

## **IMPORTANT INFORMATION**

**Office of the Governor  
303 866-2471**

**Lt. Governor  
303 866-2087**

**Secretary of State  
303 894-2200**

**Treasurer  
303 866-2441**

**Attorney General  
303 866-4500**

**Colorado State Senate  
303 866-3342**

**Colorado House of Representatives  
303 866-2346**

**Colorado Legislative Council  
303-866-3521**

**Office of Legislative Legal Services  
303-866-2045**

**Joint Budget Committee  
303-866-2061**

**Colorado State Capitol  
200 East Colfax  
Denver, Colorado 80203**

**Axiom Strategies, Inc.  
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Denver, CO 80203**

## **Tips for Successful Lobbying**



Provided as a  
Community Service  
For those interested in working or observing  
the political process.

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## LEGISLATIVE PROCESS

**COLORADO'S CONSTITUTION REQUIRES THAT EACH BILL INTRODUCED BE GIVEN A FAIR HEARING WITH OPPORTUNITY FOR PUBLIC COMMENT. THIS IS REFERRED TO AS THE GAVEL AMENDMENT, ADOPTED IN 1988. GAVEL IS THE ACRONYM FOR GIVE A VOTE TO EVERY LEGISLATOR.**

- **FIRST READING** IS THE INTRODUCTION OF THE BILL, ASSIGNING OF A NUMBER, AND ASSIGNING TO THE COMMITTEE OF REFERENCE.
- THE HEARING BEFORE THE **COMMITTEE OF REFERENCE** IS THE ONLY OPPORTUNITY FOR PUBLIC COMMENT ON THE PROPOSAL. THE COMMITTEE MEMBERS VOTE TO DETERMINE IF THE BILL WILL MOVE ON IN THE PROCESS OR DIE IN COMMITTEE.
- **SECOND READING** IS WHEN THE DEBATE ON THE BILL OCCURS BEFORE THE FULL BODY OF EACH HOUSE.
- **THIRD READING** IS THE FINAL RECORDED VOTE ON A BILL AND CAN OCCUR NO SOONER THAN ONE DAY AFTER SECOND READING.
- THE PROCESS IS REPEATED IN THE OTHER CHAMBER.
- THE BILL IS SENT TO THE **GOVERNOR** FOR FINAL CONSIDERATION IF IT HAS MADE IT THROUGH THE ENTIRE PROCESS.

**THE LEGISLATIVE PROCESS OFFERS THE GENERAL PUBLIC, SPECIAL INTERESTS, AND OTHERS THE OPPORTUNITY TO PROVIDE COMMENT ON PROPOSED LEGISLATION. THE FORUM FOR THIS PROCESS IS THE COMMITTEE HEARING**

## TOP THREE LOBBYING TIPS

1. DO **ESTABLISH A RELATIONSHIP** WITH YOUR OWN LEGISLATOR AS WELL AS THOSE THAT HOLD KEY COMMITTEE OR LEADERSHIP POSITIONS.
2. **HONESTY!** ALWAYS TELL THE TRUTH, DON'T HIDE ANYTHING.
3. **COMMUNICATION SKILLS.** IF YOU HAVE ESTABLISHED A REPUTATION OF BEING AN AVAILABLE, ACCESSIBLE, CREDIBLE WELL EDUCATED & INFORMED RESOURCE YOU'RE THERE! EVEN IF YOU DON'T KNOW, THE ANSWER TO A SPECIFIC QUESTION, YOUR REPUTATION INDICATES YOU CAN FIND IT!

### WHY DONATE TO ELECTION CAMPAIGNS?

- Access to elected officials—a contribution **does not** guarantee support but usually assures access.
- To **support candidates** who share your political philosophy.
- **Participation** is the most effective way to limit impact and affect change.

## TIPS FOR TESTIFYING

**CALLED IN TO TESTIFY? CONCERNED ABOUT AN ISSUE? THESE TIPS WILL HELP YOU WHEN PREPARING AND PRESENTING YOUR TESTIMONY.**

- **ARRIVE PROMPTLY AT THE MEETING, LOCATE THE SIGN-UP SHEET & SIGN IN.**
- **PRIOR TO BEGINNING YOUR TESTIMONY, STATE YOUR NAME AND WHO YOU ARE REPRESENTING.**
- **BE PREPARED, COMPOSED, AND PROFESSIONAL.**
- **BE AS BRIEF AS POSSIBLE WHILE STILL SHARING ALL OF YOUR MATERIAL WITH THE COMMITTEE.**
- **BE PLEASANT! NEVER HOSTILE! DON'T LOSE YOUR TEMPER NO MATTER HOW DIFFICULT THE SITUATION.**
- **NEVER ARGUE WITH A COMMITTEE MEMBER OR ANOTHER WITNESS DURING THE COMMITTEE HEARING.**
- **DON'T BE REDUNDANT. IF A PREVIOUS WITNESS HAS ALREADY SAID WHAT YOU CAME TO SAY, JUST SAY SO AND ADD YOUR SPECIAL POINTS TO WRAP UP.**
- **TRY TO SIMPLIFY YOUR MESSAGE SO EVEN A COMPLEX SUBJECT WILL LOOK "DOABLE" TO THE COMMITTEE.**
- **NEVER DISRUPT A HEARING OR ATTEMPT TO SWAY THE COMMITTEE WITH DEMONSTRATIONS BY MEMBERS OF THE AUDIENCE.**
- **DON'T BE PARTISAN.**

