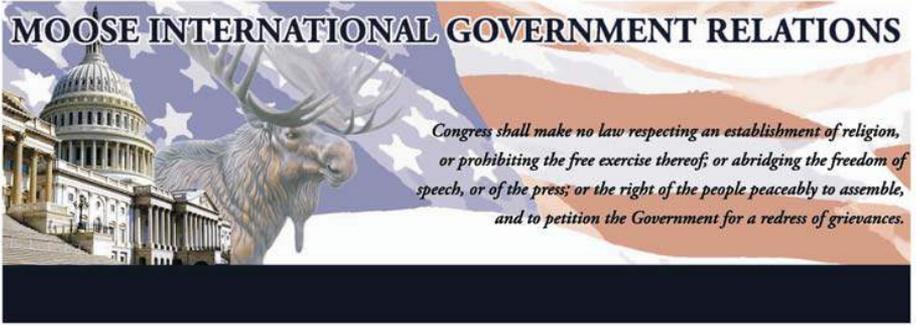


Moose Government Relations **CHAIRMAN'S GUIDE**

First Amendment to the Constitution of the United States "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of people peaceably to assemble, and to petition the Government for a redress of grievances."

MOOSE INTERNATIONAL GOVERNMENT RELATIONS



Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Dear Government Relations Chairman:

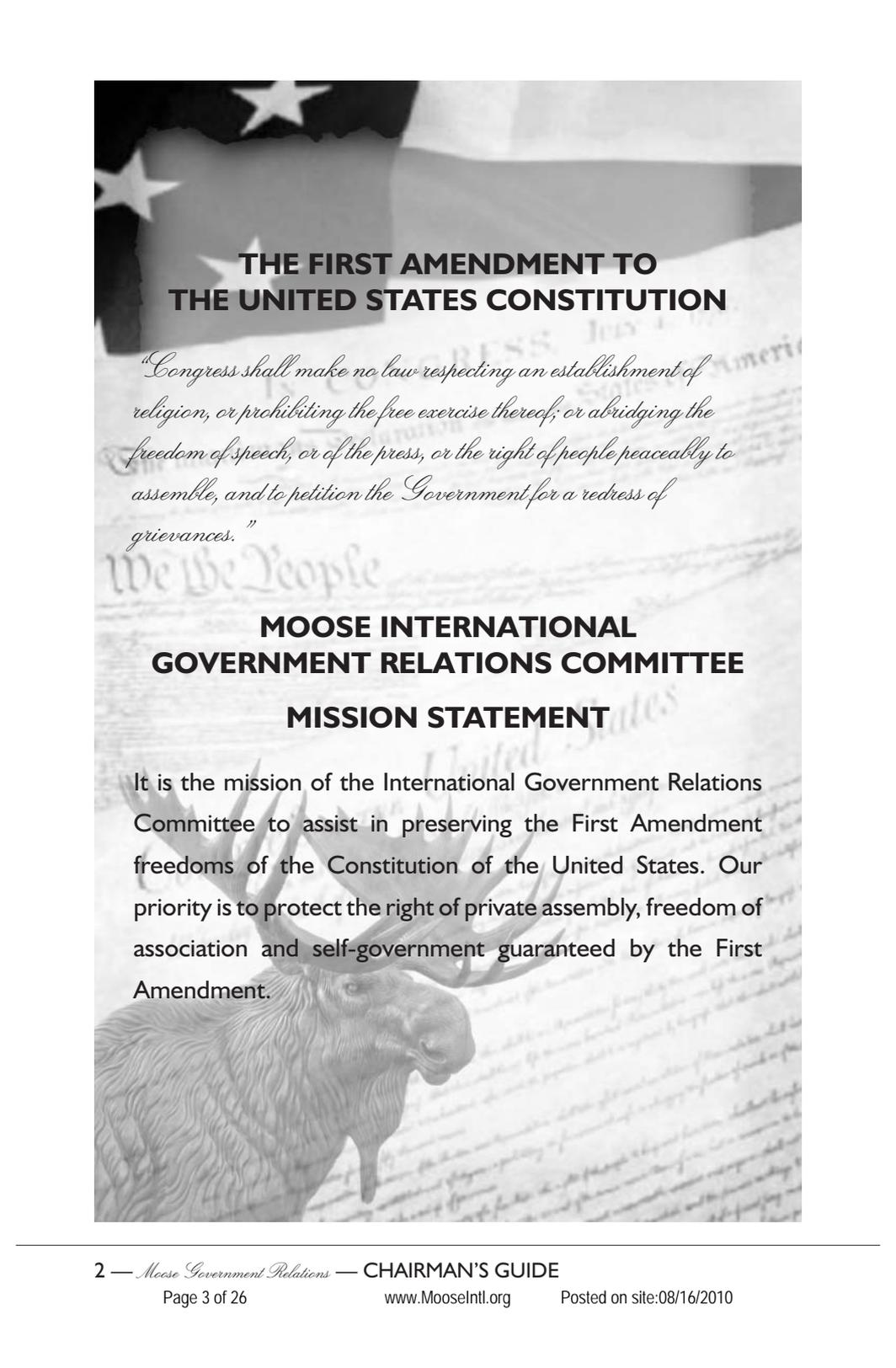
What is Government Relations and what does it mean to you as a Chairman? It means you have an interest in protecting the Loyal Order of Moose as a private organization operating without interference from the Government. In the coming months and years, we need you to stay alert for litigation and legislative issues on federal, state and local levels that may affect our beloved order. This Chairman's Guide is designed to assist you towards meeting those expectations.

While there are several issues that need our continuing attention, our primary purpose is to assist in preserving the First Amendment freedoms guaranteed to us in the United States Constitution.

We are happy to have you on our team and look forward to working with you.

Fraternally,

International Government Relations Committee



THE FIRST AMENDMENT TO THE UNITED STATES CONSTITUTION

“Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or the right of people peaceably to assemble, and to petition the Government for a redress of grievances.”

MOOSE INTERNATIONAL GOVERNMENT RELATIONS COMMITTEE MISSION STATEMENT

It is the mission of the International Government Relations Committee to assist in preserving the First Amendment freedoms of the Constitution of the United States. Our priority is to protect the right of private assembly, freedom of association and self-government guaranteed by the First Amendment.

GOVERNMENT RELATIONS COMMITTEE MOST FREQUENTLY ASKED QUESTIONS

What is the Government Relations Committee?

The Government Relations Committee is a means to protect the Constitutional rights of the Loyal Order of Moose and to assist in preserving the First Amendment of the United States Constitution. Its priority is to protect the right of private assembly, freedom of association and self-government granted under the Amendment.

What does the Government Relations Committee do?

It is a grass root effort to maintain an open line of communication within the fraternity and to support or defeat issues that would have an impact on the Moose Fraternity. Although each Lodge has a Government Relations Chairman, the more participation we have by the entire membership, the more successful we will be at following issues at all levels of levels of government in all states and on the federal level. Based on the Government Relations Committee structure, when a potential issue affecting our fraternity is found, notification will travel from either top-down or bottom-up affording the Moose International Government Relations Committee the ability to assist the committees at the Association, District or Lodge and Chapter levels in determining what, if any, action should be taken to support or defeat the issue.

Why do we need the Government Relations Committee?

As a private fraternal organization, if we want to continue to operate without government interference, it is vitally important that each of us is vigilant and aware of any and all local and national issues that may have an impact on our rights as a fraternity. We need to be proactive in building relationships with our politicians at all levels in order to influence the success or failure of those issues.

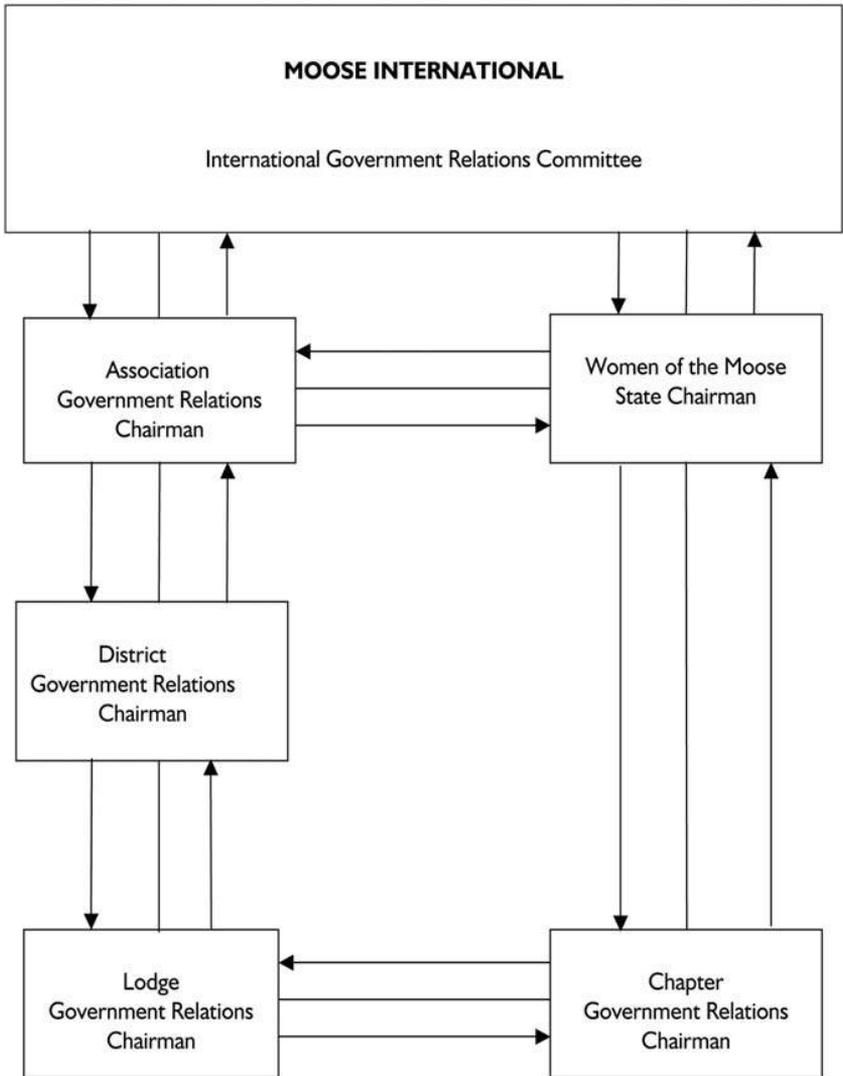
What kind of issues should we be aware of?

Federal Constitution:

- First Amendment
 - Freedom to associate outside of government regulation.
- Fourteenth Amendment
 - Due process and equal protection, which encompasses the right to privacy.

State Laws:

- Taxation: sales, property, etc.
- Zoning: business, Residential, etc.
- Licensing: gaming, liquor, food service, etc.
- Permits: building, health, etc.
- Insurance: workers compensation
- Statutes: labor law, smoking, alcohol, etc.
- Discrimination: gender, ADA, etc.
- Eminent Domain: Government taking of property



ORGANIZATIONAL STRUCTURE OF THE GOVERNMENT RELATIONS COMMITTEES

The Moose International Government Relations Committee consists of not less than three or more than ten members, appointed by the Supreme Governor with the advice and consent of the Supreme Council.

All Moose Associations shall have a Government Relations Chairman appointed by the Moose Association Board with the advice of the Association Regional Manager. They will chair a committee consisting of the District Chairmen.

Each state shall have a Women of the Moose Government Relations Chairman named by the Grand Chancellor.

Each District within the jurisdiction of a Moose Association shall have a Government Relations Chairman. They will chair a committee consisting of Lodge and Chapter Chairmen.

The Governor of each Lodge and the Senior Regent of each Chapter shall appoint a Government Relations Chairman. They will chair committees consisting of members of the Lodge and Chapter.

Because it takes time to establish good relationships with government representatives, all chairmen should be chosen for the long term and a yearly turnover is discouraged.

ASSOCIATION CHAIRMEN

The duties and responsibilities of the Moose Association Government Relations Chairmen include, but are not limited to:

Becoming aware of all litigation and legislative issues that may have an impact on the Moose Fraternity, and to report such issues to their Association Government Relations Chairman and their International Government Relations Committee Chairman.

Having regularly scheduled committee meetings.

Supervising the duties and responsibilities of the Lodge and District Government Relations Chairmen.

Maintaining an open line of communication between the Chapters, Lodges, Districts and members.

Reporting at the annual convention and mid-year conferences.

Maintaining an open line of communication between other fraternal, sororal and veterans' organizations.

Monitoring all grass root efforts to support or defeat an issue that would have an impact on the Moose Fraternity.

Filing monthly reports, via e-mail, to their Moose International Government Relations Committee member.

Fostering favorable relationships with local, state and federal legislators and officials.

WOMEN OF THE MOOSE STATE CHAIRMAN

The duties and responsibilities of the Women of the Moose State Government Relations Chairman include, but are not limited to:

Becoming aware of all litigation and legislative issues that may have an impact on the Moose Fraternity, and to report such issues to their Moose Association Government Relations Chairman and their Moose International Government Relations Committee member.

Fostering favorable relationships with local, state and federal legislators and officials.

Having regularly scheduled committee meetings.

Working closely with the Chapter Government Relations Chairmen and the Association Government Relations Chairman.

Maintaining an open line of communication between the Chapters, Lodges, Associations and members.

Reporting and/or conducting a seminar at the annual conference and mid-year conferences.

Maintaining an open line of communication between other fraternal, sororal and veterans' organizations.

Monitoring all grass root efforts to support or defeat an issue that would have an impact on the Moose Fraternity.

Filing periodic reports of local or state issues that may impact Lodges, Chapters or the Moose Fraternity to Moose International.

Communicating all activities with the Deputy Grand Regent.

DISTRICT CHAIRMAN

The duties and responsibilities of the Moose Association District Government Relations Chairman include, but are not limited to:

Becoming aware of all litigation and legislative issues that impact or may have the potential to impact the Moose Fraternity, and to report such issues to their Association Chairman and their Moose International Government Relations Committee member.

Confirming to the Moose Association Chairman that all Lodges in his district have appointed a Government Relations Chairman.

Having regularly scheduled committee meetings.

Maintaining an open line of communication between the Moose Lodge Government Relations Chairman and the Moose Association Government Relations Chairman.

Making reports at regularly scheduled district meetings.

Soliciting input from the Moose Lodge Government Relations Chairman.

Fostering favorable relationships with local, state and federal legislators and officials.

Filing reports as required by the Moose Association Government Relations Chairman.

LODGE GOVERNMENT RELATIONS CHAIRMAN

The duties and responsibilities of the Moose Lodge Government Relations Chairman include, but are not limited to:

Becoming aware of all local issues that may have an impact on their Lodge and/or the Moose Fraternity.

Having regularly scheduled committee meetings, preferably once a month.

Reporting to the Lodge at regular meetings that shall include information received from the District, Association and State Government Relations Chairpersons.

Reporting to the District, Association and State Government Relations Chairpersons all litigation and legislative issues impacting or having the potential to impact the Moose Fraternity.

Fostering favorable relationships with local legislators (lawmakers) and local officials.

Filing reports if required, to the Moose Association Government Relations Chairpersons.

Lodge members who work for State Legislators or other government officials in the political or legal field are encouraged to participate on their Government Relations committee.

CHAPTER GOVERNMENT RELATIONS CHAIRMAN

The duties and responsibilities of the Chapter Government Relations Chairman include, but are not limited to:

Becoming aware of all local issues that may have an impact on their Lodge and/or the Moose Fraternity.

Having regularly scheduled committee meetings, preferably once a month.

Reporting to the Chapter at regular meetings that shall include information received from the Lodge or State Government Relations Chairpersons.

Reporting to the State Government Relations Chairpersons all litigation and legislative issues impacting or having the potential to impact the Moose Fraternity.

Fostering favorable relationships with local legislators (lawmakers) and local officials.

Filing reports if required, to the State Government Relations Chairpersons.

Chapter members who work for State Legislators or other government officials in the political or legal field are encouraged to participate on their Government Relations committee.

THE CHAIRMAN'S TOOLS FOR SUCCESS

As you can see from the previous pages, a Chairman's responsibilities are numerous. In order to do the job well, the Chairman needs the proper tools to make it easier to monitor legislation and educate his or her committee. Some of the most beneficial tools include:

Computer

With the computer, the Chairman and committee members can track legislation on the local, state and federal websites and communicate them quickly. Use of email speeds up the communication process, helping to keep everyone informed of issues needing attention.

When an issue arises that may impact our fraternity, it should be reported to the next level as quickly as possible. By doing this, it allows the committees at all levels to mobilize and contact the government officials as soon as possible to offer support or to explain why the issue should be defeated.

Because legislation or new rules are being discussed or created all the time, it is imperative to check government websites daily, if possible, but no less than weekly. By getting into this habit, the active Chairman will stay on top of what is happening in his/her area of responsibility.

Websites

<http://thomas.loc.gov>

<http://www.law.cornell.edu/statutes.html>

<http://www.usa.gov/Contact/Elected.shtml>

<http://info.gov/e-mail.htm>

<http://www.moosintl.org>

Television

Radio

Newspapers

Legislation Reports/Updates

Local Governing Bodies

This is where the importance of building relationships with local, state and federal representatives can be very important. They can be invaluable in keeping us informed and educated as to what may impact the fraternity and the best way to handle it to our advantage.

MEANS OF COMMUNICATION WITH FEDERAL, STATE AND LOCAL OFFICIALS

1. Telephone
2. Personal visit
3. Letter writing
4. E-Mail
5. Social Networking Sites-Twitter
6. FAX
7. Bulletins and Newsletters
8. Follow-up responses

TIPS ON WRITING A LEGISLATOR

Legislators really do pay close attention to their mail and e-mail. Responding to their constituents can make all the difference when they are up for re-election. The most effective letter is a personal one, not a form letter. It should be concise, informed and polite. When writing a letter or sending an email you should:

1. Identify yourself either as a constituent or as a member of an interested organization.
2. Identify the bill number and author of the legislation if possible.
3. Try to stay to one typewritten page - two pages at most. Don't write on the back of a page, if writing longhand, write legibly.
4. Limit your letter to one subject.
5. Give reasons for your position in your own words.
6. Never send a form letter.
7. Raise questions. By doing so, you can expect a reply.
8. Be polite and persuasive. No name-calling or threats.
9. Be sure your name and return address are legible.
10. If your legislator does something that pleases you, write and tell him/her.
11. The suggested address style:

*The Honorable John Doe
United States Senate
Washington, D.C. 20510
Dear Senator Doe:*

*The Honorable John Doe
California State Senate
State Capitol
Sacramento, CA 95814
Dear Senator Doe:*

*The Honorable John Doe
U.S. House of Representatives
Washington, D.C. 20510
Dear Congressman (woman) Doe:*

*The Honorable John Doe
California State Assembly
State Capitol
Sacramento, CA 95814
Dear Assemblyman (woman) Doe:*

TIPS ON MEETING A LEGISLATOR

A personal visit with a legislator is an effective way to emphasize your interest in an issue or a bill. Some tips for meeting a legislator to urge support or opposition to legislation are as follows:

Make an appointment, state the subject to be discussed, the time needed, and identify persons who will attend. If doing so by telephone, it is important when calling the legislator's office to give your full name and address. It is also a good idea to ask the name of the person with whom you are speaking.

Identify whether or not you are a resident of the legislator's district.

Select a spokesperson if others are going with you, and agree on your presentation.

Know the facts, both legislatively and related to your position. If your meeting is about a particular bill, know the number and the title.

Present the facts in an orderly, concise, positive manner.

Relate the positive impact of legislation you support and problems it corrects.

Relate the negative impact of legislation you oppose and suggest, where appropriate, a different approach.

Leave fact sheets if possible.

Ask for favorable consideration, thank the legislator for his/her time and courtesy and leave promptly.

Follow up with a "Thank You" note.

IMPORTANT LEGISLATIVE TERMS AND DEFINITIONS

There are so many state and federal legislative terms that we simply cannot include them all. However, these are some of the most important terms. You can also find more state and federal terms and their meanings at the websites at the end of this chapter.

ACT

Legislation (a bill or joint resolution, see below) that has passed both chambers of Congress in identical form, been signed into law by the President, or passed over his veto, thus becoming law. A bill also becomes an act without the president's signature if he does not return it to Congress within ten days, Sundays excepted, while Congress is in session. Technically, this term also refers to a bill that has been passed by one house and engrossed (prepared as an official copy).

BILL

Most legislative proposals before Congress are in the form of bills. Bills are designated H.R. if they originate in the House of Representatives and S. if they originate in the Senate and by a number assigned in the order in which they are introduced during the two-year period of a congressional term. "Public bills" deal with general questions and become public laws if approved by Congress and signed by the president. "Private bills" deal with individual matters such as claims against the government, immigration and naturalization cases, land titles, etc., and become private laws if approved and signed.

CONFERENCE COMMITTEE

A Conference Committee is a committee of the Congress appointed by the House of Representatives and Senate to resolve disagreements on a particular bill. At the State level, the Conference Committee performs the same function.

DO PASS (STATE)

Affirmative recommendation made by a committee, which moves a bill to the floor or to the next committee.

ENROLLED BILL

The final official copy of a bill that has been passed by both chambers in identical form. It is certified by an officer of the house of origin (clerk of the House or secretary of the Senate) and then sent on for the signatures of the House Speaker, the Senate president pro tempore and the president of the United States. An enrolled bill is printed on parchment.

JOINT RESOLUTION

A joint resolution designated HJ Res or SJ Res. requires the approval of both houses and the signature of the president, just as a bill does, and has the force of law if approved. There is no practical difference between a bill and a joint resolution. A joint resolution generally is used to deal with limited matters, such as a single appropriation.

Joint resolutions also are used to propose amendments to the Constitution in Congress. These do not require presidential signature, but become a part of the Constitution only when approved by two-thirds of each chamber of Congress and ratified by three-fourths of the states.

STATUTES (STATE)

Compilation of all enacted bills, chaptered by the Secretary of State in the order in which they become law.

For more information on other legislative terms, please visit:

<http://www.thecapitol.net/glossary/>

http://www.aroundthecapitol.com/state_legislative_information.php

WHAT IS LEGISLATIVE HISTORY?

FEDERAL

Federal legislative history refers to the progress of a bill through the legislative process and to the documents that are created during that process. Attorneys, judges, and others often turn to these documents to learn why Congress enacted a particular law or to aid in the interpretation of a law.

The components of legislative history for a bill (in order of their importance) are committee reports, bills and their amendments, sponsor remarks and committee hearings.

THE LEGISLATIVE PROCESS

1. A bill is introduced in the House or the Senate.
2. The bill is referred to a committee and a subcommittee.
3. The committee and/or subcommittee hold hearings on the bill.
4. The committee prepares a committee report and reports the bill to the full House or the Senate.
5. The bill is debated on the floor of the House or the Senate.
6. A vote is taken and the bill is passed or defeated.
7. The same procedure is carried out in the other house.
8. When both houses have passed related bills, the bills are referred to a conference committee where members agree to a compromised version.
9. The compromise bill is sent to each house with a conference committee report. A vote is taken and the bill is passed or defeated.
10. If the bill passes both houses, it is sent to the President.
11. The bill becomes law if any one of the following conditions is met:
 - a. President signs the bill; or
 - b. President takes no action within ten days (excluding Sundays) and Congress is in session; or
 - c. President vetoes the bill but is overridden by two-thirds vote of each house of Congress.
12. If the President does not act and Congress adjourns before ten days pass, then the bill dies (pocket veto).

STATE

State legislative history records document the development of state laws as they are crafted, debated, amended, and approved or rejected by the legislature. In this respect, legislative history records are vitally important as an indication of what is called the **legislative intent** of laws. Legislative intent refers to *why* laws are created, and it is therefore an important element in understanding *how* laws are to be applied. Legislative history records are important resources for the interpretation of existing laws and for the shaping of new laws.

The Legislative Process

This is a brief summary of how a bill becomes a law through the legislative process. While each state has subtle variations in how its legislature works, the process is generally the same in all states. If you are following a specific bill through the process, you may want to check with the clerk of the House of Representative's office in your state for details, calendars and journals.

1. A concerned person or group contacts their state legislator to suggest legislation.
2. The legislator drafts a bill and introduces it in his or her respective chamber.
3. The draft bill is written and/or edited by the legislative bill drafting service, reviewed for style and consistency of technical language and terms with other bills and laws.
4. The bill is filed with the house or senate clerk, numbered and referred to committee by the house speaker or senate president.
5. "First reading" of the bill is done through publication in the house or senate journal.
6. The bill moves to the committee(s) that have jurisdiction over the subject matter the bill addresses. The bill can be reported out of committee as "favorable," "favorable with amendment," "favorable with committee substitute" (the committee has completely redrafted the bill), or "unfavorable" (the bill is dead).
7. If all committees that have jurisdiction over the bill pass it favorably, the bill is placed on the consent calendar for automatic hearing on the floor. If the bill is not passed unanimously through each committee, it is referred back to the first committee with jurisdiction and ranked for hearing on the floor.
8. The bill is placed on the calendar for its "second reading" one day before it is heard.
9. The bill is heard on the floor and any floor amendments are debated and voted on.
10. After the floor amendments are incorporated into the bill, it is placed on the calendar for its "third reading."
11. The final amended version of the bill is debated and voted on. If the bill passes by vote, it goes on to the other chamber (the senate if passed by the house, the house if passed by the senate).
12. The bill is delivered to the clerk of the other chamber for "first reading" and is assigned to committee(s) with appropriate jurisdiction for discussion and amendment. This process is identical to the initial committee process.

13. The bill receives a “second reading” on the floor for amendments and a “third reading” for final passage.
14. If the bill passes it is returned to its chamber of origin with or without amendments. If there are no amendments, the bill automatically is enrolled and sent to the governor. If there are amendments, a vote is taken to concur with the amendments or not concur with amendments. If the amendments are accepted, the bill is enrolled and sent to the governor. If the amendments are not accepted, the bill is forwarded to a conference committee comprised of members of both chambers. If the conference committee reaches agreement, both chambers vote to accept its report and the bill is enrolled and sent to the governor. If an agreement is not reached, the bill dies.
15. The governor either signs the bill or approves it without signature, making the bill a law. The governor can veto the bill and the veto can be overridden with a two-thirds vote in both the house and senate.

WHERE TO FIND LEGISLATIVE INFORMATION ON THE INTERNET

Best overall sites for federal and state information:

<http://thomas.loc.gov>

<http://www.law.cornell.edu/statutes.html>

STATE LEGISLATIVE INFORMATION WEB SITES

Alabama:	http://www.legislature.state.al.us/
Alaska:	http://w3.legis.state.ak.us/index.php
Arizona:	http://www.azleg.state.az.us/
Arkansas:	http://www.arkleg.state.ar.us/
California:	http://www.leginfo.ca.gov/
Colorado:	http://www.leg.state.co.us/
Connecticut:	http://www.cga.ct.gov/
Delaware:	http://legis.delaware.gov/
Florida:	http://www.leg.state.fl.us/Welcome/index.cfm? CFID=97438365&CFTOKEN=32682678
Georgia:	http://www.legis.state.ga.us/
Hawaii:	http://www.capitol.hawaii.gov/
Idaho:	http://www.legislature.idaho.gov/
Illinois:	http://www.ilga.gov/
Indiana:	http://www.in.gov/legislative/
Iowa:	http://www.legis.state.ia.us/index.html
Kansas:	http://www.kslegislature.org/legsrv-

Kentucky:	http://www.lrc.state.ky.us/home.htm
Louisiana:	http://www.legis.state.la.us/
Maine:	http://janus.state.me.us/legis/
Maryland:	http://mlis.state.md.us/
Massachusetts:	http://www.mass.gov/legis/legis.htm
Michigan:	http://www.legislature.mi.gov/(S(dsosyd45atuopr55qwwf2z45))/mileg.aspx?page=home
Minnesota:	http://www.leg.state.mn.us/
Mississippi:	http://billstatus.ls.state.ms.us/
Missouri:	http://www.moga.mo.gov/
Montana:	http://leg.mt.gov/css/default.asp
Nebraska:	http://www.nebraskalegislature.gov/
Nevada:	http://www.leg.state.nv.us/
New Hampshire:	http://gencourt.state.nh.us/
New Jersey:	http://www.njleg.state.nj.us/
New Mexico:	http://www.nmlegis.gov/lcs/
New York:	http://assembly.state.ny.us/
North Carolina:	http://www.ncleg.net/
North Dakota:	http://www.legis.nd.gov/
Ohio:	http://www.legislature.state.oh.us/
Oklahoma:	http://www.lsb.state.ok.us/
Oregon:	http://www.leg.state.or.us/
Pennsylvania:	http://www.legis.state.pa.us/

Rhode Island:	http://www.rilin.state.ri.us/
South Carolina:	http://www.scstatehouse.gov/
South Dakota:	http://legis.state.sd.us/
Tennessee:	http://www.legislature.state.tn.us/
Texas:	http://www.capitol.state.tx.us/
Utah:	http://www.le.state.ut.us/
Vermont:	http://www.leg.state.vt.us/
Virginia:	http://legis.state.va.us/
Washington:	http://www.l.leg.wa.gov/legislature
West Virginia:	http://www.legis.state.wv.us/
Wisconsin:	http://www.legis.state.wi.us/
Wyoming:	http://legisweb.state.wy.us/

GOVERNMENT REPRESENTATIVE TELEPHONE/ADDRESS LISTING

Name _____ Title _____

Address _____

Telephone _____ Fax _____

Name _____ Title _____

Address _____

Telephone _____ Fax _____

Name _____ Title _____

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Telephone _____ Fax _____

Name _____ Title _____

Address _____

Telephone _____ Fax _____

MOOSE INTERNATIONAL

GOVERNMENT RELATIONS
155 S. INTERNATIONAL DRIVE
MOOSEHEART, ILLINOIS 60539-1178
(630) 859-6637 (630) 966-2253

