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**POLITICAL
ACTION**

H A N D B O O K



Political Action Handbook

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Introduction

Dentistry is a legislated profession defined by and existing through the Missouri Legislature and its regulating body, the Missouri Dental Board. We are fortunate to live in a democracy with government by the people. Developing a relationship with each entity is imperative to protecting the future of the dental profession. The Missouri Dental Political Action Committee (MODentPAC) is the driving force that allows us to support our elected officials and build those relationships. If we fail to participate, relationships and our success in the future will pay the price. The MDA—its members, lobbying team and Legislative and Regulatory Committee—has worked hard to get where we are. We must continue this work to improve the future of your profession.

This handbook is designed to be a tool for Missouri dentists to help you meet your responsibilities to each other and to the profession each of you has chosen for your life's work.

MODentPAC & LRC

Working In Tandem for the Dental Profession

Missouri Dental Political Action Committee

MODentPAC is a subsidiary of the MDA Board of Trustees and is comprised of its own board of 10 member dentists, as well as the MDA Executive Director and Legislative and Regulatory Director.

The PAC acts as the financial arm of the MDA's involvement in legislation. MODentPAC raises funds for the purpose of supporting Missourians in political work, without regard to party affiliation, who have demonstrated their interest in the oral health of Missouri citizens. MODentPAC uses member contributions to maximize our ability to provide political contributions to key legislators and build trusted relationships through the financial support of elected officials during election periods. Contributions dispersed through MODentPAC are a

vital part of building long-lasting and important relationships with the Legislature, as well as branding the MDA name within the General Assembly as a trusted and reliable source on all oral health issues. MODentPAC strives to involve member dentists in the delivery of PAC checks to create a dental face in the eyes of legislators. Every contribution is important to the success of our legislative work for the dental profession and our members, as is the in-person delivery of every check.

Legislative & Regulatory Committee

The LRC is a standing committee of the Board of Trustees which consists of 10 member dentists, as well as the MDA Executive Director and Legislative and Regulatory Director. LRC members may not sit on both the LRC and the Board of Trustees; however, the LRC Chair is an ex-officio member of the MDA Board of Trustees.

While MODentPAC raises money, the LRC undertakes the “issues” aspect of the MDA legislative process. The purpose of the LRC is to become informed and monitor issues impacting the dental profession. The Committee then makes recommendations to the Board of Trustees on actions to take on legislative and regulatory matters. The LRC forms advisory opinions and/or legislative language as needed, and presents a legislative agenda to the Board for approval annually in November to advocate during the forthcoming legislative session. Many times LRC members may be called to testify on issues before the Legislature; thus, it’s important the LRC be capable of representing the dental profession, the MDA and its members in a professional and knowledgeable manner.

The Significance of Term Limits

Effective November 1992, Missouri became a term-limit state, limiting state representatives to four 2-year terms and state senators to two 4-year terms; thus, total legislative service is limited to 16 years. The result is the majority of lawmakers will have far less experience in dealing with issues as compared to the past. House members must work harder to prepare for their roles as leaders at the start of only their second term. The reality of term limits for dentists is that we also must work much harder to deliver dentistry's message to legislators.

Even though we've worked to make friends of legislators they will be gone shortly, and we then face a major effort to rebuild the relationships formed over the years by dentists and MDA's legislative and regulatory team. The only way to keep up with these sweeping changes is to build our MODentPAC.

In this day of heightened media campaigns, money contributions are more important. However, we no longer can afford to be comfortable with an occasional political contribution check. We must all learn how to develop personal relationships with our senators and representatives in order to protect our future in dentistry. The legislative clock runs much faster. ***Now is the time for each of us to get serious politically.***

Checklist for Advocacy

- ✓ Be the most knowledgeable and skilled clinician you can be, and practice as ethically and professionally as possible by following the ADA *Code of Ethics*.
- ✓ Participate in MDA and local dental society activities, and network with fellow dental advocates whenever possible.
- ✓ Develop a relationship of friendship and trust with your state senator and representative in these ways:

- Set up an introductory “get-acquainted” meeting and offer to help in any way possible with the ongoing election/re-election process.
 - Serve as a resource for information relating to dentistry and public oral health.
 - Personally conduct a local fundraising event for the dental profession to meet and contribute to your legislators once or twice each calendar year.
 - Meet with the legislator’s key staff people and offering to help them in any way.
- ✓ Offer to put an election sign up at your office or home.
 - ✓ Support MODentPAC with contributions and attendance at fundraising opportunities.
 - ✓ Attend MDA Legislative Day activities in January to meet with your legislators and learn about the current political climate and how it affects the MDA.
 - ✓ Consider all the above items as investments in your future as a legislated profession in Missouri.

How to Introduce Yourself to Your Legislator

Remember that elected officials are people just like you. Visit the Senate and House websites at senate.mo.gov or house.mo.gov to locate your House and Senate districts, and then find the names of your senator and representative in the listings by district.

Learn more about your elected official by reading their biographical information, committee assignments and leadership positions. Research where they went to school, their profession, legislative awards they have won, personal interests and boards or organizations they are involved with. When you meet with the legislator or staff, observe the office and make note of awards, pictures and other prominent items on

display. This reveals what the lawmaker is proud of and can serve as a reference point for future communications.

Contact the legislator's staff in person if you are in the Capitol or by telephone. Do not use email for this important personal contact. Dress and speak professionally. Politely state that you live in the district and would very much like a brief meeting with the senator or representative. State that you are a doctor of dentistry, a constituent and a strong supporter interested in speaking with the senator/representative and give reasoning why. Offer to meet the legislator within the district when he/she is home.

When you eventually meet, be considerate of the legislator's time. Make the time and place as convenient as possible, but informal. Be friendly and brief, but emphasize that you ask nothing more than the opportunity to serve his/her need to have resource people for information on issues that come up in the Legislature. Ask how you can help with campaign debt retirement or the upcoming re-election campaign.

Tell him/her you appreciate the time spent with you and his/her commitment to the people of your community. Close with a sincere thank you and comment that you are proud to have him/her for a legislator. Ask if you can be put on his/her email and/or mailing list. Follow up with a hand written thank you letter, email and/or text (make sure to get his/her cell phone number).

Always remember you cannot discuss campaign finances within the Capitol walls!

How to Establish a Relationship With Your Legislator

Essential to establishing a good relationship with your legislator is gaining the respect and confidence of the staff. Courtesy and a friendly smile can go a long way to opening the doors of communication. Many of the calls made to the legislator's staff are from unhappy constituents with problems or complaints, so your positive attitude will be well received and much appreciated.

You should have two principles in mind at the start of this effort to build a relationship: value and trust. The senator or representative must realize that you will become a valuable source of help, both politically and educationally. Tell him/her that you want to help with fundraising and campaigning as needed. Make them recognize your value as a source of information to help educate them on issues they will need to understand in the future. You must strive to earn their trust by never exaggerating or misrepresenting the facts. It is always fine to say I don't know. Following through on promises and commitments will help establish a relationship of trust. You can be an asset as a trusted advisor to advise them on oral healthcare issues, so make yourself available as a resource for answers.

Although you should show courtesy and respect, be careful not to appear to be awed or intimidated when speaking to a legislator. They are ordinary people doing an important job as public servants, so don't be afraid of them. Once you have established a friendly association, it will be rewarding to both of you. Unfriendly people usually don't win elections, so you will be surprised at how easy it is to get to know your senator or representative. You may even acquire a good friend!

Continue to build the relationship by asking what you can do to help when you speak with them. Outside of MDA legislative events, try not to ask for help with your own issues until you feel confident that you have a good rapport with your legislator and have backed up your offer

to help him/her. Although it may take a full election cycle to establish a strong rapport, the reward will be the personal satisfaction of knowing you are a trusted advisor and friend.

How to Communicate With Your Legislator

Communication is a two-way process of sending and receiving ideas, opinions and information. In order for your message to be received by your legislator, you need to follow a few guidelines to help you communicate effectively.

You should first consider the method of communication to be used. Is the message urgent? Do you want a written record for review and reference by the recipient? How personal should it be? Should you call, fax, email, text or write a letter to the legislator? How about a face-to-face meeting? Your choice should be determined by the timing and length of the communication as well as your own personal relationship with the legislator. Mobile communication is vital and most legislators prefer email or text over a letter.

Once you have an established relationship, make sure you ask the legislator what is their preferred method of communication. See if you can get the legislator's mobile number, as it can be the best and quickest form of communication. Electronic communication is the best way to stay in touch during session, especially when an important issue comes up and needs to be addressed quickly.

When arranging a meeting to deliver campaign donations/PAC funds, you MUST NEVER contact the legislator through any communications methods inside the State Capitol building or on any other State of Missouri property. Ethics laws prevent such campaign-related communications on state office phones, emails or faxes. This communication can occur only through personal communication methods, such as a cell phone, and outside of any State of Missouri property.

For the following communication tips, if you need any assistance with talking points for specific MDA legislation or priority issues, please contact the MDA legislative team by phone or email.

Personal Meeting

- This is probably the most effective method of communication but also requires some careful planning. The MDA is happy to help set up the first meeting. *Remember to not rush into discussing issues before you have made a positive first impression.*
- Emphasize that you are a constituent from “back home” and recognize that legislators are usually back in their home districts on Fridays when the Legislature is not in session. Try to meet at his/her convenience at a restaurant or at your office.
- If you can’t arrange a meeting, write a personal letter.

Letters

- Use personal or business letterhead. Sign your name above your typed signature.
- Identify yourself, your position and your subject clearly in the first paragraph. State how this will affect the patients you serve, not yourself or your profession. If writing about legislation, be sure to refer to the title and bill number.
- Be brief and to the point, preferably not more than one page.
- Use your own words; avoid stereotyped phrases and sentences that give the appearance of form letters. Form letters are likely to be ignored or receive form replies.
- The return address should always appear on the letter as well as the envelope. Too often envelopes are thrown away.

- State how the bill could be improved if you disagree with its language or purpose. Be reasonable. Don't ask for the impossible or threaten.
- Be specific and use verifiable facts to support your points. Your own personal experience is your best supporting evidence.
- Thank your legislator. Everyone appreciates a complimentary note and remembers it. This communication can be handwritten.
- Don't become a constant pen pal. Quality rather than quantity is what counts.
- Address the letter correctly, as follows:

For State Senators

The Honorable (full name)
Senate Post Office
Jefferson City MO 65101
Dear Senator (last name):

For State Representatives

The Honorable (full name)
House Post Office
Jefferson City MO 65101
Dear Representative (last name):

Email

Email is a great way to communicate with your legislator, especially if you have developed a relationship. Many emails are opened and read by the staff, so keep it professional. The legislator also may have indicated that this is their preferred method of communication.

Always remember that elected official cannot discuss campaign finances on their state emails.

Fax

A fax is appropriate if there are copies of documents or other photocopied items that must be delivered in a hurry, especially if responding to a request for information. However, with today's technology, many times such information also can be scanned and emailed. Fax messages should be typed whenever possible.

Always remember that elected official cannot discuss campaign finances on their state fax lines.

Office/Cell Phone

Use the phone only if you have already established a good relationship with your legislator and know him/her well. It is never a good idea to rely on a phone call alone; follow up with an email or fax.

Remember, in many cases, the staff is the direct line to the legislator. Do not neglect that relationship. Write a note of well wishes at the start of each session. Send a thank you note anytime they assist you. They work hard and are rarely thanked. They will remember you for acknowledging them.

Always remember that elected official cannot discuss campaign finances on their state office phones.

How to Provide Effective Election Support

For a candidate, an organization may need to be built from scratch. Getting on board early has the greatest impact. Regardless of the time of the year or where we are in an election cycle, legislators are running for re-election. Term limits have increased the necessity for senators and representatives to be actively campaigning all through an election cycle. A legislator is working to pay off election expenses from the previous election, planning for re-election or running for a different office if term limited—in summary, there's never a time fundraising isn't

important. Equally important is your contribution of personal time and effort to the legislator's re-election activities. Here are some ideas how you can help your senator or representative:

- Start by contacting the chair of his/her re-election committee. Offer to help in any way you can. Attend a campaign strategy meeting to show your commitment. Even in a non-election year there are many jobs available, so ask for an assignment. Inventory your skills so you are clear on what you want to do. Volunteer to your strengths.
- Place signs in yards, starting with your own. Get a list of addresses for delivery and pick up signs after election.
- Put a bumper sticker on your car endorsing the candidate.
- Go door to door delivering brochures and asking for support from voters. It is hard work, but very important.
- Offer to design and edit newsletters, brochures or flyers with campaign developments to be distributed to supporters if you are skilled in that area. The campaign can supply you with content.
- Offer to assist with regular mailings to constituents. Help with stuffing, sealing, address labeling, stamping and mailing campaign literature.
- Get to know the legislator's staff, as you will be saving them some work.
- Help set up and run a phone bank to contact voters.
- Write an email or letter to your friends and colleagues urging them to vote for your legislator. Write on your personal stationery or from your personal email address. Send a copy of the correspondence to your legislator.
- Be sure to register and vote.

- Hold a fundraiser in your home, your club or a local restaurant. Set up the date with the legislator first. Send letters of invitation to friends and patients. Tell them your legislator needs their support and will meet with the group personally. Most will be eager to attend such a private event.
- Hold a fundraiser for dentists.
- Volunteer to work at your legislator’s summer fundraising events—golf outings, fun runs, etc.—and buy a few tickets.
- Assist in staffing your legislator’s booth at local festivals, county fairs, home shows, etc. You also can drive a car for a candidate in a parade. Check with the local Chamber of Commerce for dates and rules for the events.
- Be available to stand near a polling location and hold a sign and hand out cards in support of your candidate.
- Provide transportation to the polls for supporters on Election Day.
- Arrange to have your legislator speak to local professional or service organizations of which you are a member. If they are unavailable, you can speak on their behalf.
- Help your lawmaker receive positive publicity. This may consist of writing a letter to the editor of your local paper commending them for their actions, post commentary on an internet chat room, call radio talk shows to support or defend your legislator on issues they promote and speak favorably of your legislator to friends and colleagues.
- Attend your candidate’s election night party. This demonstrates that you are supporting them to the end. This is especially important if your candidate is losing. Candidates usually run for office more than once, and they will remember who was there for them when times were bad.

- Write a note of congratulations or condolence to your lawmaker after the election. It never hurts to note their achievement or be there for them when they are down.

How to Conduct a Local Fundraiser

- Contact your senator, representative or candidate's office and set up a date that is weeks away. Contact information can be found on the Missouri Ethics site (mec.mo.gov). Most legislators are at home on Fridays, because they are rarely in session on those days. Discuss having an informal, small group event at a restaurant or your own professional office. Fundraising is more difficult in the pre-primary period, but help is greatly appreciated.
- Agree on a location. Your office or the office of a colleague is best, because it creates a stronger connection to you as a doctor of dentistry and establishes you as a source for information on oral healthcare. An alternative would be a local restaurant where colleagues may stop in for a light breakfast and some face-to-face conversation with the legislator on their way to work. Keep it simple and brief.
- Arrange for the location, planning for light food and beverages, depending on the format and time of day. Keep the cost down, as it has to be reported by the legislator as an in-kind contribution by you, the sponsor of the event.
- If you are inviting dentists send invitations to all the dentists in the area, regardless of MDA affiliation.
- Follow up with a personal phone call, and ask for the check to be mailed to you, even if the dentist or person is unable to attend.
- Photocopy all contribution checks before the event and send the copies to the MDA office for MODentPAC information.

- Try to obtain some campaign signs or decorator items from the legislator’s staff to make your event look more personal.
- Deliver the checks to the legislator at the event. Thank the legislator for taking the time to attend.
- Send a thank you to everyone who attended the event. Let them know how much their attendance and contribution meant to you and to the legislator. Let the dentists know that this is a contribution toward the future of dentistry.

How to Keep In Touch With Your Legislator

- Tell your legislator “thanks for doing a good job” whenever you see them.
- Issue a thank you note when they vote with you on key issues. This is particularly appropriate when your issue died in committee or failed to win passage on the floor. It is common for elected officials to receive words of congratulations when they pass major legislation, but only their sincere supporters are with them when they fall short of their goals. This also is important when they take an unpopular, but courageous public stand on an issue. Your encouragement reminds them that voters do appreciate courageous public officials.
- Write a note of congratulations to the lawmaker when a bill passed that he/she sponsored or co-sponsored. It’s much harder to get a bill passed than to kill one.
- Offer to serve as an informal advisor in your areas of expertise.
- Offer to contribute information to a legislator’s upcoming column.
- Write a note or call your legislator to compliment them on an article or column they wrote. Legislators often wonder if anyone reads their articles.

- Deliver a fact sheet on the MDA to your legislator.
- Deliver the MDA position paper when appropriate.
- Send birthday, Christmas and/or appropriate religious cards to your lawmakers. Remember, too, there are national holidays for different cultures.
- Send a Thanksgiving card to your legislator. Include a note about how thankful you are for their work, availability to meet with constituents, support of your legislative issues, etc.
- Ask to be put on an email distribution list or other notification list regarding issues that interest you.
- Ask your legislator if they would like to be considered as a board member of a local, state or national non-profit organization of which you are a member. All legislators want to serve their community, state and country, and leave a legacy.
- Offer to assist the lawmaker in customizing a presentation to a community group of which you are a member. It allows them to connect with the audience during their talk.
- Keeping in touch with the legislator's staff also is important. Introduce yourself to the staff in person or via correspondence. Mail a note stating it was nice to meet them. This reminds them one more time of who you are so that when you call or write, they will more quickly process your request.
- Send a thank you note or email to the staff for helping with a legislative inquiry. They are rarely thanked for most of their efforts.
- Write a thank you note or email for helping arrange the lawmaker's appearance at an event. The staff makes sure the lawmaker has the event on their schedule, gets to the event on time and may have written the speech. Affirm their hard work.

- Write a note of well wishes to the staff at the start of each legislative session. They will remember you for acknowledging them.

How to Discuss MDA Legislation

- Don't be late or disregard a meeting. Punctuality conveys professionalism, confidence and urgency. Keep in mind that your legislators might be late to meetings, so you must remain flexible.
- Dress appropriately. Dressing conservatively allays any awkwardness with both staff and legislators and invites them to focus on your issue.
- Introduce yourself and state that you represent the MDA.
- Don't discuss numerous bills or address unrelated issues. Addressing a variety of bills makes it difficult for your legislator to guess your priorities. Discussing side issues diminishes the importance of your primary issue. Keep the agenda focused.
- Don't engage in excessive praise or scorn. Don't distract legislators from your role as a credible source of information by being overly complimentary or verbally abusive.
- Don't critique your legislator's value system. Sometimes lawmakers will agree or disagree with your position for reasons different than your own. Don't attempt to alter their value system in a brief meeting.
- Your senator or representative must realize that you are not just a trusted expert. You also are a constituent who is connected to many more voting constituents at home—your patients. You should discuss issues in a way that will show concern for the health and welfare of those patients. Lawmakers have access to an extraordinary amount of information but lack the stories that will illuminate the

statistics. Tell them detailed, real-life examples of how legislation will impact your patients and benefit their constituents. These personal stories make your position accessible and compelling and can be used in floor speeches and news media sound bites. Talking points are provided by the MDA to enhance your knowledge and your ability to communicate the issues to your legislators.

- Grassroots advocacy works when the same message is delivered in a number of legislative offices. Although each meeting should be personalized with local stories, it is imperative to keep the overall message and final request exactly the same.
- Respect the strength of your opposition and be prepared to defend your position. Your opposition's views are probably not easy to dismiss, but they can be debated. Address opposing arguments in a direct but principled manner. If you show disrespect to or ignore your opposition, you leave their arguments standing intact.
- Once you have discussed the issues and emphasized the patient health and welfare aspect of the legislation, don't be shy about asking for the legislator's support. Be specific about your request. Do you want a vote in committee to report the bill out favorably? Are you asking for a vote against an amendment to a substitute bill on the floor? They may need some time to consider supporting or opposing legislation, but they will often share important insight into their thought processes. You need to understand how a bill becomes law in order to communicate effectively with your legislators.
- Legislative victories are often incremental. Significant policy changes can take years of work to achieve. Every legislative meeting is an opportunity to strengthen relationships, deepen understanding and broaden support. Consider your long-term goals when evaluating the success of your efforts.

- Thank the legislator for taking time to discuss the issue with you.
- Remember to send a thank you note for their time and to summarize the meeting. Be sure to follow up on issues discussed at the meeting. Send any information that the legislator has requested.
- Thank the office if they vote the right way and request an explanation if they do not deliver on their promises.

Your Mission

- ✓ Become a name and face well-known and respected by your legislators.
- ✓ Be perceived by the candidate as a valuable member of the candidate's team.
- ✓ Become an advisor your legislators will turn to on dental issues.

APPENDIX OF RELATED INFORMATION

The General Assembly

Senate

The Senate consists of 34 members, each representing their own district. Each Senate district consists of about 150,000 people. Senators from odd-numbered districts are elected in presidential election years, while those from even-numbered districts are chosen in the “off year” elections. Each senator must be at least 30 years of age, and a qualified voter of the state for three years and live in the district he or she represents for one year. A senator is elected to a four-year term and at the end of the term, has to be re-elected. Due to term limits, senators only may serve up to two four-year terms, totaling eight years in the upper chamber. The Lieutenant Governor is president and presiding officer of the Senate. In the absence of the Lieutenant Governor, the President Pro Tem, elected by the Senate members, presides.

House of Representatives

The House of Representatives consists of 163 members, elected at each general election for a two-year term. Each representative’s district consists of about 31,400 people. A representative must be at least 24 years of age, and a qualified voter of the state for two years and live in the district he or she represents for one year. A representative is elected to a two-year term and at the end of the term, has to be re-elected. Due to term limits, representatives only may serve up to four two-year terms, totaling eight years in the lower chamber. The House of Representatives is presided over by the Speaker, chosen by its members, and in the absence of the Speaker, by the Speaker Pro Tem.

Time of Convening

The General Assembly convenes at the State Capitol in Jefferson City annually on the first Wednesday after the first Monday of January. It adjourns on the first Friday following the second Monday in May. No appropriation bill may be considered after the first Monday in May. If the Governor returns a bill with his/her objections after adjournment sine die, the General Assembly is automatically reconvened on the first Wednesday following the second Monday in September for a period not to exceed 10 days to consider vetoed bills. The Governor may convene the General Assembly in special session at any time for a maximum of 60 calendar days. Only subjects recommended by the Governor in his/her call or by a special message may be considered. The President Pro Tem and the Speaker may convene a 30-day special session upon petition of three-fourths of the members of each chamber.

How a Bill Becomes a Law

Every piece of legislation must survive numerous votes before final passage. Many tactics exist to expedite, stall or circumvent this process. Committee members play a more powerful role in the fate of your legislation than non-committee members.

General Provisions

No law is passed except by bill. Bills may originate in either the House or Senate and are designated as Senate or House Bills, depending on the house in which they originate. Appropriations bills are always introduced in the House of Representatives. No bill (except general appropriations bills) may contain more than one subject, which is to be expressed clearly in its title. No bill can be amended in its passage through either house to change its original purpose. No bill can be introduced in either house after the 60th legislative day of a session unless consented to by a majority of the elected members of each

house. The Governor may request consideration of proposed legislation by a special message.

Introduction of a Bill

The idea for a piece of legislation may come from a private citizen, consumer or business group or the legislator. The bill may be drafted by the legislator or by the staff of the Committee on Legislative Research at the request of a senator or representative. Bills may be pre-filed beginning in December and continuing up to, but not including, the first day of the session in January. Bills introduced during this pre-introduction period are automatically introduced and read the first time on the opening day of the session. Bills also may be introduced by any senator or representative during the session. When introduced, a bill is assigned a number and read for the first time by its title and number by the reading clerk and ordered printed. It then goes on the calendar for a second reading and assignment to a committee.

Committee Review, Actions and Reports

A public hearing before the committee to which a bill is assigned is the next step in the legislative process. The bill is presented by its sponsor, and both proponents and opponents are heard in a single hearing. After the public hearing, the committee meets in an executive session to vote and make recommendations. The committee may make one of five actions:

1. Report the bill with the recommendation “do pass”;
2. Recommend passage with committee amendments, which are attached to the bill;
3. Return the bill without recommendation;
4. Substitute in lieu of the original bill a new bill to be known as a committee substitute; or,

5. Report the bill with a recommendation “do not pass” (such a bill will not be taken up unless there is a majority vote to take it up).

Perfection of a Bill

If a bill is reported favorably out of committee or a substitute is recommended, it is placed on the perfection calendar. When its turn comes up for consideration, it is debated on the floor of the originating house. If a substitute is recommended by the committee or if committee amendments are attached to the bill, they are first presented, debated and voted upon. Further amendments then can be proposed by other members with changes designated as House or Senate amendments to differentiate them from committee amendments. A House or Senate substitute bill also can be offered at this time. When all amendments and substitutes have been considered, a motion is made to declare the bill perfected. Perfection is usually voted on a voice vote, but on the request of five members standing a roll call vote shall be taken. A simple majority of those present in the house is all that is required for passage. If voted to perfect, the bill is reprinted in its original or amended form and placed on the third reading calendar. The newly printed bill carries the word “perfected” above the bill number.

Final Passage of a Bill

Once a bill reaches the top of the third reading calendar, the bill is again debated; however, no further amendments of a substantive nature can be offered. At the conclusion of debate, a recorded vote is taken. Approval of a constitutional majority of the elected members (18 in the Senate and 82 in the House) is required for final passage. Passage of the bill is then reported to the other house where it is read for a second time, referred to committee for hearing, reported by committee, read a third time and offered for final approval. The perfection stage is eliminated. However, when the bill is debated on the third reading,

amendments may be offered and the bill once again may be changed. If further amendments or substitutes are approved, these are reported to the originating house with a request that the changes be approved. If the originating house does not approve, a conference may be requested and five members from each house are designated as a conference committee. Upon agreement by the conference committee (usually a compromise of differences), each reports to its own house on the committee's recommendation. The originating house acts first on the conference committee's recommendation. If it is approved it goes to the other house and upon approval there, the bill is declared "truly agreed to and finally passed." If either house rejects the conference committee report, it may be returned to the same or a newly appointed committee for further conferences. Upon final passage, a bill is ordered enrolled. It is typed in its finally approved form and printed, and the bills are closely compared and proofed for errors.

Consent Bills

There is a procedure for expedited treatment of bills of a non-controversial nature. By unanimous vote, any committee may report a bill which neither increases state costs nor reduces state revenues to the consent calendar. The bill remains on the Consent Bills for Perfection Calendar for five days. At the end of that time, as long as at least five members have not objected to it being on the Consent Calendar, it is considered perfected and is placed on the Consent Bills for Third Reading Calendar. On Third Reading, such bills may not be amended. They may however be amended in the other house.

Signing of the Bill

Bills truly agreed to and finally passed in their typed form are then signed in open session by the House Speaker and Senate President or President Pro Tem. At the time of signing, any member may file written objections which are sent with the bill to the Governor.

Governor's Part in Lawmaking

The Governor has 15 days to act on a bill if it is sent to him/her during the legislative session, and 45 days if the Legislature has adjourned or has recessed for a 30-day period. If the Governor signs a bill, it is returned to its house of origin with the Governor's message of approval and then delivered to the Office of Secretary of State. If the Legislature is not in session, the bill is delivered directly to the Office of Secretary of State. If the Governor vetoes a bill, it is returned to the house of origin with the Governor's objection. A two-thirds vote by members of both houses is required to override a Governor's veto. If any bill is not returned by the Governor within the prescribed time, it will become law in the same manner as if the Governor had signed it.

Effective Date of Laws

No law shall take effect until 90 days after the end of session in which it was enacted (August 28 for regular sessions), except an appropriation act or in case of an emergency, which must be expressed in the preamble or in the body of the act. Some bills specify the exact date when they are to take effect.

Publication of Laws

All bills which become law are reported to the Office of Secretary of State. The Joint Committee on Legislative Research publishes each year's bills in a book entitled Laws of Missouri. In addition, the Revisor of Statutes updates Revised Statutes of Missouri to reflect the changes made in the law each year.

How the Dental Board Governs the Profession

Under statute 332.031 of Missouri state law, the Missouri Dental Board (MDB) is tasked with administering and enforcing the statutes that govern the dental profession. As such, this section gives the MDB the ability to promulgate rules by which the dental profession is governed (in addition to existing statutes). Although the MDB has the authority to promulgate rules, there is a process it must adhere to; that is, no state entity can just place into statute or rules language that regulates a profession without a thorough and appropriate process. Additionally, state statute always supersedes promulgated rules.

Where Rules Originate

Rules can be written only if a statute authorizes a state agency (such as the MDB) to write a rule pertaining to a particular subject. There are a few rules that are authorized by the Missouri Constitution but the vast majority of rules exist by statutory authority. So how does a state agency promulgate a rule?

How Rules Are Created

- ✓ An agency writes a rule, based on authority from specific statutes in the Missouri Revised Statutes. Once the rule is written by the agency, the remaining required paperwork is compiled. The agency is then ready to file the rulemaking.
- ✓ If an agency is part of the Executive Branch they must pre-file with the Governor's office to get a letter of approval prior to filing.
- ✓ The next step is to file a proposed rule with the Small Business Regulatory Fairness Board, and if applicable, the Joint Committee on Administrative Rules (JCAR) of the Office of the Secretary of State on the same day.

- ✓ According to the Missouri Register publication schedule, Administrative Rules publishes the proposed rule 30 to 45 days later in the Missouri Register. Whether the rulemaking is published in the Register at the first or the middle of each month is determined by the filing date of the rulemaking.
- ✓ Following publication, there must be a public comment and/or public hearing period extending a minimum of 30 days after the date of publication of the proposed rulemaking in the Missouri Register. The agency must act on the rulemaking within 90 days following the close of public comment, or the agency may withdraw the rulemaking at any time.
- ✓ Once the public comment and/or public hearing period is closed, this information is compiled by the agency, which then writes the final order of rulemaking for the proposed rulemaking.
- ✓ A copy of the final order of rulemaking for the proposed rulemaking is next filed by the agency only with the JCAR at the Capitol and the Small Business Regulatory Fairness Board, if applicable. (This is required for all agencies, except in some instances for specific rulemakings from these specific departments: the Department of Conservation, the Department of Elementary and Secondary Education, and the Department of Labor and Industrial Relations Commission.)
- ✓ The final order of rulemaking is retained by the JCAR for a 30-day review period. Once this review period is completed, the agency may then, and only then, file the final order of rulemaking with Administrative Rules for publication in the Missouri Register. However, the agency must file the order prior to 90 days after the end of the comment period or the rulemaking will become void.

- ✓ At the end of each month, the rules that are published as final orders of rulemaking in the Missouri Register are prepared in final form for publication in the update to the Code of State Regulations by Administrative Rules.
- ✓ These rules become effective 30 days after the publication date of the update to the Code of State Regulations. An agency, at their discretion, may choose a later date. Exceptions to these effective dates are set by statute.
- ✓ Once a rule becomes effective, it has the force and effect of law.
- ✓ Agencies must file a Statement of Actual Cost, if applicable, for public cost after the first full fiscal year.
- ✓ Agencies may amend or rescind existing rules by going through the same process which is outlined in the above steps. However, an agency may only have one rulemaking procedure in place at a time for each rule. The rulemaking must be ordered before it can be amended again.

Missouri Campaign Finance Law

A candidate or committee may not accept cash contributions in excess of \$100. A committee may not accept any contribution without obtaining the name, address and employer (or occupation if self-employed) of each person from whom the committee received one or more contributions, which in the aggregate total in excess of \$25. No anonymous contributions in excess of \$25 are allowed. Remember, food and beverages served at fundraisers must be reported as in-kind contribution.

Campaign Finance Contribution Limits

Effective April 1, 2019, Article VIII, Section 23.2(1) of the Missouri Constitution imposes campaign contribution limits on candidates for

state office. Contributions to the following offices have a limit of \$2,650 per election cycle from any individual other than the candidate:

- Governor
- Lieutenant Governor
- Attorney General
- Secretary of State
- State Treasurer
- State Auditor
- State Judicial Office
- Any other statewide office

Article III, Section 2 of the Missouri Constitution limits the contributions from any individual to the Missouri General Assembly:

- Senator \$2,500
- Representative \$2,000

Successful political action requires a commitment of money, time and energy. In this day of media campaigns, money contributions are becoming more important in elections. Note that money does not buy votes, but it does give you access to politicians. If we have been financially supportive of a legislator during their election campaign, when the time comes for a vote on an issue, we will have better access to that legislator to share the importance of our issue. With the onset of term limits, personal contact with our legislators is even more important. Some see this as a problem, but it is also an opportunity to develop new personal relationships with freshmen senators and representatives. Remember to stay involved with the MDA to help keep you informed of political situations.

Glossary of Political Terms

Act – a bill or measure after it passes one or both chambers; also used to denote a law in place.

Adjournment – to end a legislative day; recess does not end a legislative day.

Adjournment sine die – to adjourn without setting a time to meet again; denotes the end of a legislative session.

Amendment – a proposal to change or an actual change to a bill, motion or act.

- **Committee** – “HCA” or “SCA” – changes proposed to the original bill by the committee.
- **Floor** – “HA” or” SA” – changes offered as a House or Senate amendment to a bill by a legislator during floor debate.
- **Conference** – “CCA” – an amendment to a bill recommended by the conference committee.

Appropriation – funds allocated for various departments of government set aside for specific use by action of the General Assembly.

Authorization – a legislative action establishing a program and general amounts of money to fund the program. An appropriation provides the funds.

Bill – draft of a proposed law presented to the Legislature by a member of the General Assembly for consideration.

Bill history – record of all action on any given proposal.

Bill summary – brief summary of the content and changes to law proposed in a bill.

Bloc – representatives or senators who are members of a group with common interests.

Budget – Governor’s annual proposal to the Legislature anticipating revenue and expenditures by the state government for the upcoming fiscal year.

Calendar – a list of bills or resolutions to be considered by a committee.

- **Consent** – a special calendar for non-controversial bills.
- **Formal/Perfection** – list of bills recommended ‘do pass’ by a committee which are ready for action by the entire body. Bills must be taken up in the order presented on the calendar.
- **Informal/Perfection** – list of bills previously taken up for consideration, but not finally acted on. Bills may be taken up in any order.
- **Third reading** – the final reading of and voting on a bill before it is reported to the other House.

Caucus – the meeting of members of a political party usually to decide policy or select members to fill positions. It is also used to refer to the group itself.

Chamber – either the House of Representatives or the Senate.

Clerk of the House – chief administrative officer of the House of Representatives.

Cloture – in the Senate, the closing of debate or ending of a filibuster by a required three-fifths vote, thereby allowing a vote on the issue.

Committee

- **Standing** – a committee of continuous existence to which bills are referred for consideration by subject.
- **Conference** – a temporary group of five members from each house, selected to resolve differences in a bill as passed by each house.

Committee of the Whole – business is expedited in the House when it resolves itself to the “committee of the whole.” Rules are relaxed and a quorum is easier to obtain.

Concurrence – term used when one house agrees to a proposal of the other house.

Conferees – members of a conference committee which is composed of representatives and senators named to work out differences between same-subject bills passed by both chambers.

Conference Committee Report (CCR) – report from a conference committee detailing recommendations on a bill.

Conference Committee Subcommittee (CCS) – bill drafted by the conference committee.

Continuing resolution – legislation providing continued funding for a department or program, usually at the level of the previous fiscal year; used when the Legislature has failed to pass a necessary appropriations bill for a new fiscal year.

Co-sponsor – one or more persons proposing any bill or resolution.

Division vote – a request that members stand (Senate only) to be counted when the outcome of a voice vote is unclear; also referred to as a standing division vote.

Effective date – the date on which actions specified in a bill become operative.

Emergency clause (EC) – a statement in the bill indicating the act shall take effect after signature of the Governor and prior to the normal effective date (August 28).

Enacting clause – the initial language in a bill, reading, “Be it enacted by the General Assembly of the state of Missouri, as follows:”, and lists usually in “Section A”, the sections repealed and reenacted. To kill a bill, a member will move to “strike the enacting clause.”

Engrossed/perfected bill – official copy of a bill passed by the House or Senate incorporating all changes.

Enrolled bill – final certified copy of a bill passed in identical form by the House and Senate.

Ex officio – status gains membership on a board or committee.

Executive session – a meeting closed to the public.

Filibuster – talking and debating a bill in an effort to change it or kill it. A filibuster is easier to do in the Senate than the House because of the Senate's more relaxed rules controlling the debate.

First read – bill offered, read by title and ordered printed.

Fiscal note – an estimated amount of increase or decrease in revenue or expenditures and the present and future fiscal implications of pending legislation.

Fiscal year – a 12-month period for using state funds, beginning July 1.

Floor – the area of the chamber reserved for members and officers of the assembly.

Gallery – the area of the chamber open to the general public.

Germane – pertinent; bearing on the subject.

Hearings – testimony made by witnesses at committee sessions. Most hearings are open to the public.

Hopper – box in which proposed bills are placed.

Interim – interval between regular sessions.

Introduction – the formal presentation of a legislative proposal for consideration.

Joint committee – a committee of representatives and senators.

Joint resolution – a resolution that requires both House and Senate approval. Proposal to change the state Constitution which if passed goes to the voters for their approval, or a proposal to amend the State Constitution.

Joint rules – rules that govern the procedures to be followed in all areas of joint activity between the House and Senate.

Journal – an official daily record of the action taken and proceedings of the respective houses.

Law – an act by the Legislature that has been signed by the Governor or has passed over a Governor’s veto by the Legislature to become law.

Legislative district – that division of the state represented by a legislator distinguished by geographical boundaries and given a numerical designation.

Lobbyist – a person who, acting in the course of their employment or for a fee, represents themselves or others in opposing or furthering legislation.

Majority leader – leader of the majority party in either the House or Senate, elected by the members of the majority party. In the House, the majority leader is second in command to the speaker. The person responsible for scheduling and managing the day to day floor debate.

Markup – the section-by-section review and revision of a bill by committee members.

Minority leader – leader of the minority party in either the House or Senate.

Motion – proposition presented for action by a legislative body.

Officers – that portion of the legislative staff elected by the members of the senate, with the exception of the Lieutenant Governor who is the President of the Senate by Constitution. This includes the President Pro Tempore, Secretary of the Senate, Engrossing and Enrolling Director, Sergeant-at-Arms, Doorkeeper and the Chaplain.

Out of Order – not proper under parliamentary rules and procedures.

Override a veto – when the Governor vetoes a bill, the Legislature can override it with a two-thirds vote in both chambers.

Pair – an agreement by two members of the Legislature to be recorded on opposite sides of an issue when one or both will be absent so the votes will cancel each other and do not count, but they are still able to still make their positions known.

Pending – a substitute bill, amendment or motion offered but not acted on.

Point of order – an objection by a representative or senator that a rule is being violated.

Pre-filed bill – proposed legislation filed during the interim.

President of the Senate – Lieutenant Governor.

President pro tem – senator that presides in the Lieutenant Governor's absence.

Previous question – by a motion to “move the previous question,” a Representative seeks to end debate and bring an issue to a vote. Senators do not have this debate-limiting device.

Privilege – a privileged question is a motion that is considered before other motions. A “question of privilege” relates to the personal privilege of a Representative or senator.

Quorum – the number of members of a legislative body who must be present before business may be conducted. A majority of the membership constitutes a quorum.

Ranking member – member of the minority party on a committee who rank first in seniority after the chairman.

Recede – withdraw from an amendment or position on a matter.

Recess – concludes legislative business and sets time for the next meeting of a legislative body.

Reconsideration – a motion which allows a previous vote to be annulled and the matter voted on again.

Referred – to send a bill to committee.

Regular session – the time periods established by the state constitution for meetings of the General Assembly.

Report – a committee’s written record of its actions and views on a bill. The committee “reports” its funding to the House or Senate.

Re-referred – to reassign a bill from one committee to a different committee.

Resolution – a formal statement of a decision or opinion by the House, Senate or both. A simple resolution is made by one chamber and generally deals with that chamber’s rules or prerogatives. A concurrent resolution is presented in both chambers and usually expresses a legislative view on a matter not within legislative jurisdiction. A joint resolution also requires approval in both chambers and goes to the Governor for approval. Simple and concurrent resolutions do not go to the Governor.

- **Joint** – a temporary measure which dies when its subject matter is completed. This form is used in submitting a question to a vote of the people. It requires the same treatment as a bill in its passage through both houses and has the force of law, but it does not require the Governor’s signature.
- **Concurrent** – expresses the opinion or will of both houses and is adopted by both houses, it does not have the force of law. This form is used for such purposes as memorializing Congress on particular matters, ratifying amendments to the U. S. Constitution, to express recommendations and condolences and requesting action of state officials and departments.

Rider – a provision added to a bill so it may “ride” to approval on the strength of the bill. Generally, riders are placed on appropriations bills.

Rules – used to regulate principles and methods of procedure.

- **Administrative** – rules developed by a department in order to implement programs and statutes by the General Assembly.
- **Joint** – govern the relationship and affect matters between the two houses.
- **Standing** – adopted by each house for the duration of the session to govern matters affecting only one house.

Second reading – when the bill number is read in the chamber and referred to a committee.

Secretary of the Senate – the chief administrator of the Senate.

Sergeant at Arms – legislative officer who maintains order and controls access to the chamber at the direction of the presiding officer.

Session – the period during which the Legislature meets.

- **Regular** – annual session.
- **Daily** – each day’s meeting.
- **Joint** – meeting of the two houses together.
- **Extraordinary (Special)** – called by and limited to matters specified by the Governor.
- **Veto** – short session to attempt to override the Governor’s veto of bills.

Speaker – the Speaker of the House of Representatives, who presides over the House. The Speaker is elected, in effect, by the majority party in the House.

Special, select or ad hoc committees – these committees are created for a specific investigation or oversight function and are more apt to die and have functions routed to a standing committee.

Sponsor – legislator who is the primary author of a bill or amendment.

Statutes – compilation of all laws presently in effect, prepared in volumes by the Division of Legislative Research.

Substitute

- **Committee** – “HCS” or “SCS” – a bill recommended by a House or Senate committee in lieu of the bill referred.
- **Floor** – “HS” or “SS” – a bill offered on the floor of the House or Senate in lieu of the bill being debated.

Suspend the rules – a motion in the House intended to bring a bill to a vote quickly.

Table a bill – a motion, in effect, to put a bill aside and thereby remove it from consideration.

Teller vote – a House vote whereby members’ votes are counted “for” or “against” as they file past tellers in the front of the chamber. A count is taken, but there is no official record of how each representative voted.

Third reading – the measure is “read at length” before a final vote is taken.

Title – a concise statement of sections in and the subject of a bill.

Truly agreed to and finally passed – a bill passed by both houses of the Legislature.

Unanimous consent – a timesaving procedure for non-controversial measures whereby measures are adopted without a vote. A member simply says “I ask unanimous consent” for and states their proposal.

Union calendar – the calendar on which money bills are placed in order of date reported from committees.

Veto – rejection by the Governor of a bill passed by the Legislature.

Vitiate – to make ineffective; invalidate.

Voice vote – members answer “yes” or “no” in unison. The presiding officer decides the result. How a member voted is not recorded.

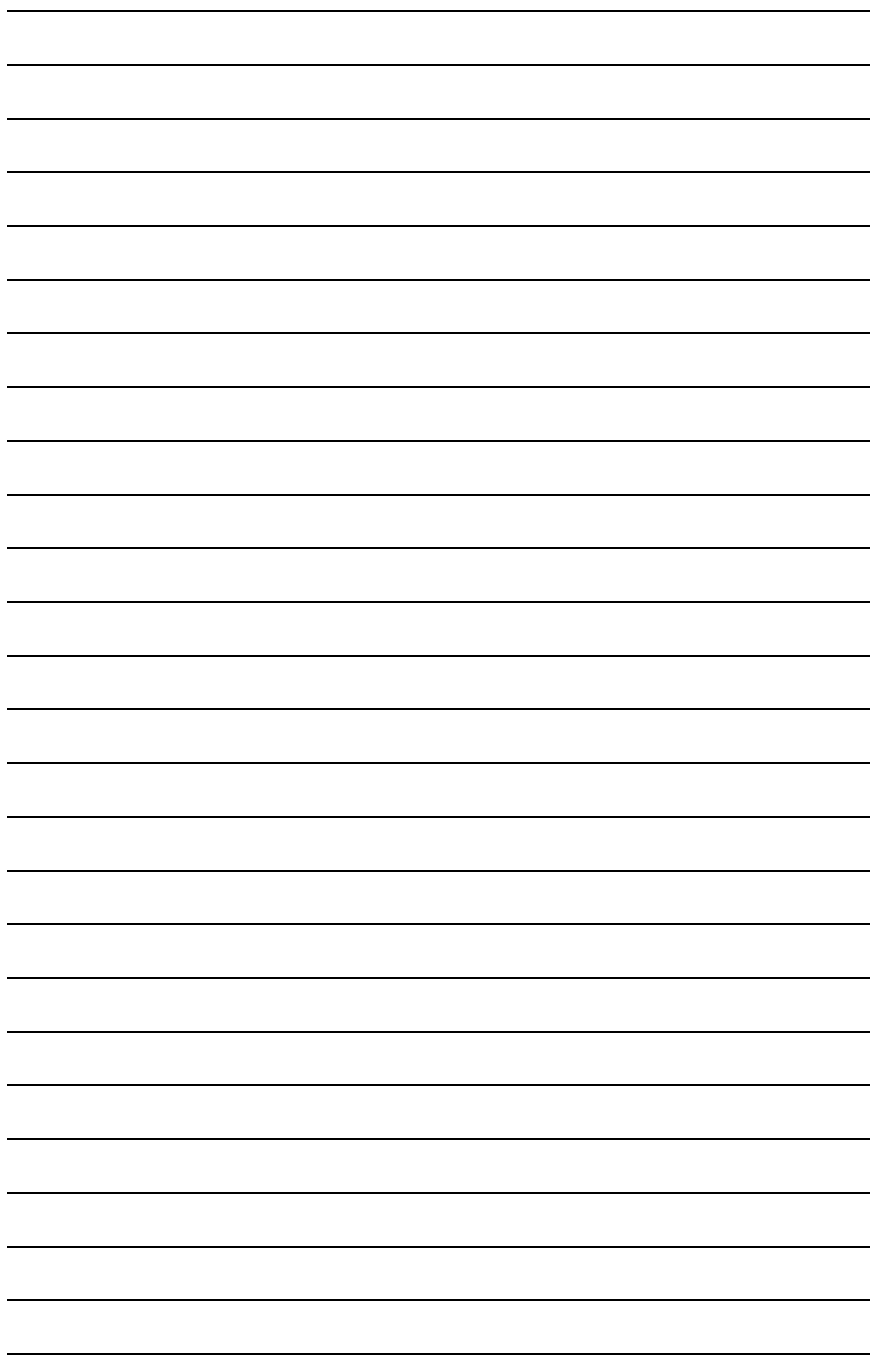
Whip – a legislator who is chosen to be the assistant to the leader of the party in either the House or Senate.

Yield – the request “Will the gentleman/lady yield?” is an expression used to seek permission from a member already speaking on the floor in order for another member to be recognized.

Golden Rules for Working With Public Officials

- ✓ **Don't Underestimate Public Officials.** With rare exceptions, they are honest, intelligent and want to do the right thing.
- ✓ **Don't Look Down on Government and Politics.** They may have faults, but so does most any profession. A disdainful attitude is an expensive luxury these days.
- ✓ **Be Understanding.** Put yourself in the public official's place. Try to understand their problems, outlook and aims. Then you are more likely to persuade them to do the same in understanding your position.
- ✓ **Be Friendly.** Don't contact public officials only when you want their help. Invite them to be guests at meetings. Take pains to keep in touch with them throughout the year—every year.
- ✓ **Be Reasonable.** Recognize that there are legitimate differences of opinion. Never indulge in threats or recriminations. They are confessions of weakness.
- ✓ **Be Thoughtful.** Don't hesitate sending a note commending your legislator. Any public official will tell you that they get dozens of letters asking them to do something, but very few thanking them for what they have done.
- ✓ **Don't Blame Public Officials for "Failing" To Do What You Wanted.** The failure may be yours if you have not done a good job in preparing, presenting and following through on your case.
- ✓ **Be Cooperative.** If a public official makes a reasonable request, try to comply with it. Don't back away for fear that "it's a deal" or that you're "getting into politics."
- ✓ **Be Realistic.** Remember that controversial legislation and regulation usually result in compromise. It always has been so and it always will be so in a democracy.

- ✓ **Be Practical.** Recognize that each legislator has commitments and that a certain amount of vote-trading goes on in the give-and-take of the legislative process. Try not to chastise a legislator who normally supports you if they happen to vote against one of your bills. This doesn't necessarily mean they have deserted your whole program. Give a legislator the benefit of the doubt and they will appreciate it and remember that you did.
- ✓ **Be A Good Opponent.** Fight issues—not people. Be ready with alternatives or solutions as well as with criticisms. This is constructive opposition.
- ✓ **Be Informed.** Never meet with legislators to advocate a position without first studying the facts and the arguments pro and con. The mere fact that you want a legislator to adopt one position or another won't be enough to convince them. Do your homework. Remember that while some votes may be firmly committed, there will be many others that can be swayed on the basis of sound arguments that are properly presented.
- ✓ **Learn To Evaluate and Weigh Issues.** Many bills which are tossed into the hopper “by request” are never intended to become law. Try not to criticize legislators for bills which are introduced. Don't call out the army until you're sure a bill is serious.
- ✓ **Don't Break A Promise.** This is a cardinal rule. If you tell a legislator you will do something, stick to the bargain.
- ✓ **Don't Change Horses In The Middle Of The Stream.** Never leave a legislator stranded out on a limb by changing your position after they have publicly stated a position that you have urged them to take.





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