



California  
Charter Schools  
Association



# Legislative Advocacy Toolkit



California Charter Schools Association  
[www.calcharters.org/advocacy/statewide/](http://www.calcharters.org/advocacy/statewide/)

## California Charter Schools Association & Families That Can

# Legislative Advocacy Toolkit

When charter public school leaders and parents make the decision to support charter schools, they do so because they want an effective alternative to the traditional public school system.

Charter public schools, which are created and operated by local educators, parents, organizations, and community groups to fill an educational need not otherwise met by traditional schools, can direct their resources where their students need them most. Charter schools have more flexibility than traditional public schools in exchange for additional accountability.

The California Charter School Association (CCSA) and Families that Can are working to make sure the interests of charter public schools and students are protected, and that our movement is supported for expansion.

But we need you. Charter public school parents, like yourself, are the power behind charter schools and are part of a grassroots initiative working to influence positive change for charter schools in California and the students they serve. As part of the charter school movement, we need to make our policy-makers care about and support our issues.

This toolkit will help you build effective lines of communication and strong relationships with policy-makers at the state and federal levels. You will find useful resources and tools to empower you as a grassroots advocate, as well as information on how to contact policy-makers and become more involved in activities that impact California public policy. You are joined in this mission by not only by Families That Can, but by the California Charter Schools Association, which represents charter schools across California. We are here to help you.

Today is the day to get involved and truly become part of the charter public school movement!



*Portions of this CCSA Advocacy Toolkit were adopted from the "Take it Home Toolbox," published by the Illinois Network of Charter Schools*

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## 1. TAKE ACTION: The Role of the Association

The California Charter Schools Association (CCSA) is working hard to improve the regulatory and statutory environment in which California's charter public schools operate. CCSA's statewide and local advocacy presence, combined with your action, benefits the charter school movement. We track bills of interest to charter schools in both the State Senate and the State Assembly, as well as the state budget.

Families That Can represents charter school parents across California and works hand in hand with CCSA, serving as a bridge between you, your school and your elected leaders. Families That Can keeps you updated on issues that affect charter schools and highlights opportunities for you to be involved.

Make sure you sign up for Families That Can's updates and Action Alerts at [www.familiesthatcan.org/join.html](http://www.familiesthatcan.org/join.html). Also get the latest updates by following Families That Can on Twitter: [www.twitter.com/familiesthatcan](https://www.twitter.com/familiesthatcan), @familiesthatcan and on Facebook: [www.facebook.com/familiesthatcan](http://www.facebook.com/familiesthatcan).

**Action Alerts** are CCSA calls to action for members and charter public school supporters. Each Action Alert is written to tackle a specific issue affecting charter schools. Action Alerts make it easy for you to contact Senators and Assemblymembers, educating them as to why they should support or oppose legislation. Action Alerts make your voice heard regarding current legislation and regulations that will affect charter school policy.

**Advocacy Day** is your opportunity to carry the charter public school message to the legislators who make decisions that affect facilities, accountability, renewal, operations, and funding of charter schools. Every spring, charter school parents, supporters, students, and advocates gather at the State Capitol in Sacramento for a day of meetings, tours, and networking. The impact of a united group of supporters visiting the Capitol is not lost on legislators. Advocacy Day is the perfect way to establish relationships with your local legislators, or to renew existing relationships. You will meet with policy-makers, education staff, hear from CCSA's Government Affairs team, and network with other charter school supporters.

If you are interested in getting involved, Advocacy Day is a great starting point. CCSA staff organizes the schedule and puts together the materials; you just show up and share your story! Visit [www.calcharters.org/advocacy/statewide/advocacyday/](http://www.calcharters.org/advocacy/statewide/advocacyday/)

## 2. Grassroots Advocacy 101

Grassroots advocacy is an approach to shaping public policy from the bottom up. Instead of only relying on a team of highly-skilled, professional, registered lobbyists and consultants to influence the legislature, grassroots advocacy relies on everyday citizens, and voters, to directly contact and influence their local policy makers.

We firmly believe that without grassroots support, the charter public school movement will not be successful.

**“All politics is local.” –Former Speaker of the U.S. House of Representatives, Tip O’Neil**

As charter public school supporters, we must demonstrate to policy makers that charter public schools have deep support in the communities they represent. **You** are a grassroots advocate for charter public schools and you can help advance policy change by encouraging others you know to take action as well, including:

- Your family and friends
- Your neighbors
- Organizations you are involved with; specifically school parent groups.
- Your children’s teachers, coaches, or classmate’s parents
- Other people in your social circle, such as colleagues and those from business and organizations in your community, or your place of worship

### **Who are your elected officials?**

Elected officials, policy-makers and decision-makers are people elected to represent you that may be in a position to influence charter public school related policies or legislation. Please visit our Advocacy page on our website at [www.calcharters.org/advocacy/statewide](http://www.calcharters.org/advocacy/statewide) (“Find legislative contact information”) to find out who your state representatives are.

Please contact Tanya Hoffman, manager, government affairs, at (916) 448-0995 x300 or [thoffman@calcharters.org](mailto:thoffman@calcharters.org) for assistance.

Examples of elected and appointed officials who represent you:

- Governor
- Mayor
- State Senators
- State Assemblymembers
- City Council Members
- State Board of Education
- School district Board of Education
- County Board of Education

## 3. Get involved throughout the year: A Calendar of Events

Although it is vital to stay up to date with Families That Can updates and respond to all calls to action, it is equally important to strengthen the movement through consistent involvement throughout the year.

Keeping policy-makers engaged throughout the year keeps them informed of the importance of the charter public school movement, as well as successes and challenges. Frequent and consistent contact with your legislator builds an important relationship and sends a clear message that you support your school, the charter school movement and education reform.

Here are some suggestions to help you and your school and supporters stay involved throughout the year.

**Year Round** – Add your legislator to your school mailing list for newsletters and eNewsletters; follow your legislators on social media; send any announcements, press releases or major accomplishments to their local district offices.

Please also add [communications@calcharters.org](mailto:communications@calcharters.org) to your distribution list so we can amplify your successes and share them with a larger audience.

**September** – Invite your legislator to the ribbon cutting ceremony for new schools, or for “Back-to-School” celebrations for existing schools.

**October** – Invite your legislator to speak at your school.

**November** – Invite your legislator to make a presentation to civics classes or student government meetings.

**December** – Invite your legislator to your school’s canned food drive.

**January** – Invite your legislator to the school’s winter activity.

**February** – Invite your legislator to speak to your school’s parent association. Invite your legislator to serve as “Principal for a Day.”

**March** – Invite your legislator to the school’s “Open House.”

**April** – Invite your legislator to read to students during National Reading Week.

**May** – Invite your legislator to a celebration at your school for National Charter Schools Week. – Attend CCSA’s ADVOCACY DAY.

[www.calcharters.org/advocacy/statewide/advocacyday/](http://www.calcharters.org/advocacy/statewide/advocacyday/)

**June** – Invite your legislator to speak at your school’s end-of-the-year ceremonies/celebrations/graduations.

**July** – Visit your legislator in their district office.

**August** – Organize a group of students for a summer field trip to the State Capitol.

## 4. How to Have an Effective Legislative Meeting

### Preparing for the meeting

- In planning to meet with your legislator, contact Families That Can at (213)244-1446 ext. 255. The FTC team will help throughout all steps of the process and assist with scheduling the meeting if necessary.
- Know current issues facing charter public schools and the issues specific to your school. CCSA will help you research legislation and provide talking points for your meeting.
- Know your audience. Do some research about your elected official. For instance, did he or she receive any recent awards? What issues does their district face?
- Have a specific objective in mind and focus on one issue. What do you want your representative to do? If a group is attending the meeting, be clear on who will lead the conversation. Families That Can and CCSA will help you draft an agenda for the meeting.

### Do's and Don'ts of Legislative Meetings

**DO** start by introducing yourself and thanking the person for his or her time. Then, explain why you are there and what it is you want the member to do (e.g. sponsor a bill, send a letter, vote for more funding). Be clear, concise and explicit.

**DO** keep to the agenda. In order to make sure that all of your key points are made during the limited time you have, it is extremely important that all meeting participants stay "on message."

**DO** make your points as personal as possible so that the member or staff understands the impact of a particular position on your program and the people you serve. But be sure to balance the personal elements with the facts. If you bring students along for your meeting, be sure to bring student artwork that you can leave as a reminder of the meeting.

**DO** be respectful of the person's time, as members and staff always have very tight calendars during the legislative session.

**DO** try to bring written information to your meeting to leave with the member or staff person.

**DO** ask the member to make a commitment. If there is no commitment, let the member or staff know that you will follow up in the near future to find out the member's position; be sure to follow through.

**DO** respond honestly if you don't know the answer to a question and commit to getting that answer to him or her within the next few days.

**DO** follow-up by phone or in a letter as the issue or legislation continues to make its way through the process. Always end the meeting with a thank you - if not for their support, for taking the time to meet with you and hear your views.

**DO** report back to Families That Can any substance from the meeting, especially any commitment made to you, any questions you could not answer and any concerns expressed by the member or staff that might help CCSA hone its lobbying effort.

**DON'T** be disappointed if you meet with staff instead of the member. You are more likely to get more attention and focus from a staff member who is assigned to and is knowledgeable about your subject area.

**DON'T** have too many items on the agenda. Two or three items is a reasonable number of issues for the member or staff to digest in one meeting

**DON'T** be intimidated by the member or staff. You are the expert on this subject; the member and staff are there to be educated by you so that the member can make an informed decision about his or her position.

**DON'T** assume that just because a member has supported you in the past that he or she will do so this time. Unless he or she commits to supporting you at the beginning of the meeting, always deliver your message as you would with any member or staff.

**DON'T** be hostile or confrontational with the member or staff. Although the member may oppose you on one issue, he or she may be supportive on others. In addition, any unpleasant encounters may hinder the efforts of your Sacramento lobbying team.

**DON'T** let a member or staff bait you into an adversarial discussion. Listen to his or her comments or ask questions to determine the basis of the opposition. Respond to these concerns respectfully, using supporting facts and data, if possible. Ask if there is specific information or amendments that would lead the member to change his or her position.

**DON'T** stay in a hostile meeting any longer than necessary. Remain professional, answer any questions he or she may have, but try to end the meeting as quickly as possible.

**DON'T** end your efforts with the member once the meeting is concluded. Follow up with him or her in the district.

**DO** offer to meet again for a more in-depth discussion during legislative breaks and invite him or her to tour your program. And be sure to follow through because nurturing a respectful, honest relationship with the member is a longer-term strategy that can pay dividends in the future.

## 5. How a Bill Becomes a California Law

The Legislative process, while complex, can be simplified to a series of votes and actions. CCSA and Families That Can will keep you involved at each step of the process.

1. Introduction—A Legislator introduces a bill.
2. First reading in house of origin (Assembly or Senate).
3. Rules committee assigns the bill to committee. The bill may not be heard by committee until 31 days after introduction.
4. Committee hearings: policy and, if fiscal, appropriations. Testimony is heard by the bill author, citizens, experts and lobbyists. The committee can hold the bill, pass the bill, pass the bill with amendments, or defeat the bill.
5. Second reading in house of origin.
6. Third reading and vote by the full house. If the bill is passed, it moves to the opposite house and steps 3-6 are repeated in the other legislative house.
7. If the bill passes the other legislative house without amendments, the bill goes to the Governor's desk. The law can be signed into law, become law without a signature, or be vetoed. If the bill passes the opposite house with amendments, the bill returns to the house of origin for a concurrence vote. If there is not concurrence on the floor of the house of origin, a conference committee comprised of three Senators and three Assemblymembers meets to work out the differences. If not, the measure is defeated.
8. If a bill is vetoed, the Legislature has 60 days to override the veto with a two thirds vote in each house.



## 6. How a Budget Bill is Enacted in California

The California State Budget process includes the development of the Governor's Budget and the Legislature's enactment of the plan. The budget is impacted and influenced by many factors and is ultimately a plan for revenues and spending for the state.

The State Constitution requires the Governor submit a budget annually to the Legislature by January 10. Subsequently, the Constitution requires a Budget Bill be introduced to both houses of the Legislature (Senate and Assembly), and the Budget Bill is supposed to be passed by June 15.

Before the Budget is passed, the Legislative Analyst's Office (LAO), which is California's nonpartisan legislative and policy advisor, prepares an analysis of the Budget Proposal. Budget Subcommittee Hearings take place, and in May, the Governor's May Revision is released. The May Revision is the administration's changes to its January Budget Proposal based on changes in the state's revenues and expenditures.

The Budget Subcommittees report their findings and recommendations to the full Budget Committee in each house. "Upon adoption of the budget by the full committee, a recommendation is made to the Floor of each house. Upon two-thirds vote of one house, the Budget Bill is passed to the other house. A Budget Conference Committee is then appointed to work out differences between the Senate and Assembly versions of the bill. Upon completion of action by the Conference Committee and a two-thirds vote, this conference version is then sent to each house for its approval" (DOF).

"Sometimes the Conference Committee does not reach final resolution on the budget. This stalemate typically results from non-resolution of a few major issues. These issues are then resolved by the "Leadership" or "Big 5" (Governor, Speaker of the Assembly, President Pro Tempore of the Senate, and the minority leaders of both houses)" (DOF).

"When the Budget Bill receives a two-thirds vote of each house, it is passed on to the Governor" and he signs or vetoes the final bill (DOF). The Constitution allows the Governor to reduce or eliminate certain appropriations in the Budget.

Public education in California is funded at the state level by Proposition 98. It provides a minimum funding guarantee for school districts, and other state agencies that provide direct elementary and secondary instructional programs for kindergarten through grade 14. Proposition 98 funding constitutes over 70 percent of total K-12 funding and about two thirds of community college funding. Currently, Proposition 98 spending is over 40 percent of General Fund revenues. Please watch this informative webcast on the LAO's website: [http://www.lao.ca.gov/2009/edu/prop98\\_primer/prop98\\_primer.aspx](http://www.lao.ca.gov/2009/edu/prop98_primer/prop98_primer.aspx).

The Department of Finance (DOF) web site ([www.dof.ca.gov](http://www.dof.ca.gov)) includes the Governor's budget Summary and the Governor's Budget Highlights. This Budget Summary is adapted from the DOF website: <http://www.dof.ca.gov/fisa/bag/process.htm>.

## 7. Glossary of Legislative Terms

This glossary is intended to aid you with the language sometimes used in the Capitol Updates as well as to provide you with a better understanding of legislative terminology.

### **Act**

A bill passed by the Legislature and enacted into law.

### **Adjournment**

Termination of a meeting, occurring at the close of each legislative day upon the completion of business, with the hour and day of the next meeting being set prior to adjournment.

### **Adoption**

Approval or acceptance; usually applied to amendments, resolutions, or motions.

### **Amendment**

Proposal to change the text of a bill after it has been introduced. Amendments must be submitted to the Legislative Counsel for drafting or approval.

### **Appropriation**

The amount of money made available for expenditure by a specific entity for a specific purpose, from the General Fund or other designated state fund or account.

### **Assembly**

The house of the California Legislature consisting of 80 members, elected from districts determined on the basis of population. Two Assembly districts are situated within each Senate district. There are 80 Assemblymembers.

### **Author**

Member of the Legislature who introduces a legislative measure.

### **Bill**

A proposed law, introduced during a session for consideration by the Legislature, and identified numerically in order of presentation; also, a reference that may include joint and concurrent resolutions and constitutional amendments. (measure, resolution)

### **Bill Analysis**

A document prepared by Committee and/or floor analysis staff prior to hearing the bill in that Committee or on the floor of the Assembly or Senate. It explains how a bill would

change current law and sometimes identifies major interest groups in support or opposition.

**Budget**

Proposed expenditure of state moneys for the next fiscal year, presented by the Governor in January of each year for consideration by the Legislature; compiled by the Department of Finance, in conjunction with state agency and department heads.

**Budget Act**

The Budget Bill after it has been enacted into law.

**Budget Bill**

The bill setting forth the spending proposal for the next fiscal year, containing the budget submitted to the Legislature by the Governor.

**Budget Year**

The fiscal year addressed by a proposed budget, beginning July 1 and ending June 30.

**Caucus**

(1) A closed meeting of legislators of one's own party.

(2) Any group of legislators who coalesce formally because of their common interest in specific issues.

**Chair**

The current presiding officer, usually in the context of a Committee hearing.

**Chapter**

When a bill has been passed by the Legislature and enacted into law, the Secretary of State assigns the bill a "chapter number" such as "Chapter 123, Statutes of 1992," which is subsequently used to refer to the measure in place of the bill number.

**Coauthor** A member of either house whose name is added to a bill as a coauthor by amending the bill, usually indicating support for the proposal.

**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.

### **Constituent**

A person who resides within the district represented by a legislator.

### **Daily File**

Publication produced by each house for each day the house is in session. The publication provides information about bills to be considered at upcoming Committee hearings and bills that are eligible for consideration during the next scheduled floor session. Pursuant to Joint Rule 62(a), any bill to be heard in Committee must be noticed in the Daily File for four days, including weekend days. The Daily File also contains useful information about Committee assignments and the legislative calendar.

### **Digest**

Prepared by the Legislative Counsel, it summarizes the effect of a proposed bill on current law. It appears on the first page of the printed bill.

### **District**

The area of the state represented by a legislator. Each district is determined by population and is designated by a number. There are 40 Senate districts and 80 Assembly districts.

### **Double Refer**

Legislation recommended for referral to two policy Committees for hearing rather than one. Both Committees must approve the measure to keep it moving in the process. Typically used for sensitive subject areas that transcend the jurisdiction of one policy Committee. Bill referrals are made by the Assembly and Senate Committees on Rules for their respective houses.

### **Enrollment**

Whenever a bill passes both houses of the Legislature, it is ordered enrolled. In enrollment, the bill is again proofread for accuracy and then delivered to the Governor. The "enrolled bill" contains the complete text of the bill with the dates of passage certified by the Secretary of the Senate and the Chief Clerk of the Assembly. A resolution, when enrolled, is filed directly with the Secretary of State.

### **Extraordinary Session**

A special legislative session called by the Governor by proclamation to address only those issues specified in the proclamation; also referred to as a special session. Measures introduced in these sessions are numbered chronologically with a lower case "x" after the number (for example, AB 28x).

### **File Number**

The number assigned to a measure in the Assembly or Senate Daily File. The file number changes each day as bills move on or off the Daily File. File numbers are assigned to measures on second and third reading; in conference; unfinished business (a bill amended in the other house and awaiting concurrence in amended form); and Governor's appointments. Legislation is taken up on the Assembly or Senate floor in chronological order according to file number. Items considered on the floor are ordinarily referred to by file number.

### **First Reading**

Each bill introduced must be read three times before final passage. The first reading of a bill occurs when it is introduced (subsequent readings: Second Reading, Third Reading).

### **Fiscal Bill**

Generally, a measure that contains an appropriation of funds or requires a state agency to incur additional expense. The Legislative Counsel's designation of whether a bill is a fiscal bill appears at the end of the Digest found in the printed bill. Fiscal bills must be heard by the Assembly and Senate Appropriations Committees in addition to the policy Committees in each house.

### **Fiscal Committee**

The Appropriations Committee in the Assembly and the Appropriations Committee in the Senate, to which each fiscal bill is referred upon approval by policy Committee. If the fiscal Committee approves a bill, it then moves to the floor.

### **Fiscal Deadline**

The date on the legislative calendar by which all bills with fiscal effect must have been taken up in a policy Committee and referred to a fiscal Committee. Any fiscal bill missing the deadline is considered "dead" unless it receives a rule waiver allowing further consideration.

### **Fiscal Year**

The 12-month period on which the state budget is planned, beginning July 1 and ending June 30 of the following year. The federal fiscal year begins October 1 and ends September 30 of the following year.

### **Floor**

(1) The Assembly or Senate Chamber.

(2) The term used to describe the location of a bill or the type of session, connoting action to be taken by the house. Matters may be said to be "on the floor."

### **Floor Manager**

The legislator responsible for taking up a measure on the floor. This is always the bill's author in the house of origin, and a Member of the other house designated by the author when the bill is considered by the other house. The name of the floor manager in the other house appears in parentheses after the author's name in the second or third reading section of the Daily File.

### **Governor's Budget**

The spending plan submitted by the Governor in January for the next fiscal year (see Budget).

### **Held in Committee**

Status of a bill that fails to receive sufficient affirmative votes to pass out of Committee.

### **Inactive File**

The portion of the Daily File containing legislation that is ready for floor consideration, but, for a variety of reasons, is dead or dormant. An author may move a bill to the inactive file, and move it off the inactive file at a later date. During the final weeks of the legislative session, measures may be moved there by the leadership as a method of encouraging authors to take up their bills promptly.

### **Interim**

The period of time between the end of a legislative year and the beginning of the next legislative year. The legislative year ends on August 31 in even-numbered years and in mid-September in odd-numbered years.

### **Joint Committee**

A Committee composed of equal numbers of Assembly Members and Senators.

### **Legislative Counsel**

The Legislative Counsel (who is appointed jointly by both houses) and his or her legal staff are responsible for, among other things, drafting all bills and amendments, preparing the Digest for each bill, providing legal opinions, and representing the Legislature in legal proceedings.

### **Majority Floor Leader**

Assembly Member who is an issues and political strategist for the Assembly's majority party, second in command to the Assembly Speaker. Elected by the members of the Assembly's majority party.

### **Majority Leader**

Senator who is an issues and political strategist for the Senate's majority party, second in command to the Senate President pro Tempore. Elected by the members of the Senate's majority party.

### **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.

### **Majority Whip**

One of the members of the majority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the floor.

### **May Revision**

Occurring in early May, the updated estimate of revenues and expenditures that replaces the estimates contained in the Governor's budget submitted in January.

### **Minority Floor Leader**

The highest-ranking minority party post in each house; chief policy and political strategist for the minority party.

### **Minority Whip**

One of the members of the minority party's leadership team in the Assembly or Senate; responsible for monitoring legislation and securing votes for legislation on the floor.

### **On Call**

A roll call vote in a Committee or an Assembly or Senate floor session that has occurred but has not yet been concluded or formally announced. Members may continue to vote or change their votes as long as a measure remains "on call." Calls are usually placed at the request of a bill's author in an effort to gain votes. Calls can be lifted by request any time during the Committee hearing or floor session, but cannot be carried over into the next legislative day.

### **President Pro Tempore of the Senate**

(literally: for the time) Highest-ranking member of the Senate; also chairs the Senate Committee on Rules. Elected by Senators at the beginning of each two-year session.

### **Principal Coauthor**

A Member who is so designated on a bill or other measure, indicating that the Member is a primary supporter of the measure.

### **Quorum**

A simple majority of the membership of a Committee or the Assembly or Senate; the minimum number of legislators needed to begin conducting official business. The absence of a quorum is grounds for immediate adjournment of a committee hearing or floor session.

### **Reading**

Presentation of a bill before the house by reading its number, author, and title. A bill is on either first, second, or third reading until it is passed by both houses.

### **Reconsideration**

A motion giving the opportunity to take another vote on a matter previously decided in a Committee hearing or floor session.

### **Rules**

Principles formally adopted to govern the operation of either or both houses. These include Standing Rules of the Assembly, Standing Rules of the Senate, and Joint Rules of the Senate and Assembly.

### **Senate**

The house of the California Legislature consisting of 40 members elected from districts apportioned on the basis of population, one-half of whom are elected or re-elected every two years for four-year terms. (The Upper House)

### **Session**

The period during which the Legislature meets. The Legislature may meet in either regular or special (extraordinary) session.

### **Speaker**

The presiding officer of the Assembly, elected by the membership of the Assembly at the beginning of the two-year session. This is the highest-ranking Member of the Assembly.

### **Speaker Pro Tempore**

Member, appointed to this office by the Speaker, who presides over a floor session of the Assembly at the request of the Speaker.

### **Sponsor**

The Member of the Legislature, private individual, or group who develops a measure and advocates its passage.

### **Spot Bill**

A bill that proposes non-substantive amendments to a code section in a particular subject; introduced to assure that a bill will be available, subsequent to the deadline to introduce bills, for revision by amendments that are germane to the subject of the bill.

### **State Mandate**

State legislative enactment or administrative regulation that mandates a new program or higher level of service on the part of a local government, the costs of which are required by the California Constitution to be reimbursed.

### **Statutes**

Enacted bills, which are chaptered by the Secretary of State in the order in which they become law.

**Sub-Committee**

A subgroup of a full Committee, appointed to perform work on one or more functions of the Committee.

**Urgency Measure**

A bill affecting the public peace, health, or safety, containing an urgency clause, and requiring a two-thirds vote for passage. An urgency bill becomes effective immediately upon enactment.

**Urgency Clause**

Section of a bill stating that the bill will take effect immediately upon enactment. A vote on the urgency clause, requiring a two-thirds vote in each house, must precede a vote on the bill.

**Veto**

The Governor's formal rejection of a measure passed by the Legislature. The Governor may also exercise a line item veto, whereby the amount of an appropriation is reduced or eliminated, while the rest of the bill is approved. A veto may be overridden by a two-thirds vote in each house.

Glossary is adapted from the California State Legislature's website: <http://www.legislature.ca.gov/quicklinks/glossary.html>

## 8. Families That Can and CCSA Contact Information

In addition to this toolkit, the Families That Can team and the CCSA Government Affairs team are available to assist you. We are always just a phone call or email away!

### **Families That Can**

[contact@familiesthatcan.org](mailto:contact@familiesthatcan.org)

(213) 244-1446 ext. 255

### **CCSA Government Affairs**

[governmentaffairs@calcharters.org](mailto:governmentaffairs@calcharters.org)

(916) 448-0995 ext. 304