

California State Student Association Advocacy Binder

Prepared by the 2016-2017 leadership of the CSSA Legislative Affairs Committee

Table of Contents

1. Introduction
Page 2
2. Breakdown of the Legislative Process
Pages 3-5
3. Breakdown of the Budgeting Process
Page 6
4. How to Track Legislation
Pages 7-9
5. Scheduling a Lobby Visit
Page 10
6. Best Practices for Lobbying: Before, After, and During the Meeting
Pages 11-13
7. Creating an Advocacy Committee
Pages 14-18
8. Maintaining an Advocacy Committee
Pages 19-22
9. Legislative Events
Pages 23-29
10. CHESS
Pages 30-33
11. Collaborating with Other Campuses
Page 34
12. Engaging with Local Government
Page 35

Welcome to the California State Student Association Advocacy Binder.

Enclosed you will find tools to assist you in your continued success.

One of the most important functions of not only CSSA, but also of each individual Associated Students organization, is amplifying the student voice through advocacy. The students of the CSU are in a very unique and powerful position because of the fact that we are the largest public university system in the United States - and because we are able to unify our collective efforts to speak as a whole. We have the capability to change the dialogue surrounding higher education in California (and nationwide) to improve campus climate, the student experience, and ensure that the CSU is funded for not only this fiscal year, but also for future generations of college students.

Advocacy is important because it is our main avenue for effecting change across the CSU system. Advocacy is how we have sustained a fully-funded CSU for the past two years, it is how we have supported disadvantaged communities, and it is how we have empowered students to make a difference on their campuses. It is relevant to every student because the legislation that we support and pass directly affects them - from Title IX issues to food insecurity to student homelessness. With the support from each individual AS/ASI, CSSA has successfully lobbied for bills such as Assembly Bill 2654 (2016), which required campuses to post information to their websites about reporting sexual harassment and make the complaint process easily accessible; and Assembly Bill 798 (2015), which encouraged low-cost textbooks, online course readings, and encourage the adoption of open educational resources.

CSSA's Stand with the CSU campaign was incredibly successful in encouraging legislators to support a fully-funded system in the 2014 through 2016 fiscal years. We incorporated social media, in-person collateral, and a strong lobbying presence to spur the Legislature into upholding its promise to fund higher education in California.

When we combine advocacy efforts, our impact is strong and measurable. As the largest student association in the nation, our presence is necessary at the local, state, and federal levels to ensure that our students can get a quality education, and improve accessibility for future generations.

You are integral to these efforts. Your stories, your experiences, and your successes will shape the future of higher education in California.

Let's make history together.

Sarah Bentley, CSSA Advocacy Officer 2016-2017

Ryan Brown, CSSA Vice President of Legislative Affairs 2016-2017

The Legislative Process

The California State Legislature consists of two houses: the 80-member State Assembly and the 40-member State Senate. State Assemblymembers serve two-year terms and State Senators serve staggered four-year terms (meaning that half of them are elected in one election cycle and the other half are elected in the next). Each Assemblymember serves a maximum of six terms, and represents approximately 465,000 Californians - while each Senator serves a maximum of three terms and represents approximately 931,000.

You can find a list of state legislators at:

http://www.legislature.ca.gov/legislators_and_districts/legislators/your_legislator.html

You can find your (or your campus's) district at:

http://www.legislature.ca.gov/legislators_and_districts/districts/districts.html

1. Idea for the bill: A legislator has an idea for a bill or is approached by an outside organization or constituent with an idea for a bill.
2. Drafting of the bill: The idea is sent to the Legislative Counsel to be drafted into a bill. It is then sent back to the legislator, where it will start in the house of origin (bills by Senators are introduced in the Senate and bills by Assemblymembers are introduced in the Assembly).
3. Introduction/First Reading: A bill is introduced or read the first time when the bill number, the name of the author, and the descriptive title of the bill is read on the floor of the house. The bill is then sent to the Office of State Printing. No bill may be acted upon until 30 days has passed from the date of its introduction.
4. Rules Committee: The bill is sent to the Rules Committee to be assigned to a committee. Bills will be assigned to a policy committee that deals with its specific purpose. For example, most CSSA bills go to the Assembly Higher Education Committee or the Senate Education Committee.
5. Policy Committee: When the bill is heard in its Policy Committee, the author has a chance to present the bill and testimony is heard. A prepared bill analysis is also heard.
6. Second Hearing: Bills passed by committees are read a second time on the floor in the house of origin and then assigned to third reading. Bill analyses are also prepared prior to third reading.
7. Third Reading: When a bill is read the third time, it is explained by the author, discussed by the Members and voted on by a roll call vote.
 - Bills that require an appropriation or that take effect immediately, generally require 27 votes in the Senate and 54 votes in the Assembly to be passed.
 - Other bills generally require 21 votes in the Senate and 41 votes in the Assembly.
 - If a bill is defeated, the Member may seek reconsideration and another vote.
8. Repeating the Process: The process is then repeated in the other legislative house. (Repeat numbers 3-7).

9. Concurrence: If amendments are made in the second house, it is no longer the same bill that was passed in the House of Origin. Therefore, it has to be sent back to the House of Origin for the amendments to be *concurred in*.
- If agreement cannot be reached, the bill is referred to a two house conference committee to resolve differences.
 - Three members of the committee are from the Senate and three are from the Assembly.
 - If a compromise is reached, the bill is returned to both houses for a vote.
10. Engrossing and Enrolling: When a bill is passed in both houses, it is sent to the office of the Secretary of State to proofread and ensure that the bill is in its proper form. From there, it is sent to the Governor's desk.
11. Governor's Desk: After both houses approve a bill and it goes to Engrossing and Enrolling, it then goes to the Governor. The Governor has three choices.
- Sign the bill into law
 - Allow the bill to become law without his or her signature
 - Veto the bill. A governor's veto can be overridden by a two thirds vote in both houses.
12. Becoming a Law: Bills that are passed by the Legislature and approved by the Governor are assigned a chapter number by the Secretary of State. These Chaptered Bills (also referred to as Statutes of the year they were enacted) then become part of the California Codes.
- NOTE: Most bills go into effect on the first day of January of the next year. Urgency measures take effect immediately after they are signed or allowed to become law without Signature.

The Process in Action

1. A constituent comes to Senator Doe with an idea for a higher education bill.
2. Senator Doe sends the bill to the Legislative Counsel to be written. A complete bill is returned to Senator Doe, titled SB 1.
3. SB 1 is introduced on the Senate Floor.
4. SB 1 is sent to the Rules Committee. The Rules Committee sends SB 1 to the Senate Education Committee.
5. Senator Doe presents SB 1 to the Senate Rules Committee. An analysis is heard, and testimony is heard. SB 1 is passed by the Senate Rules Committee with a majority vote.
6. SB 1 has its second reading on the Senate Floor.
7. SB 1 has its third reading on the Senate Floor, and is heard and voted on. Because it requires appropriation, it needs 27 votes to pass. It receives 33 votes and passes.
8. SB 1 is then sent to the Assembly (second house).
 - a. It is referred to the Assembly Higher Education Committee, amended, and passed.
 - b. It is read for the second time.

- c. It is read for the third time. It needs 54 votes to pass; it receives 60.
9. Because SB 1 was amended in the Assembly, it goes to the Senate for concurrence. An agreement is reached, and the bill is sent to Engrossing and Enrolling.
10. The bill goes to the Secretary of State's office and goes through the engrossing and enrolling process. It is sent to the Governor's desk.
11. The Governor signs the bill.
12. The Secretary of State chapters the bill, and it becomes law on January 1.

**Note that this process is sometimes more difficult and sometimes more simple.*

Why is it important to understand the legislative process?

- Knowing the process of a bill becoming a law in California is crucial to your advocacy efforts.
- During committee hearings, you may be able to testify.
- When a bill is in a committee, and a member of that committee is your district representative, you have a unique opportunity to speak to that member about the bill.
- Likewise, knowing when a bill is in the Assembly or the Senate allows you to focus your advocacy towards Senators or Assemblymembers.
- When a bill is on the Governor's Desk, especially at the end of the legislative session, we often hold statewide phone banking campaigns.

The Budgeting Process

With a GDP of \$2.4 trillion in 2016, California is not only the largest economy in the United States, but also the sixth largest economy *in the world*. Therefore, our budget - \$167 billion for 2016-2017 - is difficult and complicated to pass.

While funding for K-14 (kindergarten through high school and the California Community Colleges) is guaranteed, funding for the CSU is discretionary and not guaranteed. This means that we must fight for it each year.

Timeline

July-December

- Agencies prepare the budget
- The Governor and Department of Finance review and change the budget.

January

- On January 10, the Governor announces his budget.
- A budget bill is introduced in the Assembly.
- A budget bill is introduced in the Senate.
- A Legislative Analyst's report is made.

February - April

- Budget subcommittee hearings in the Assembly (Assembly Budget).
- Budget subcommittee hearings in the Senate (Senate Budget & Fiscal Review).

May

- Revenues are analyzed and a revised budget is proposed by the Governor, called the "May Revise".

June

- In early June, full committee hearings in the Assembly (Assembly Budget).
 - The budget must be passed with a 2/3 majority vote.
- In early June, full committee hearings in the Senate (Senate Budget).
 - The budget must be passed with a 2/3 majority vote.
- In mid-June, the Budget Conference Committee convenes to resolve differences.
- In late June, the budget must pass the Assembly Floor with a 2/3 majority vote.
- In late June, the budget must pass the Senate Floor with a 2/3 majority vote.
- By the end of June, the budget is sent to the Governor, who can then veto individual items and eventually sign the budget.

How to Track Legislation

California Legislation:

Your best resource is <http://leginfo.legislature.ca.gov/>, the official website of the California legislature. Here, you will find live updates on the status of each bill that you want to track.

In the top right corner of the website, you can search the database by bill number.

[skip to content](#) [home](#) [accessibility](#) [FAQ](#) [feedback](#) [login](#)

 **Quick Search:**

Bill Number



go

It is also helpful to include the name of the author-sponsor in your search, because bill numbers are reused throughout the years.

To check on the status of the legislation, click on the “History” tab on the bill’s home page.



California
LEGISLATIVE INFORMATION

[skip to content](#) [home](#) [accessibility](#) [FAQ](#) [feedback](#) [login](#)

 **Quick Search:**

Bill Number



go

[Bill Information](#)

[California Law](#)

[My Subscriptions](#)

[My Favorites](#)

[Bill Information](#) >> [Bill Search](#) >> [Text](#)

[PDF](#) | [Add To My Favorites](#) | [Track Bill](#) | Version: 07/25/16 - Chaptered 

AB-2654 Postsecondary education: Equity in Higher Education Act. (2015-2016)

Text [Votes](#) [History](#) [Bill Analysis](#) [Today's Law As Amended](#) [Compare Versions](#) [Status](#) [Comments To Author](#)

SHARE THIS:



Assembly Bill No. 2654

CHAPTER 107

An act to amend Section 66281.5 of the Education Code, relating to postsecondary education.

In this section, you can see a live feed of the bill’s progress through the legislative process. The current status of a bill is at the top of the page, and dates indicate when the bill entered each stage of the process.



[skip to content](#) | [home](#) | [accessibility](#) | [FAQ](#) | [feedback](#) | [login](#)

Quick Search:
 Bill Number

Bill Information
California Law
My Subscriptions
My Favorites

[Bill Information](#) >> [Bill Search](#) >> [Bill History](#)

[PDF](#) | [Add To My Favorites](#) | [Track Bill](#) | Version: 07/25/16 - Chaptered 

AB-2654 Postsecondary education: Equity in Higher Education Act. (2015-2016)

[Text](#) | [Votes](#) | [History](#) | [Bill Analysis](#) | [Today's Law As Amended](#) | [Compare Versions](#) | [Status](#) | [Comments To Author](#)

Date	Action
07/25/16	Chaptered by Secretary of State - Chapter 107, Statutes of 2016.
07/25/16	Approved by the Governor.
07/11/16	Enrolled and presented to the Governor at 4:30 p.m.
06/30/16	In Assembly. Ordered to Engrossing and Enrolling.
06/30/16	Read third time. Passed. Ordered to the Assembly. (Ayes 37. Noes 0. Page 4651.)
06/28/16	Read second time. Ordered to Consent Calendar.
06/27/16	From committee: Be placed on second reading file pursuant to Senate Rule 28.8 and ordered to consent calendar.
06/08/16	From committee: Do pass and re-refer to Com. on APPR. with recommendation: To Consent Calendar. (Ayes 9. Noes 0.) (June 8). Re-referred to Com. on APPR.
05/19/16	Referred to Com. on ED.

Any time that a bill is amended, its meaning may have slightly or dramatically changed. Sometimes, major amendments can affect the status of endorsement or sponsor/co-sponsorship. When you see an action in the “history” section that mentions an amendment being made, you should use the LegInfo site to see what the amendment entails. You can do this in the “Compare Versions” section. Parts of the bill that have been deleted will be struck out in red text, and sections that have been added will be set in blue text.

[Bill Information](#) >> [Bill Search](#) >> [Compare Versions](#)

[PDF](#) | [Add To My Favorites](#) | [Track Bill](#) | Version: 07/25/16 - Chaptered 

AB-2654 Postsecondary education: Equity in Higher Education Act. (2015-2016)

[Text](#) | [Votes](#) | [History](#) | [Bill Analysis](#) | [Today's Law As Amended](#) | [Compare Versions](#) | [Status](#) | [Comments To Author](#)

Current Version: 07/25/16 - Chaptered **Compared to Version:**

Assembly Bill No. 2654
CHAPTER 107

An act to amend Section 66281.5 of the Education Code, relating to postsecondary education.
 [Approved by Governor July 25, 2016. Filed with Secretary of State July 25, 2016.]

LEGISLATIVE COUNSEL'S DIGEST

Glossary of Terms:

Enrolling - A bill is enrolled when it has successfully passes through both houses, has been sent to the office of the Secretary of State for proofreading, and is sent to the Governor's Desk.

Engrossment - When a bill is amended, the printed form of the bill is proofread by staff to assure that the amendments are inserted properly. After being proofread, the bill is "correctly engrossed" and is thereupon deemed to be in proper form.

Concurrence - The approval by the house of origin of a bill as amended in the other house. If the author is unwilling to move the bill as amended by the other house, the author requests "nonconcurrence" in the bill and asks for the formation of a conference committee.

Conference Committee - Usually composed of three legislators (two voting in the majority on the disputed issue, one voting in the minority) from each house, a conference committee meets in public session to forge one version of a bill when the house of origin has refused to concur in amendments to the bill adopted by the other house. For the bill to pass, the conference committee version must be approved by both Assembly and Senate. Assembly conferees are chosen by the Speaker; Senate conferees are chosen by the Senate Committee on Rules.

Consent Calendar - File containing bills that received no dissenting votes in committee.

Suspense File - A bill or set of bills, with a fiscal impact, set aside in Appropriations Committee by a majority of Members present and voting. These bills may be heard at a later hearing.

Held in Committee - Status of a bill that fails to receive sufficient affirmative votes to pass out of committee.

Majority Vote - A vote of more than half of the legislative body considering a measure. Constituted by 41 votes in the Assembly, and by 21 votes in the Senate.

On File - A bill on the second or third reading file of the Assembly or Senate Daily File.

First Reading - Each bill introduced must be read three times before final passage. The first reading of a bill occurs when it is introduced.

Second Reading - Each bill introduced must be read three times before final passage. Second reading occurs after a bill has been reported to the floor from committee.

Third Reading - Each bill introduced must be read three times before final passage. Third reading occurs when the measure is about to be taken up on the floor of either house for final passage.

Scheduling a Lobby Visit

1. Decide what offices you will be visiting, and what items of legislation or policy you will be lobbying the legislators on.
2. Compile your research on the offices, including contact information for their scheduler. If you are unable to find this, call their office and request the scheduler's email address.
3. Send the scheduler an email politely requesting a lobby visit with the legislator and/or their staff member who handles that specific policy area. Make sure you mention what you will be discussing, preferred time/date, the attendees of the meeting, and the organization that you represent (in this situation, your campus's AS/ASI).
4. If there is no response, follow up every few days or simply call the office until a meeting is scheduled and officially booked.
5. The day before the scheduled meeting, email or call the office and check in with the scheduler to confirm that it is still on the calendar. Legislative offices often have to shift their calendar around day-to-day, and sometimes meetings can slip through the cracks.

Best Practices for Lobbying

This is a general guideline on the preparation before, the action during, and the response after a lobby visit. Each visit will be different, but it is important to adhere to some core concepts.

Before the Meeting:

1. Do your research! Whatever you are visiting the legislator to lobby for or against, ensure that you and your entire team are completely informed about the legislation, its impact, any potential problems, political issues, and/or financial implications. A well-informed lobbyist is a respected lobbyist, and it's important to come prepared for any question.
2. Know your legislator. Prepare a report ahead of time with supplementary information about the legislative office you are visiting. Does the legislator have a history of being friendly to higher education legislation? Are they a CSU or California public higher education alum? What committees do they sit on - and what is their voting history?
3. Arrive on time. As mentioned earlier, it's incredibly important to respect the legislator's and their staff's time. A legislative office is often run on a very tight schedule, and even a ten-minute delay can cause problems throughout the day. Ensure that you and your team arrive approximately five minutes ahead of time.
4. Dress professionally. Make sure that you, as students, are taken seriously in a professional context. Business wear is preferred, and, as a lobby leader, check in with your team far ahead of time to make sure that they are aware of appropriate dress.

During the Meeting:

1. Be pleasant, prompt, and professional. Stay respectful of the legislator and their staff, even if they are disagreeing with your point or analysis, and maintain a pleasant environment in the meeting. If the legislator or staff members leaves the meeting with a positive impression of you and your lobby team, they are much more likely to be cooperative with you in the future.
2. Address the legislator formally. Never call them by their first name or any slang term - the correct title is Assemblyman/Assemblywoman, Senator, or Congressman/Congresswoman.
3. Stay on message. One of the worst things that you can do in a lobby meeting is ramble: the legislator or their staff will stop paying attention and your entire point will be lost. Prepare talking points ahead of time and hammer your points home. Back up the main points with hard facts and statistics, then bring it home with anecdotal student stories.
4. Bring supplementary materials and leave-behinds. After a lobby visit, when a staff member is trying to recall data and/or working on an analysis of a certain topic, they will often consult information that you have left behind. CSSA provides many examples of

lobby leave-behinds, as does your campus Governmental Affairs department or ASI - and you are more than welcome to print your own custom handouts.

5. Treat the legislator and their staff with respect. This is largely self-explanatory, as the lobby meetings are in a strictly professional context and you are visiting them on behalf of the entire student population of your campus. One negative experience working with students is enough to make it difficult to reach out to a legislator in the future.
6. Tell student stories. One of the most valuable tools in your arsenal is real-life experiences of students that can back up your point. For example, if discussing a bill regarding food insecurity on campus, it is extremely helpful for someone to relate a story of themselves, or a friend, or a colleague, who had to make use of a campus food pantry or alternative resource due to need. This provides a much-needed human element to the visit and can leave a long lasting impact on the legislator.

After the Meeting:

1. Keep your meeting brief. Generally, a 15 to 30 minute meeting is more than enough to communicate your core points while still respecting their time. If your allotted meeting time is up, but you still are interested in continuing, it is appropriate to ask the legislator or staff member for a short extension - but don't be dismayed if the answer is no.
2. Send them and their staff thank-you notes. A brief note, sent the day after a lobby meeting, is a great reminder of your visit. Keep it short and thank them for meeting with you - and repeat your "ask" in the body of the note!
3. Exchange business cards and/or contact information. The staff members will almost certainly have additional questions or need more information when creating a final analysis for a bill or policy item. You need to make it as easy as possible for them to contact you for this information - and ensure that you respond promptly!
4. Stay on top of your legislator! Follow up with them regularly and maintain a relationship with the office - there are always relevant bills on the floor that you may want to advocate for or against, and keeping a positive climate with a legislator is often helpful when lobbying in the future.

Potential Roles during a Lobby Visit

If you don't have previous lobbying experience or are less familiar with the lobbying process, adopting roles within your group may help to make the meeting run more smoothly. These roles may include...

1. Facilitator
 - a. This person will be the meeting leader and facilitate the conversation between members of your lobbying group and the staffer/legislator that you are speaking to. They will introduce everyone in the room, make sure that business cards are exchanged and leave-behinds are distributed, and ensure that the meeting runs smoothly.
2. Storyteller

- a. During your meeting, this person will take a personal and possibly emotional approach to the situation. They will connect the hard facts and data to a story of a real student, possibly themselves, who is affected by the issue. While you don't want to break into tears during the meeting, this person should be a compelling speaker.
3. Policy Expert
 - a. During a specific meeting for a specific bill, this person will have all of the research and data necessary to convince this legislator or staffer that this passing this bill is a good idea. They might, over the course of multiple meetings, find a specialized area of research - for example, financial aid, the CSU budget, or sexual assault prevention.
4. Request Maker
 - a. This person will tie the information from the storyteller and the policy expert together to explain why this legislator needs to vote "yes" on this specific bill. It may involve information about the legislator's personal background, committee membership, or district.

Creating an Advocacy Committee

Bylaws from CSUSB and SDSU

ASSOCIATED STUDENTS, INCORPORATED
California State University, San Bernardino

Purpose: The purpose of this policy is to establish the ASI Lobby Corp as a regular committee of the Associated Students, Incorporated (ASI) as well as the procedures necessary for the committee to perform its function.

Scope: This policy applies to all ASI personnel, and to all individuals and campus entities interested in lobbying State entities through ASI.

Mission: The mission of the ASI Lobby Corps of California State University San Bernardino (CSUSB) is to provide the means necessary to affect public policy on matters impacting higher education by lobbying the appropriate local and state officials.

1. This code may be amended by a majority vote of the present ASI Board of Directors (BoD).
2. Selection and Appointment Procedures.
 - a. The ASI Director of External Affairs will chair the ASI Lobby Corps.
 - b. The ASI Director of External Affairs shall nominate six (6) students to serve on the ASI Lobby Corps. The students must meet the minimum GPA requirement described in the current ASI Grade Policy and Procedures.
 - c. Appointment of members must adhere to the following procedure. Potential members must fill out the Lobby Corps Application. The interview committee will select qualified candidates for interviews. The interview committee will submit nominations to the BoD for appointment. The interview committee shall consist of, at minimum; the Director of External Affairs, one executive officer, a member of the professional staff, and one BoD member.
 - d. Membership for the ASI Lobby Corps must be filled for the following school year by May 30th. Members shall start their appointment by July 1st and end upon resignation or June 30th of the following year.
3. Membership
 1. External Affairs Director (Chair) (votes only in case of a tie)
 2. 6 Student At-Large representatives
 3. ASI President or designee (ex-officio, non-voting)
 4. Officers and Duties
 - a. Chairperson
 - (1) Shall be the CSSA representative to the CSSA Legislative Affairs Committee
 - (2) Chair the ASI Lobby Corps meetings

(3) Shall be responsible for the preparation of documents needed for meetings, including, but not limited to, legislator information.

(4) Shall present a list of issues and positions to the ASI BoD to take a position on.

(5) Shall be the official representative of the ASI Lobby Corps in establishing relations with other institutions in regard to legislative student issues.

(6) Shall produce a comprehensive monthly update to be presented to the ASI BoD. This report should detail activities undertaken by the ASI Lobby Corps of CSUSB as well as contact information. Detailed records of how these were accomplished will be kept.

(7) Shall hold and maintain no less than five (5) office hours weekly.

(8) Shall be responsible for submission of data to the Special Projects Coordinator as it relates to effectiveness and usefulness of training seminars, leadership conferences, CSSA, etc.

(9) Shall be the point person for districts within and around CSUSB and maintaining relations with the legislator and his/her office.

b. Vice Chair.

(1) Shall be elected from present membership of ASI Lobby Corps of CSUSB.

(2) Shall be a voting member of the ASI Lobby Corps of CSUSB.

(3) Shall take a record of meeting developments and transcribe them into minutes.

(4) Shall perform duties as assigned by the ASI Lobby Corps Chair, including presiding over meeting if the chair is not present.

(5) Should the Chair resign or be removed, the Vice Chair shall assume the duties of the Chair until the ASI President can nominate a new chair for BoD appointment.

c. Lobby Corps members.

(1) Shall assist in organizing lobbying trips to the State Capitol and district offices.

(2) Shall assist in organizing and participating in letter writing campaigns and phone banks (e-mail and faxes).

(3) Shall attend scheduled meetings on a regular basis.

(4) Shall be helpful in planning and coordinating legislative visits to the CSUSB campus as directed by the Director of External Affairs.

(5) Shall execute satisfactory completion of assignments delegated to a member by the Director of External Affairs.

5. Committee Responsibilities.

a. Shall establish no less than two (2) meetings per month. The Director of External Affairs shall arrange meetings of the ASI Lobby Corps of CSUSB. Extra Meetings may be called by the Chair.

b. Shall carry out actions on matters as directed by the ASI BoD.

6. Meetings.

a. Meetings shall be conducted in accordance with Article IX of the ASI Bylaws.

b. Quorum will be determined in accordance with Article IX, Section 6 of the ASI Bylaws.

7. Resignation.

Resignations will be submitted in writing to the Chair of the ASI Lobby Corps.

Involuntary

resignations will be handled in accordance with Article IX, Section 11 of the ASI Bylaws.

San Diego State

Section 1

Purpose

The External Relations Board shall serve the government relations needs of the Associated Students and coordinate the research of issues affecting students at San Diego State University and the development of appropriate action plans or policy positions. In addition, this board shall collaborate with any other entities focusing on community relations.

Section 2

Jurisdiction

The Board shall act as the primary source of political activity and government relations efforts of the Corporation and shall research relevant issues including, but not limited to, legislation or policy affecting the students of SDSU, the CSU system or SDSU itself. The Board shall also have the authority to develop and execute appropriate courses of action to ensure the student perspective is represented at the local, statewide and federal levels of government and to recommend policy positions to the AS.

Section 3

Membership

- A. The Board shall have the following voting members:
 1. The A.S. Vice President of External Relations, who shall serve as the Chair of the Board
 2. A Vice Chairperson to be selected by the Board from among the voting members.
 3. The Legislative Research Associate to be selected by the Board from among the voting members
 4. The A.S. Campus Community Commissioner or designee
 5. The ASBOD Marketing Communications Commissioner or designee
 6. The A.S. President or designee.
 7. The A.S. Executive Vice President or designee.
 8. The A.S. Vice President of Financial Affairs or designee.
 9. The A.S. Vice President of University Affairs or designee.
 10. Any number of appointed students-at-large, as deemed necessary by the board in order to fulfill the Board's purpose.
- B. The Board shall have the following non-voting members:
 1. The Vice President for University Relations & Development or designee.

2. The Vice President for Student Affairs or designee.
3. The Chair of the University Senate or designee.
4. The A.S. Executive Director or designee.
5. The President of the Residence Hall Association or designee.

Section 4

Absences

- A. Any appointed member of the Board who misses two of any ten consecutive meetings without being excused shall be dropped from the Board.
- B. Any appointed member of the Board who is late five minutes or more after the meeting has been called to order will be considered tardy. Two tardies constitute an unexcused absence.
- C. Absences and tardies may be excused by the Board's Chair or by a two-thirds (2/3) vote of approval of the Board.
- D. Tardies and absences will only be excused in emergency situations.
- E. Absences from weekly tabling will be considered a half (1/2) absence towards External Relations Board attendance record.

Section 5

Officers

- A. Board Chair
 1. The AS Vice President of External Relations shall serve as Board Chair.
 2. The Vice President of External Relations shall represent the External Relations Board at such times as when the Board is not meeting or does not have a committee set up to represent them. This shall include the interpretation of policy and procedure, with AS Presidential review, until such times as the Board can meet to take appropriate action.
 3. This person shall also act as the liaison between other student governments and related entities.
- B. Vice Chairperson
 1. In the event of the absence of the Vice President of External Relations, the Vice Chair shall conduct the affairs of the Board.
- C. Legislative Research Associate
 1. Shall serve as Chair of Lobby Corps
 2. The Legislative Research Associate is responsible for all duties as designated by the Vice President of External Relations,

Section 6

Subcommittees

- A. Lobby Corps
 1. Lobby Corps shall be chaired by the Legislative Research Associate

2. Lobby Corps shall serve as the voice of the students when lobbying local, state, and national legislators in regards to all issues pertaining to higher education, the CSU system, and San Diego State University.
3. Lobby Corps shall ensure that students are trained and well-prepared to communicate with Legislators on behalf of San Diego State University.
4. This subcommittee may also hold events that assemble student leaders and legislators to advance connections.

Section 7

Meetings

- A. A quorum shall consist of more than half of the filled appointed voting seats.
- B. The Board shall hold regular meetings with a one hour time span and shall announce the times and places of those meetings at the beginning of each semester.
- C. Special meetings may be called, as they are appropriate to the needs of the Corporation.

Section 8

Procedures

The Government Executive Assistant shall submit a copy of all Board minutes to the Government Affairs Office for safekeeping as stipulated in Section 74 of the A.S. Bylaws. In the spring of each academic year, requests for A.S. funds shall be submitted by the Board to support its work, in accordance with procedures established by the ASBOD Financial Affairs Committee.

Section 9

Charter Amendments and Revisions

This Charter may be amended or revised by a two-thirds (2/3) vote of the External Relations Board. All proposed amendments or revisions shall be reviewed by the A.S. Judicial Affairs Council prior to consideration and final approval by the A.S. Board of Directors.

Lobby Corps Student-At-Large

PURPOSE OF LOBBY CORPS:

Under the direction of the A.S. External Relations Board, serve as the voice of SDSU students when lobbying local, state, and national legislators in regards to all issues pertaining to higher education, the California State University (CSU) system, and San Diego State University.

SPECIAL CHARACTERISTICS OF A STUDENT-AT-LARGE BOARD/COMMITTEE MEMBER:

- Interested in advocacy
- Creative
- Participation in discussions and events
- Responsible
- Works well as a member of a team
- Desire to grow professionally

REQUIREMENTS:

- Attendance at the weekly meetings (one hour a week)
- Participation in special events

Advocacy Committee Meetings

Meetings of your Advocacy Committee will be very different depending on your campus, your AS/ASI, and even the year. There are a variety of different paths that you can take:

Endorsements - A good way to stay relevant in the political process. Though CSSA provides endorsements, your individual AS/ASI can provide endorsements as well: *within reason*. It is important to note that AS/ASIs are 501(c)3s, and therefore *cannot be partisan*. Therefore, you should stick to endorsements that directly affect students, and do not endorse along party lines. If you have any questions, or feel unsure about the legality of an endorsement, seek a legal consultation. Being partisan can cause your AS/ASI to lose their 501(c)3 nonprofit corporation status.

Research - This has a very close relationship to an endorsement focus. If you choose to endorse bills regularly, you should make sure that you are doing adequate research. Research is also important if you choose to focus on political education and civic engagement.

Lobbying - Because lobbying meetings will likely take place outside of your weekly regular meetings, you can dedicate your lobbying meetings to training your committee members to become seasoned lobbyists. This may include trainings on public speaking or mock lobbying sessions.

Professional Development - This is closely tied to lobbying training. It may include guest speakers from all levels from government, briefings from policy experts, and trainings on political efficacy.

Civic Engagement - A key component of this is voter registration and getting out the vote, but it is important to remember that not all of your students are able to vote. There are a variety of reasons for this: age, citizenship status, residency, or parole status. Though voter registration is crucial and a CSSA priority, you can also engage all students in other ways: including public forums, awareness events, and attendance of local government meetings.

Voter Education - A subcomponent of civic engagement, voter education is a key part of getting out the vote. It's more likely that someone won't vote if they don't know who's running. And if they show up to the polls, but don't know most of the names on the ballot, they may be

discouraged from voting again. You can have your members research these issues - elections and propositions both - and provide *nonpartisan, unbiased voter education material*.

The following pages contain a sample Lobby Corps agenda and minutes from Sacramento State:

- I. Call meeting to order
- II. Approval of Agenda
- III. Introductions
- IV. New Business
 - a. AB 2210
 - b. AB 2214
- V. Updates on Committee Hearings
 - i. Higher Ed. Committee Tuesday, April 12 1:30 p.m.- State Capitol, -Room 126
 - ii. Assembly Elections and Redistricting Wednesday, April 13 9 a.m. – State Capitol Room 444
 - iii. Budget Subcommittee-2 On Ed. Finance Tuesday, April 19, 9 a.m. - State Capitol Room 444
- VI. Adjournment

- I. Call to Order at (4:31)
- II. Approval of Agenda motioned by Ryan Brown, 2nd by Mia Kaigianas
- III. Introductions (4:32)
- IV. New Business (4:33)
 - a. Ryan Brown moves to endorse AB2210 (4:34)
 - i. Sean and Ryan Brown explain the bill, and its impact on student success fees and that this bill would make it harder to pass student success fees on campuses.
 - ii. Ryan Brown motions to endorse A.B 2210
 - 1. 2nd by Nick Chaiphee
 - 2. Motion does not pass (no stance) (4:41)

- b. Ryan Brown moves to endorse A.B 2214 (4:42)
 - i. 2nd by Sean
- c. Nick Chaiphee calls A.B 2214 to question
 - i. 2nd by Ryan Brown
 - ii. Passes unanimously
- V. Updates and information on Committee hearings. (4:50)
- VI. Adjournment (4:51)

Organizing a Legislative Event

Step 1: Research organizations on campus and legislators that would be a great fit to attend your event. For example, for Aztec Government Outreach Day, SDSU invited a few other legislators, but ended having Marty Block and Shirley Weber attend, both of whom were former professors at SDSU and were familiar with our campus culture. They are also higher education experts in the Legislature. Here is some research we put together:

Note: Much of these research documents and planning documents have been significantly shortened for space.

Legislative Event Fall 2015

Asm. Shirley Weber: Worked at SDSU for 40 years

-Sits on Select Committee for Higher Education for San Diego County

Higher Education:

AB 340 - Biennial Report on Campus Climate.

- Requires CSU and CA Community Colleges to generate a campus climate report once every biennium of the legislative session starting in 2017
- The report would be submitted to the Governor, the Office of the Attorney General, and the appropriate policy committees of the California legislature.

AB 1000 - Student Success Fee.

- Prohibits a campus of the CSU, or the Chancellor of the CSU, from imposing a student success fee, unless certain requirements are met.

AB 1349 - California Student's First Act

- seeks to guarantee a seat to a student into the UC or CSU university system. If the student's university or college of choice is full they should still be able to attend another college or university within the UC or CSU system.

Senator Marty Block: Worked at SDSU for 26 years

Higher Education:

SB-15

- Postsecondary education: financial aid: Graduation Incentive Grant program.
- Increase total number of Competitive Cal Grant A and B awards granted annually to 30,000 and would increase the maximum tuition award amount for Cal Grant A and B for students at private nonprofit postsecondary educational institutions to \$9,084 for the 2015–16 award year and each award year thereafter.

AB 2402: CSU Admissions Processes:

- Requires the CSU to follow specified public notice criteria prior to adopting a change in the admissions criteria that affects students in the CSU campus local service area.

Other Important Info:

***Senator Block served as a dean, professor, and legal advisor at San Diego State University for 26 years. While at SDSU he also served as the Founding Chair and Director of the National Higher Education Law and Policy Institute. Block received outstanding faculty awards five times and was given the university's Distinguished Service Award upon his retirement.

Step 2: Once you have an idea of how many individuals will be attending, book your facilities for the event, and take care of any other logistical needs (such as catering, audio/visual tech, tickets, etc.) When choosing a venue for your event, think not only about size, but about purpose. We chose our Council Chambers in the Student Union for this event because our student union is new and Council Chambers is one of its nicest rooms - this helps to show how funding helps campuses.

Step 3: Create a contact list of individuals that you would like to attend the event. Always invite more individuals (or organization reps) than the facility can hold, as research shows that only 1/3 of the people invited to a political event will actually show up. From that list, create a master contact list (as seen below) and delete individuals who decline their invitation as necessary. Ensure that you have a point of contact with each organization and individual that is invited (contact info on this document has been deleted for privacy).

Legislators

Senator Marty Block - will attend both the event and the game with a guest
Assemblymember Shirley Weber - will attend the event with a guest but not the game

Professors

Dr. Carole Kennedy, Political Science department **Confirmed twice**
Dr. Paul Miniffee, Rhetoric and Writing Studies department **Confirmed twice**
Dr. Jonathan Graubart, Director of ISCOR **Confirmed twice**

Organizations

AS External Relations Board/Lobby Corps - **Tyler**
AS Greenlove **Confirmed - Tyler**
Pi Sigma Alpha - Political Science Honor Society **Confirmed- Sarah Bentley**

- Dalton Bradbury - (contact info)
- Brenna Culliton - (contact info)

Andrea O'Donnell Womyn's Outreach Association **Confirmed- Madison**

- Charmanay Porter - (contact info)
- Jenn Webber
- Sara
- Mikayla
- Izzy
- Laurel
- Queena

College Republicans **Confirmed - Tyler**

Arnold Air Society, John Burdette Binkley Squadron - **Sarah S**

**** Waiting on response for second email sent out**

Social Action Committee **Confirmed- Sarah Bentley**

- Rebecca Schade - (contact info)

Hispanic Business Society **Confirmed- Sarah S**

- Cynthia Medina - (contact info)
- Eduardo Frias
- Paola Soto

Mecha - **Confirmed but need to talk to President**

Education Without Borders - **Brandi**

SDSU Baja **Confirmed - Sarah S**

- Ana Morino - (contact info)
- Leonardo Baltaza - (contact info)

Step 4: Sent out invitations. For campus organizations, try to contact the president/chair and CC the vice president/vice chair if possible. This is the invitation that we used for organizations:

Hello (chair name),

My name is Sarah Bentley and I am the Legislative Research Associate for Associated Students. I would like to formally invite your organization, (organization name), to join us on November 13, 2015 for SDSU's first Aztec Government Outreach Day. On the day of the event, officials from the California legislative leadership, legislators who represent the San Diego area, and San Diego local government officials will all come to our very own Aztec Student Union to meet with our student leaders, administrators, and faculty and discuss the issues that affect us. This event will be a great opportunity to make contacts with legislators and show them how a fully funded CSU budget allows students to do great things.

From 4:00 to 5:30 p.m. in Templo Mayor, we will be holding a meet and greet with organizations and legislators, where (organization name), among other great SDSU organizations, will have the chance to personally meet legislators and explain all of the things that their organization does. We would love to have (organization name) involved in this unique opportunity.

For further information, feel free to contact me at this email (asgra@mail.sdsu.edu) or call me at (559) 410-2693.

We look forward to hopefully collaborating with you!

Best,

(signature)

For legislators, sending a formal and detailed invitation is important. Note that you should always try to contact their scheduler. If you don't know who the scheduler is, you can either call the office and ask for the scheduler's email or ask to speak to them directly. You'll see in the email template that we used below that the details aren't set in stone. This is because we were in the process of planning when we sent these emails. Since legislators have busy schedules, schedule at least 1 month in advance - however, 2 months is preferable.

Hello (Scheduler's name),

On behalf of San Diego State University's Associated Students External Relations Board and Lobby Corps, I would like to invite (Member's name) to Aztec Government Outreach Day on November 15th, 2015.

Aztec Government Outreach Day will be held in the Aztec Student Union, where (Member's name) will be introduced to San Diego State University and many of its outstanding student organizations.

Immediately following Aztec Government Outreach Day, we would like to invite (member's name) to join us for an Aztec basketball game being played on campus at Viejas Arena, starting at 7:00pm.

Please let me know if (Member's name) has room in (his/her) schedule for what is going to be great look into what the CSU system and San Diego State University offers their students.

Best,

(signature)

Step 4 - continue planning, and speak on the phone with any attendees who want more information. For example, legislators will need information on where they will be parking, how many minutes the event will be, if they can bring staffers, etc. One thing that I learned from planning this event was that you should never be the only point of contact. All of the invitations were sent with my email and phone number attached. In the days leading up to the event and on the day of the event, I was answering so many calls with questions that I ended up missing some. Try to provide at least two points of contact to help this process.

Step 5 - Inform the media of your event, and if it is open to the public, create a marketing plan. This should include your AS/ASI media (such as social media), any campus news organizations, and any local news organizations. For this event, we just used personal contacts, but in the future, I would advise writing a brief press advisory. Here's a link on how to write a press advisory:

You can also write a formal, more detailed press briefing, but just a press advisory should be fine. Make sure that one of your organizers is ready to talk to the media, and advise the legislators if you know that journalists will be present.

Step 6 - On the day of the event, make sure that you are there early, you have a point of contact with any other parties vital to your event (such as the facilities crew of your venue). Have your phone set to let all calls through and make sure you are available to answer any questions. During the event, roll with the punches and remember you're doing a great thing. And enjoy it! Here was our schedule for the event:

4:00 pm - room open for use, go there to set up welcome packets, make sure that everything is in place. Set up placards. Greet any early arrivals.

4:45 pm - Guests arrive. One person to go greet each legislator (respectively) and transport them across campus if necessary. Any remaining organizers, stay in the Union and make sure that the guests can find the room, get their welcome packets, and be seated comfortably.

5:00 pm - Event begins with a welcome and introduction from Tyler Aguilar, VP of External Relations

5:05 pm - Introductions from all other attendees (roundtable)

5:10 pm - Shirley Weber speech

5:15 pm - Shirley Weber Q&A

5:30 pm - Marty Block speech

5:35 pm - Marty Block Q&A

5:50 pm - Informal mixer with all attendees, answer any media questions and get pictures at this time

6:15 pm - Dinner in Visionary Suite with Marty Block and a smaller group of students, catered by SDSU Catering

6:45 pm - Transport Marty Block, game attendees to Viejas Arena

7:00 pm - SDSU basketball game

Step 7 - After the event, send a follow up to all attendees. This is crucial to maintain these relationships, especially with your legislators. If possible, send a gift to the legislators, such as a framed picture from the event. Here is the email we sent to legislators:

Hello (Name of scheduler),

On behalf of Associated Students at San Diego State University, I would like to thank (Senator Block/Assemblymember Weber) for joining us last Friday for Aztec Government Outreach Day. We were excited to host (Senator Block/Assemblymember Weber), and we hope to host (him/her) again in the future. (Senator Block/Assemblymember Weber)'s dedication to (his/her) district and San Diego State University is inspiring, and I know that the students were so appreciative of (his/her) attendance.

I wanted to take this opportunity to follow up with (the Assemblymember/the Senator) about the organizations and individuals present and provide background and contact information.

College Republicans

San Diego State College Republicans promotes and facilitates Republican activism in the name of promoting conservative values at San Diego State University as well as within San Diego County. College Republicans also actively participates in organizing with other like-minded organizations, as well as acts as a significant political resource to brand oneself by networking in local, statewide, and national politics.

Contact: Jordan Dennison, President sdsucr@gmail.com

Associated Students, External Relations Board/Lobby Corps

This board advocates for student interests at local, state and national levels by coordinating the research of issues affecting students at San Diego State University and developing appropriate action plans or policy positions, and educates and informs SDSU students about policies that affect their educational experience.

Contact: Tyler Aguilar, Chair tyler.aguilar@mail.sdsu.edu

And this is the email we sent to organizations:

Hello _____,

On behalf of Associated Students at San Diego State University, I would like to thank your organization for joining us last Friday for Aztec Government Outreach Day. We were excited to host _____, and we hope to host you again in the future. Your organization's dedication to the embetterment of San Diego State University is inspiring, and I know that Assemblymember Weber and Senator Block were so appreciative of your attendance.

I wanted to take this opportunity to follow up with you about the organizations and individuals present and provide background and contact information for both these organizations and the legislators present.

Senator Marty Block

Capitol Office

State Capitol, Room 4072

Sacramento, CA 95814

Phone: (916) 651-4039

San Diego District Office

701 B Street, Suite 1840

San Diego, CA 92101

Phone: (619) 645-3133

Assemblymember Shirley Weber

Capitol Office:

State Capitol

P.O. Box 942849

Sacramento, CA 94249-0079

Tel: (916) 319-2079

District Office:

1350 Front Street

Suite 6046

San Diego, CA 92101

Tel: (619) 531-7913

College Republicans

San Diego State College Republicans promotes and facilitates Republican activism in the name of promoting conservative values at San Diego State University as well as within San Diego County. College Republicans also actively participates in organizing with other like-minded organizations, as well as acts as a significant political resource to brand oneself by networking in local, statewide, and national politics.

Contact: Jordan Dennison, President sdsucr@gmail.com

Associated Students, External Relations Board/Lobby Corps

This board advocates for student interests at local, state and national levels by coordinating the research of issues affecting students at San Diego State University and developing appropriate action plans or policy positions, and educates and informs SDSU students about policies that affect their educational experience.

Contact: Tyler Aguilar, Chair tyler.aguilar@mail.sdsu.edu

And there you have it! Legislative events are a great way to maintain relationships with legislators and campus organizations. These legislative relationships are especially important when it comes to advocacy. Events like this showcase the diversity and importance of your campus, and why issues like the CSU budget and financial aid are so important.

CHESS

Selecting and Preparing your CHESS Team

Choosing your Delegation

Due to the cost of travel to Sacramento, especially for Southern California campuses, you may only be able to bring a limited amount of participants to CHESS. Due to this constraint, many campuses choose to implement an interview process to choose which students will be able to attend. While your interview process and metrics are up to you, the following ideas are helpful to remember:

1. While bringing the same student several years in a row may not be realistic, bringing some students back may be helpful when training new participants.
2. During the interview process, think about the next step - creating your smaller breakout groups to go on individual lobby visits. It's helpful to have a variety of experience and diversity of stories.
3. Decide whether you want to focus on bringing only AS/ASI members or focus on bringing more students at large from your campus.

Planning your Lobby Visits

A more detailed explanation of scheduling lobby visits can be found on Page 10.

When you are planning your lobby visits, focus on all of the districts in your greater area. For example, San Diego State may schedule appointments with legislators from all over San Diego County, and CSU East Bay may schedule appointments with legislators from all over the Bay Area.

Make sure that when you are choosing your delegation and scheduling your visits, you are keeping track of the numbers and being realistic with your planning. Make sure that you have enough people to cover all of your meetings, but also make sure that there are enough meetings for groups to go to (and choose group sizes accordingly).

The following is sample information originally provided to the 2016 CHESS delegation from San Diego State University.

Before the visit...

Compile research on the legislation that you will be lobbying for (aside from the budget, where information will be provided by CSSA).

Example - This example includes the name and sponsor of the bill, a quick description, the status of CSSA's position on the bill, full text of the bill or an article describing it, key information about supporters and opponents, and information about any San Diego legislators who sit on the committees considering them.

All bills are listed in the full CSSA agenda, page 63

AB 1582 (Allen) - Textbook Royalties - CSSA considering

<https://ad72.asmc.org/press-release/14763>

Opposed by California Teachers' Association (CTA)

AB 1594 (McCarty) - Smoking Ban - CSSA no position

Referred to Committee on Higher Education

- SD members: Rocky Chavez and Shirley Weber

http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB1594

1. Ricardo Lara

*****AB 1653 (Weber) - Campus Climate - CSSA considering**

http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB1653

Referred to Committee on Higher Education

- SD members: Rocky Chavez and Shirley Weber

Compile research on the legislators that you will be speaking to - if they're alumni of your campus or of the CSU, how they've voted on higher education in the past, etc.

Example -

Asm. Shirley Weber (D)

- Former SDSU professor, received Distinguished Faculty Award six times, helped to establish the Africana Studies department - she is still a big name at SDSU
- *Asm. District 79: Chula Vista, Lemon Grove, San Diego*
- Attended Aztec Government Outreach Day in the fall - mentioned there that she received her BA, MA, and Ph.D. all from UCLA, all before the age of 26 at a low price

- Also a major higher education advocate, her and Block are the most experienced in higher education in the Legislature
- Committee memberships:
 - Budget
 - Appropriations
 - Education
 - Higher Education
 - Subcommittee #6 on Budget Process Oversight and Program Evaluation
 - Joint Legislative Budget
 - Select Committee on Campus Climate - Chair
 - Select Committee on Higher Education in San Diego County - Chair
 - Select Committee on Biotechnology
 - Select Committee on California-Mexico Binational Affairs
 - Select Committee on Regional Approaches to Addressing the State's Water Crisis
- Authoring two CSSA bills this year

Asm. Marie Waldron (R)

- *Asm. District 33: Escondido, Fallbrook, San Marcos, Temecula (North County)*
- Serves as Republican Floor Leader
- Came up through local government - she served on the Escondido City Council for 14 years prior to election
- She has done graduate work at SDSU and UCSD
- Committee membership:
 - Public Employees, Retirement, and Social Security (vice chair)
 - Governmental Organization, Health, Local Government, Rules
- Legislation:
 - Much of her sponsored and cosponsored relation has to do with healthcare and privacy protection
 - Is adamantly against illegal immigration and any benefits to illegal immigrants
 - Doesn't have any major votes regarding higher ed

Sen. Ricardo Lara (D)

- SDSU alumni and former AS Exec
- *Senate District 33: Long Beach, Bell, Huntington Gardens area*
- Committee membership
 - He chairs the Appropriations Committee
 - He serves as a member of the Energy, Utilities and Communications, Governance and Finance, Governmental Organization, and Banking and Financial Institutions committees
- Member and Chair of the Latino Caucus, passionate about the rights of immigrants, bilingual education, and the environment (served as a California delegate to the Paris COP21 environmental summit)

- First openly gay person of color elected to the California Senate
- Has previously sponsored, cosponsored, and supported DREAM legislation
- Supports current legislation to raise the smoking age, to increase voting, and to divest from unclean energy

During the visit...

Introducing yourself

- Whether you are meeting with a legislator or staff member, the impact is truly the same. While the legislators are actually the ones who vote, staffers are the ones who do their research and tell them how to vote.

Making it personal

- While everyone on the CHESSTeam is attending for the same cause, we all have different stories to tell. Legislators truly do like meeting students. Give them a sense of who you are as a person, and tell them why a CSU education at SDSU is so important to you. For example...
 - Do you receive financial aid?
 - What campus programs are you involved in?
 - Are you originally from California, or San Diego?
 - Are you a first-generation college student?
 - What struggles have you overcome?
- These stories are what legislators remember - they make policy *personal*.

Making your case

- Be prepared - read the legislation beforehand. Know the budget, and make sure to do your due diligence and research the issues you're advocating before lobbying. Be prepared to answer questions.
 - If you're asked a question and don't know the answer or aren't sure - don't be afraid to say that or pass it off to another member of your team who does. No one knows all the answers.
- Consider the voting record of who you're lobbying. Be strategic, and target representatives who are more likely to side with your cause.
- Especially if you're making a case to someone who may or may not agree with you, be sure you're respectful and stick to the facts.

Cross-Campus Collaboration

To foster great relationships between campuses and work as a unified front towards the collective goals of the CSU, you can collaborate with other CSU campuses in your advocacy efforts.

1. Joint Lobbying Visits
 - a. Campuses in urban areas often share representatives. Therefore, you can work together by joining efforts on lobbying visits. Because the policies that we lobby for affect the CSU system as a whole, voices from students from two separate campuses gives you a better diversity of narratives.
 - b. To plan these, stay in contact with the External VPs/CGOs/DLAs at the campuses closest to you (ex: San Diego and San Marcos, East Bay and San Francisco, Los Angeles, Northridge, and Long Beach).
2. Joint Legislative Events
 - a. The same is true for legislative events. Joining efforts means an increased amount of students to advocate for, stories to showcase, successes to mention, and legislators to contact.
 - b. For example, if two campuses choose to collaborate on an event, they could switch off which campus they hold the event at each year.
3. Advocacy Committee assistance
 - a. One major goal of the 2016-2017 CSSA Governmental Affairs administration is to ensure that every campus that wants to establish an Advocacy Committee has the infrastructure and support to do so.
 - b. If your campus has an Advocacy Committee, and a campus near you doesn't, we encourage you to help them out and share resources and assistance to help them in the process.

- c. Remember, you are both advocating not only for the CSU as a whole, but also for your students in your geographical regions, who have different needs in different areas of California.

4. CHESS

- a. Another way that you can collaborate is through your CHESS visits.
- b. You could share meetings with another campus by mixing up your delegation with two campuses.
- c. It is beneficial to our collaborative efforts when campuses communicate at CHESS. If you talk with another campus who is visiting the same legislator as yours is, you can discuss talking points and strategies.

Engaging with Local Government

Officials to consider reaching out to:

Your county Board of Supervisors, City Council, Mayor, and any local Community Councils that you may have.

Issue Areas:

Although city government does not have authority over CSU policies, they are heavily involved in your quality of life. This is especially true for those who live near campus (but not in student housing) or commute to campus, although it also applies to students in the dorms. For example, many college neighborhoods have issues such as overcrowding, noise, housing regulations, and renter's rights. Keeping a dialogue open with your city government and any community councils shows good will on behalf of your campus, and helps to ensure that students' voices are being heard in these debates. These issue areas are general, but there are likely some campus-specific issues that will also be important to address.

Engaging with Local Officials

There are a few ways to do this...

1. Invite a local official (or multiple) to your campus for an event. Some ideas include a campus event about civic engagement, a voter registration drive, or having them give a speech.
2. Attend local government meetings. Legally, the schedule for all public meetings has to be available to the public. You can likely find this information online, but if not, you can also call your City Hall or a county government facility. If you plan in advance, you can

inform the council or board that your group will be attending, and they may recognize and honor you during the meeting. You can also look into any important policies that may be up for a vote and choose to have members of your board make public comment about this issue.

3. Set up private meetings with local government officials to talk about issues that affect your campus.
4. Give your local officials awards to recognize their work in your community.

General Notes

It is always good to create and maintain an open dialogue with your city. Your officer for External Relations/Affairs is the perfect person to be a point of contact when your city is deciding on policies that will affect your students. In addition, it's great to show them the good things that your campus does and build their appreciation for your CSU being in their community.

Legislator Information - California State University, Los Angeles

Your Congressional Representative

Xavier Becerra (D-34)

Washington, D.C. Office

1226 Longworth HOB
Washington D.C. 20515
Phone: 202-225-6235

District Office

350 South Bixel Street, Suite 120
Los Angeles, CA 90017
Phone: 213-481-1425

Committee Membership:

Ways and Means Committee, Subcommittee on Social Security (Ranking Member)

November Election:

Becerra is seeking re-election in November. In the June 2016 primary election, he received 77.6% of the vote. In November, he will face Adrienne Nicole Edwards (D), who received 21.2% of the primary vote.

Website:

<https://becerra.house.gov/>

Your State Assembly Representative

Jimmy Gomez (D-51)

Capitol Office

State Capitol
P.O. Box 942849
Sacramento, CA 94249-0051
Phone: (916) 319-2051

District Office

1910 West Sunset Boulevard
Suite 810
Los Angeles, CA 90026-3350
Phone: (213) 483-5151

Committee Membership:

Health, Transportation, Water, Parks, and Wildlife, Business and Professions, Rules Committee, Natural Resources

November Election:

Gomez is seeking re-election in November. In the June 2016 primary, he received 100% of the vote. In the November election, he will face Mike Everling (Lib), who was not a candidate in June.

Website:

<http://asmdc.org/members/a51/>

Your State Senate Representative

Kevin De Leon (D-24) - Speaker Pro Tempore

Capitol Office

State Capitol
Room 205
Sacramento, CA 95814
Phone: (916) 651-4024

District Office

1808 W. Sunset Blvd.
Los Angeles, CA 90026
Phone: (213) 483-9300

Committee Membership:

Chair of the Rules Committee

November Election:

De Leon is in the middle of his term, and his seat is not currently up for election.

Website:

<http://sd24.senate.ca.gov/>

Your Alumni in the Legislature

Congresswoman Lucille Roybal-Allard (D-40)

Congresswoman Maxine Waters (D-43)