SPCs in adapting to their roles, and to perform expected responsibilities successfully and effectively. This serves as a reference as well as a list of best practices for the SPC community.

What is a State Political Coordinator?

SPCs are REALTOR® members who are selected to play an important role in the grassroots and advocacy efforts of Missouri REALTORS®. Each SPC is matched with a member of the Missouri legislature with whom they have—or will cultivate—a relationship. The SPC educates the legislator on issues important to the real estate industry and private property rights.

The REALTOR® Party

The REALTOR® Party is the non-partisan approach to promoting legislation that is of importance to all REALTORS®. SPCs must be able to remove their personal biases on unrelated issues before advocating on any REALTOR® supported issue.

ABOUT THE SPC PROGRAM

The Missouri REALTORS® State Political Coordinator Program is considered a vital part of our advocacy efforts.

Missouri REALTORS® relies on SPCs to advocate on policy initiatives that will result in a sound and dynamic real estate market, and foster vibrant communities throughout Missouri.

While a strong lobbying arm in Jefferson City is important, the real power of any industry lies in the activism of its members. With more than 24,000 members, Missouri REALTORS® has the potential to be an extremely powerful force at the State Capitol. However, it will take significant grassroots engagement and momentum to accomplish our legislative and regulatory goals — that's where you come in!

Legislators want to know how a specific issue will affect their districts and will look to you for answers. It is your voice and your experience that will help guide their decisions. That is an incredible responsibility with significant power.

Your efforts to educate your designated senator or representative will make the difference. When an important real estate industry issue arises, we want your legislators to pick up the phone and reach out to you first; their SPC friend who they know and trust. That's why maintaining your relationship matters.

This material will provide you with essential resources for the SPC Program. It includes different ways to get involved, as well as important introductory material on the legislative process. Thank you for your service to this program. Your involvement is crucial to the success of our lobbying efforts on behalf of Missouri REALTORS®.

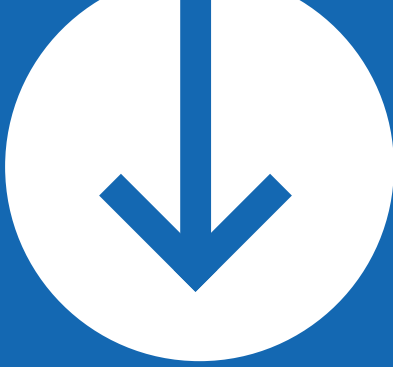
SPC DUTIES AND EXPECTATIONS

What is your job as an SPC?

- Support direct lobbying in Jefferson City with grassroots REALTOR® involvement
- Provide a critical link to ensure constant and consistent messaging to legislators in Jefferson City and in the assigned district
- Meet with your legislator three to four times a year (it's important for lawmakers to hear the local perspective or impact of issues)
- Maintain contact with your legislator and involve them in appropriate local association events
- Attend in-district events when requested and funded by RPAC
- Advocate for REALTORS® and the REALTOR® Party
- Respond to all Calls for Action and Missouri REALTORS® requests to contact your legislator
- Participate in training as required by Missouri REALTORS®
- Sign the SPC pledge
- Sign up for REALTOR® Party Mobile Text Alerts (*text REALTORS to 30644*)
- Attend events in Jefferson City (such as REALTOR® Days) and interact with your legislator
- Participate in REALTOR® related political activities for the legislator/candidate, including making phone calls, engaging on social media, hosting a distribution location for campaign lawn signs, etc.

Note: If the SPC does not perform the required duties, he or she may be replaced based upon the SPC replacement protocol.

Questions: Contact Missouri REALTOR® Party staff at 573-445-8400 ext. 1110



STAY INFORMED

- Read our lobbyist blogs
- Visit the Advocacy section on *missourirealtor.org*
- Maintain regular communication with your Regional Advocacy Coordinator or any member of the Missouri REALTOR® Party team
- Visit the MO State Legislature online at *mo.gov/government*
- Visit your assigned legislator's website, follow their Facebook page, and engage with them on social media

RESPONDING TO A CALL FOR ACTION AND OTHER COMMUNICATIONS

When Congress or the Missouri General Assembly are considering legislation that affects the real estate industry, Missouri REALTORS® and NAR rely on members responding to a Call for Action (CFA).

By simply contacting your Member of Congress or the Missouri General Assembly through a pre-written email, you can ensure that your business remains strong. Responding immediately to a CFA is critical to a coordinated, powerful grassroots message. As an SPC, you should be the first to respond to a CFA and respond to every CFA you receive. You should also encourage your colleagues to take action.

Because of the importance of CFAs, Missouri REALTORS® and NAR will electronically track SPC responses. This information will be reviewed in assessing the ongoing SPC effort and may be considered when it is time for reappointment or replacement of SPCs.

In addition to responding to a CFA, please communicate directly with your member of the legislature and their staff as well.

You can communicate in a number of ways:

- **Letter or email**
- **Phone call**
- **Text message**
- **Personal visit**

This type of direct, personal interaction will help you continue to build a relationship with your member of the legislature, thus increasing your long-term effectiveness.

FOSTERING A RELATIONSHIP WITH YOUR MEMBER OF THE LEGISLATURE

**There are many ways to maximize
your influence.**

- Work with either your local staff or Missouri REALTOR® Party staff to plan and conduct a visit with your legislator.
- Get to know key staff members in your legislator's office.
- Personally interact with and involve your legislator in REALTOR® activities, including invitations to speak at your meetings, attend new office openings or groundbreakings, etc.
- Volunteer for a candidate's campaign activities, including phone banking, canvassing or hosting a fundraiser.

This will add credibility to your grassroots messages and help to build lasting relationships with your legislator.

- Consider making a personal political contribution.
- Work with Missouri REALTOR® Party staff to learn about different opportunities to get in front of your legislator such as in-district meetings/events.



Do

- Work with Missouri REALTOR® Party staff to coordinate meetings and keep up to date on legislative issues.
- Deliver the main message clearly.
 - Begin with:** *"I'm calling you to urge you to vote for/against..."*
 - End with:** *"Thank you for speaking with me and I hope you'll support the REALTOR® position and vote for/against..."*
- Feel free to give the elected official a personal example, but be sure it's related to what the bill is about. If you are unsure that your message applies, check with Missouri REALTOR® Party staff.
- When speaking about a specific piece of legislation, include the bill number, what the topic is, what the bill does and specific reasons for our support or opposition.
- Ask if the Legislator has any concerns/reservations and address them if you can.
 - You can always say:** *"Let me speak to Missouri REALTORS® staff and get back to you."*
- Contact the legislator as soon as you can when needed/requested.
- Remember that it is very effective when Missouri REALTORS® position is communicated by you, a resident of the district and someone with whom the legislator has a relationship.
- Listen to the legislator.
- Treat legislative staff with respect.



Don't

- Go off track...stick to the talking points.
- Commit to changing the legislation or changing Missouri REALTORS® position. We speak with one united voice. If a legislator has concerns or objections, get that information to the Missouri REALTOR® Party staff immediately.
- Make promises about rewards for the “right” vote or threats of retribution.
- Wait too long to contact the legislator. Due to the large number of bills being considered, action can occur quickly in committee or on the floor.
- Dismiss the legislator’s staff if the legislator is unavailable. The staff will be critical in briefing the legislator.

DO NOT EVER MENTION RPAC TO AN ELECTED OFFICIAL WHEN SPEAKING ABOUT LEGISLATION. DO NOT MENTION RPAC WHEN IN AN ELECTED OFFICIAL'S GOVERNMENT OFFICE.

ABOUT RPAC

The REALTORS® Political Action Committee (RPAC) is a nonpartisan organization that assists in the election of candidates who support private property rights and other issues that have a direct impact on the real estate industry at the local, state, and national levels. RPAC is funded through voluntary contributions from REALTORS®. 100% of RPAC contributions are used to support REALTOR®-friendly candidates. 70% of funds go toward state and local races, and 30% go to federal candidates.

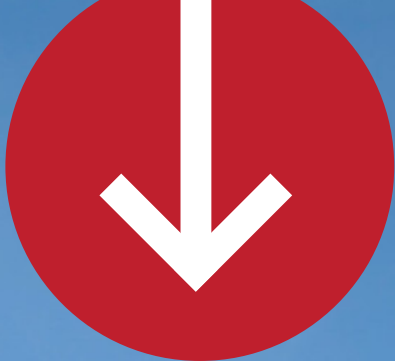
RPAC Criteria for Candidate Selection

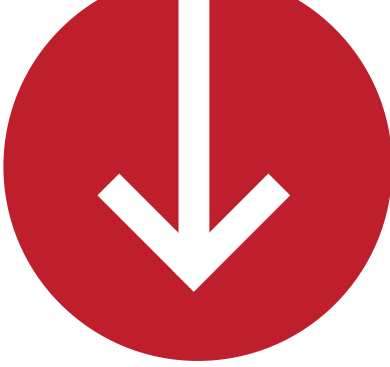
Like most PACs, RPAC adheres to the policy of supporting like-minded incumbents and open seat candidates. The criteria RPAC uses in determining its support includes:

- Individual action taken to advance pro-REALTOR® legislation
- Co-sponsorship of Missouri REALTORS® legislation
- Leadership position and committee assignments
- Voting record
- Engagement with Missouri REALTOR® Party staff
- In-district accessibility
- Race competitiveness

Making an Individual Contribution to RPAC

Supporting RPAC is a critical component of supporting your member of the legislature. By investing in RPAC, you distinguish yourself as a political leader who is actively involved in politics on behalf of REALTORS®. As a Missouri REALTORS® representative to your member of the legislature, it is important that you personally support the PAC that gives you the resources to do your job effectively.





IMPORTANT CONTACTS

Missouri REALTORS®
2005 W Broadway, Suite 210
Columbia, MO 65203
(573) 445-8400

REALTOR® Party Headquarters
100 E High Street
Jefferson City, MO 65101

REALTOR® Party Staff

Missouri REALTOR® Party staff **MUST** be your first point of contact for SPC questions.



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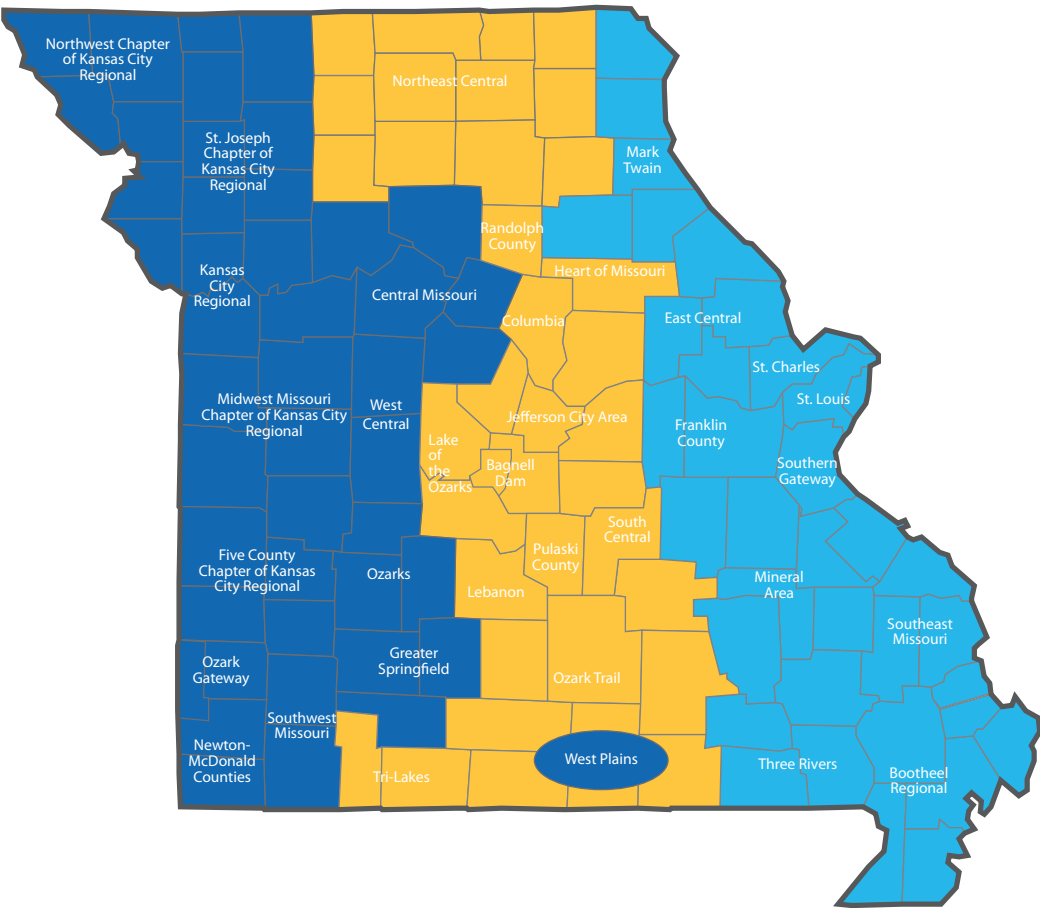
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ADVOCACY REGIONS



-  **Western Missouri**
Zack Brown
-  **Central Missouri**
Chris Janssen
-  **Eastern Missouri**
Molly McVay

RESOURCES

Stay involved and stay informed

Missouri REALTOR® Party

missourirealtor.org/missourirealtor/advocacy/missouri-realtor-party

Missouri State Legislature

mo.gov/government

Missouri REALTORS® Facebook

facebook.com/missourirealtors/

Missouri REALTORS® Twitter

twitter.com/MOREALTORS

Missouri REALTORS® LinkedIn

linkedin.com/companies/missouri-association-of-realtors

Missouri REALTORS® YouTube

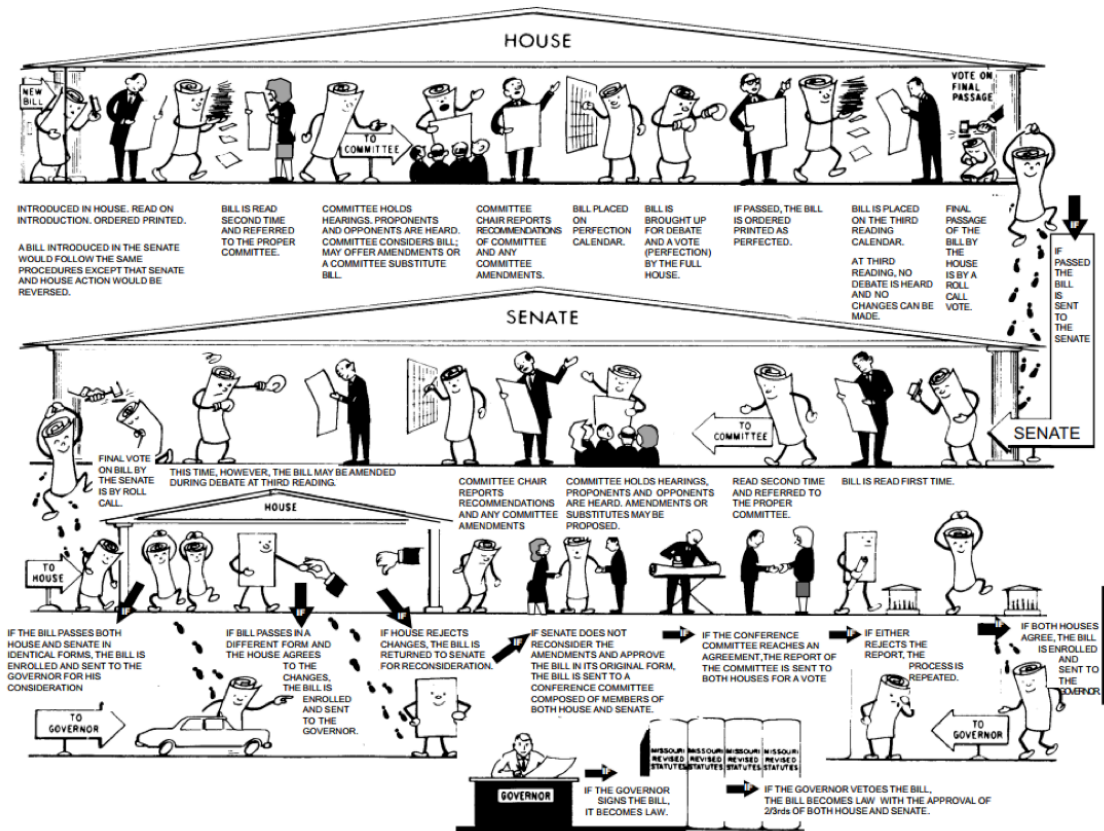
youtube.com/user/MORealtors

Missouri REALTORS® Instagram

[@morealtors](https://instagram.com/morealtors)

HOW A BILL BECOMES A LAW

This chart outlines the process for enacting a bill into law in Missouri by tracing the path of a bill introduced in the House of Representatives.



Printed by the Missouri House of Representatives

GLOSSARY OF TERMS

Absent Not present in chamber.

Absent with leave Not present at session with permission for absence.

Act A measure passed by both chambers and approved by the governor, or which has become effective without his or her signature.

Adjourn The act of closing business, done by a committee or the House or Senate.
See also Sine Die.

Adoption A preliminary action of the House or Senate or of a committee in considering amendments and substitutes. Amendments are adopted. Committee substitutes are adopted before they are voted do pass by a committee or perfected by the House or Senate. House or Senate substitutes are adopted before they are perfected or third read by the House or Senate. Conference committee reports are adopted before the bill or amendments they recommend are third read. Ordinarily the final action on a House or Senate resolution is adoption.

Advice and Consent Senate's approval of gubernatorial appointments.

Amendment A modification of a bill or another amendment, offered in committee (*a House or Senate committee amendment*), on the floor (*a House or Senate amendment*), or in conference committee (*a conference committee amendment*).

See also Perfecting Amendment.

Appropriations Bill A bill to appropriate state and federal funds to the uses of state government. The first 25 House bill numbers are reserved for appropriations bills each session.

Bill An enactment of the General Assembly which (1) changes the law either by adding new statutes, repealing old statutes, or modifying current statutes or (2) appropriates public money. A bill introduced in the House is called a House bill and a bill introduced in the Senate is called

a Senate bill. Bills are numbered consecutively upon introduction starting with the first regular session and continuing through the second regular session.

Calendar The order of business of the House and Senate. The calendar contains bills, resolutions, and reports in various stages of consideration.

Caucus A voluntary organization of members of the House or Senate. Each chamber has partisan caucuses as well as caucuses organized around geographical and interest groups. The partisan caucuses normally meet in closed session.

Chair The head of a committee or any person presiding over a meeting of a committee or of the House or Senate.

Chief Clerk An officer of the House, in charge of monitoring House proceedings and maintaining House records.

Committee A select group of members with a defined scope of responsibility.
See Conference Committee, Interim Committee, Standing Committee, Joint Committee, Special Committee, and Statutory Committee.

Companion Bills Bills introduced in both the House and the Senate in identical form.

Concurrent Resolution

A resolution that is passed by both the House and the Senate. It may originate in either body. If it has the effect of law, it must be handled like a bill. *See also Resolution.*

Conference Committee A committee made up of five members of each chamber, appointed to resolve differences between the two chambers on a bill or joint resolution passed by both but in a different form.

Confirmation Approval of an appointment to office by the Governor. The constitution gives this power to the state Senate.

GLOSSARY

Consent Bill A non-controversial bill which does not cost anything to implement and does not reduce revenues. There are limitations on amending a consent bill.

Constitutional Majority The constitution requires approval by a majority of members elected to the Senate and to the House for a bill to be considered passed. This is 18 members in the Senate and 82 members in the House.

Co-Sponsor Used in place of "Sponsor" when two or more members of the House or two or more members of the Senate jointly introduce a bill.

Do Pass (*Voted or Reported*) A bill that is voted "do pass" is approved by a committee. A bill that is reported "do pass" has been returned by the committee to the full House with this approval. A bill can also be voted and reported "do not pass" indicating disapproval.

Division of the Question A dividing of any item of business before a committee or the House or Senate into parts, so that separate votes are held on each part.

Drafting Number (*LR Number*) A unique number assigned to a bill or amendment indicating the drafting source.

Effective Date The date on which a bill takes effect. If no effective date is specified, the constitution makes the effective date ninety days after adjournment of the session in which the bill was passed. (*August 28th when a bill is passed in a regular session*).

Election Contest A challenge by a person declared the loser in an election for the House. Under the state constitution the House is the sole judge of its members and decides election contests.

Emergency Clause A clause on a bill declaring an emergency and making a bill or part of a bill effective sooner than 90 days after the session in which it is passed. It requires a two-thirds vote of each chamber.

Executive Session A meeting of a committee to conduct business, usually vote on bills referred to the committee.

Filibuster A delaying of action by extending debate. It occurs in the Senate, where members have the right to unlimited debate. In the House, a member is limited by rule to fifteen minutes of debate on a bill or amendment.

Fiscal Note An estimate of the effect a bill will have upon state and local revenues.

Fiscal Year A twelve month period by which financial planning and accounting is done. The fiscal year for Missouri state government begins July 1 of each year and is referred to by the number of the calendar year in which it ends.

Floor Leaders Each party selects a floor leader. The majority floor leader controls the order of business of the chamber. The minority leader represents the interests of the minority party.

General Revenue State revenues which are not designated for a specific use but which may be appropriated for any legal use.

Germane Pertaining to the subject matter of the item of business being considered. Amendments are required to be germane to the bill to which they are offered.

Grandfather Clause A provision in a bill which exempts persons or entities from the bill on the basis of their status on a certain date, usually the effective date of the bill.

Handler The member who manages a bill on the floor of the House or Senate. In the chamber of origin, the handler is either the sponsor or, in the case of a committee substitute, a member designated by the chair of the committee from which the committee substitute was reported. In the other chamber, it is the Representative or Senator chosen by the sponsor or, in the case of a committee substitute, a member designated by the chair of the committee from which the committee substitute was reported.

Hearing A meeting of a committee of the House or Senate to receive testimony from the public on a bill or topic.

Impeachment An indictment of a statewide elected official or a state judge for crime or misconduct in office. The constitution gives the power of impeachment to the House of Representatives.

Inquiry A member asking questions of another member in the course of floor debate. A member must consent to being inquired of.

Interim The period of time between the adjournment of one session of the General Assembly and the convening of the next regular session (*June through December*).

Interim Committee A committee established to meet during the interim, usually to consider legislation on a particular topic.

Joint Committee A committee made up of both members of the House and members of the Senate. These are normally interim or statutory committees.

Joint Resolution An enactment of the General Assembly that places a proposed amendment to the state constitution before the voters for approval or that approves an amendment to the U. S. constitution. If introduced in the House it is a House Joint Resolution. If introduced in the Senate it is a Senate Joint Resolution.

Joint Rules Procedural guidelines adopted by the House and the Senate to govern interaction between the two bodies.

Joint Session A session of both the House and Senate. Joint sessions are held in the House chamber and are normally called to hear the Governor or Chief Justice of the Supreme Court.

Journal The record of the proceedings of the House and the Senate.

Line Item A specific appropriation within an appropriation bill.

Line Item Veto A veto by the Governor of a line item.

Lobbyist A person who attempts to influence the legislative process as a part of his or her job or under hire by someone else.

Majority One more than half of any body.
See also Constitutional Majority.

Majority Party The party holding a majority of the seats in the House or the Senate.

Minority Party A party holding less than a majority of the seats in the House or the Senate.

Perfecting Amendment In the House, a technical amendment that is offered after a bill has been perfected. In the Senate, a technical amendment. A perfecting amendment can also be offered in one chamber on a bill that has been returned to it by the other chamber.

Perfection The process of considering a bill in which the bill is subject to amendments. At the conclusion of this process, upon a favorable vote, a bill is order perfected and printed, which means that any amendments adopted are incorporated into the printed bill.

Personal Privilege A right of a member to speak on a matter of personal concern.

GLOSSARY

Point of Order A challenge to the procedure that is being followed or to the germaneness of an amendment or substitute.

President The Lieutenant Governor is the President of the Senate. The only power the President has is to preside over Senate business and over joint sessions and to vote in case of a tie.

President Pro Tempore The leader of the Senate, elected by the Senate. *The full title was originally President Pro Tempore, which means Temporary President.*

Previous Question A motion to end debate on the matter before the chamber.

Privileged Motion A motion that takes precedence over other motions and must be acted upon when offered.

Quorum The number of members required for a body to do business. The rules of each chamber set this number for committees. The state constitution requires a majority of members to be present for the House and the Senate to conduct business.

RSMo Abbreviation for Revised Statutes of Missouri, the codification of Missouri laws.

Reading A term used to indicate a step in the legislative process. First reading occurs when a bill is introduced, second reading when it is referred to committee, and third reading when it is approved by a constitutional majority of a chamber.

Reconsider A motion to reopen a question that has been previously decided.

Referendum A vote of the people upon a law already enacted by the General Assembly or upon a proposal to change the law.

Referral to Committee The Missouri Constitution required that every bill be referred to committee. In the House, the Speaker and, in the Senate, the President Pro Tem make the

referrals. Once a committee has a bill referred to it, it may hold a hearing on the bill and recommend the bill to the full chamber with amendments or a substitute.

Resolution An act of the House or Senate or of both together that ordinarily has no effect of law. It either commends some achievement, expresses an opinion, urges another entity such as Congress to take some action, or takes some internal action such as establishing a committee. *See also Concurrent Resolution and Joint Resolution.*

Roll Call The taking of votes by individual member either in committee or in the full chamber. In the House chamber roll calls are conducted by electronic means. In the Senate they are done by orally polling senators one at a time. The state constitution requires the House and the Senate to take a roll call vote (*"a vote by yeas and nays"*) on final passage of a bill, on adoption of conference reports, and on concurrence in amendments by the other chamber, but grants any five members the right to have a roll call on any question (*Mo. Constitution Article III, Sections 26 and 27*). House and Senate roll calls are recorded in the House and the Senate. Committee roll calls are recorded in minute books kept by each committee and filed in the Missouri State Archives at the end of each year.

Rules The procedural guidelines adopted by the House for its business and the Senate for its business.

Secretary of the Senate An officer of the Senate who monitors Senate floor proceedings and maintains the records of the Senate.

Session That part of the year when the General Assembly may meet to conduct business. The regular session is January through May. The session in odd-numbered years is called the first regular session; that in even-numbered years is called the second regular session. *See also Special Session and Veto Session.*

Sine Die The final adjournment of a session of the General Assembly, literally, without day. For a regular session, this must occur no later than May 30th.

Speaker The presiding officer of the House and normally leader of the majority party of the House. The Speaker is elected by the House.

Speaker Pro Tem An officer of the House who presides in the absence of the Speaker. The full title was originally Speaker Pro Tempore which means Temporary Speaker.

Special Committee In the House, a committee established by the Speaker.

Special Session A session of the General Assembly called by three-fourths of the respective members of the House and the Senate to consider specific business.

Sponsor The member of the House or the member of the Senate who introduces a bill. The sponsor is sometimes called the author. *See also Co-sponsor.*

Standing Committee A committee established by the Rules.

Statutory Committee A committee established by law.

Substitute A replacement for the item of business under consideration. There are substitute amendments and substitute bills. If a substitute bill is offered by a committee it is called a committee substitute. If a substitute is offered when the bill is being perfected, it is called a House Substitute or a Senate Substitute. If it is offered by a conference committee it is called a Conference Committee Substitute.

Title A part of a bill which gives notice of the subject of the bill and the sections of current law that will be affected by the bill.

Truly Agree to and Finally Pass
The final action on a bill, sending it to the Governor or to the people.

Veto The rejection by the Governor of an act of the General Assembly.

Veto Session A session of the General Assembly to consider overriding vetoes of the Governor. If any bill is vetoed late in or after the end of a regular session, a veto session is held starting on the Wednesday following the second Monday in September.



Act. Invest. Make an Impact.



Get advocacy and legislative updates at missourirealtor.org/advocacy
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#MoRealtorParty