Unions played a significant role in the passage of Social Security, Medicare, the 40-hour workweek, and many other federal programs. But what the government puts in place, the government can take away. That is why Boilermaker members must be involved at every level of our union and our country’s political process. No one looks out for those who remain silent — for those who do not vote.

Our willingness to fulfill our responsibilities as citizens and members of this union will determine our success or failure in the fights ahead.

✓ **Mobilize Resources.** We must continue to mobilize our political resources, from the voluntary contributions made by our active and retired members to the Campaign Assistance Fund (CAF). Active members can increase their payroll check-off contributions through their employer, and retired members through the National Pension Fund. Locals should negotiate a contribution of five-cents-per-hour worked (or more) in every collective bargaining agreement.

✓ **Support LEF.** Every local is required to contribute 25 cents per member per month to the Legislative Education Fund (LEF) so we can keep our members informed on important worker issues.

✓ **Increase Voter Registration.** Elections are decided by a few thousand — even a few hundred — votes. Of the 14 million union members in the United States, more than eight million are not registered to vote, and there are only 10 states where 50 percent or more of the Boilermaker members are registered to vote. Set a goal to increase voter registration in your local by at least 10 percent.

✓ **Participate in Political Campaigns.** If your local has never supported or opposed a candidate, now is a good time to get started. Working families need friends in political office.

As you read this manual, think about your union brothers and sisters who may be out of a job, without health insurance, lacking medication, or struggling to feed their children. These are tough times, and we need to pull together — solidarity is more important than political differences.

Newton B. Jones
International President
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Chapter 1

What is LEAP?

LEAP is the Brotherhood’s Legislative Education Action Program (LEAP).

LEAP’s Objectives

LEAP’S PRIMARY GOAL is to ensure jobs and job security through political and legislative action. We accomplish this goal by reaching the following objectives:

- Establish effective, functioning LEAP committees in all U.S. local lodges;
- Increase voter registration of members and their families;
- Educate members and their families on the issues;
- Motivate members and their families to participate in LEAP activities;
- Attend meetings and political functions;
- Mobilize members and their families to get-out-the-vote (GOTV);
- Advise government officials on legislative issues;
- Raise political money.
LEAP’s Structure

LEAP HAS THREE primary building blocks: the LEAP executive committee, the Government Affairs Department, and the local lodge LEAP committee.

LEAP Executive Committee

AT THE INTERNATIONAL level, LEAP policies are formulated by an executive committee consisting of the International president (chair of the committee), the International secretary-treasurer (secretary-treasurer of the committee), and each International vice president as a committee member.

The establishing statement of LEAP declares that executive committee members must ensure that each local lodge in their section establishes an effective LEAP committee and that bylaws of all local lodges in the United States must provide for a LEAP committee.

The Government Affairs Department

THE LEGISLATIVE EDUCATION and action work of LEAP is organized and administered through the Government Affairs Department, which provides support to local lodge LEAP committees.

The Local Lodge LEAP Committee

THE CORE INGREDIENT for political action is the local lodge LEAP committee. LEAP committees should be headed by a chairperson appointed by the local’s business manager or president.

The local lodge LEAP committee is responsible for fulfilling LEAP’s objectives (see previous page).

Committee Size

TO DETERMINE WHAT size committee your local needs, consider how many members you have, what activities you will be engaging in, when, and how often. The committee will recruit volunteers to help with major projects such as voter registration drives and leafleting, which the committee itself plans, executes, and oversees.
Meet Regularly

THE COMMITTEE SHOULD establish regular meeting dates to review its activities and plan for future activities. The committee should consider whether finances of the lodge are needed to achieve planned goals. If they are, a member of the committee should present the budget to the executive board of the lodge. The executive board will then make a recommendation to the membership.

Report on Your Progress

AT EACH LOCAL lodge meeting, the LEAP committee should make a progress report on its activities, upcoming projects, legislative developments, fund raising, and correspondence. The LEAP committee should also inform the membership of current legislative events, such as an upcoming congressional vote or an upcoming election.
WINNING CANDIDATES always remember who helped them get elected. Even if your candidate loses, your members’ hard work will be noticed and remembered by politicians in your area. Your lodge can influence who makes the important decisions in your city, state, and region.

**Voter Registration**

THE MOST IMPORTANT function of the LEAP committee is registering Boilermaker members and their families to vote. The first goal for a LEAP committee is to reach 90 percent voter registration among our members and their families.

**Update Membership Files**

THE LEAP COMMITTEE should develop a membership list and keep it updated throughout the year. The only effective way to know who among your membership is registered to vote is to compare your membership list with a list of people registered to vote in your state.

You can request a list of your lodge’s voter-registered members from the Boilermakers’ Government Affairs Department.

Your LEAP committee should correct the lists by referring to your membership files and by acquiring a voter list from the local election office, registration office, county office, or secretary of state’s office. Your state AFL-CIO (see Appendix 1) can help you get this list.

Depending on the size of your membership, you may decide to assume that no one is registered and plan your registration drive accordingly.

Membership lists should be updated each year. When you update your list, be sure to send the updated information to International headquarters and to your state AFL-CIO. Otherwise, the changes your lodge has made will not be reflected on the AFL-CIO’s list, which is used by the Boilermakers to determine strategic political action.
When compiling your list, obtain the following information from your members:

1. Full name.
2. Phone numbers and addresses.
3. Then ask if they are willing to help with the following:
   a. Phone calls
   b. Labor-to-labor canvassing
   c. Rallies.

Determine the percentage of registered members in your local lodge and pledge to increase that number by 10 percent. After accomplishing that goal, set a new one.

**Assemble a Voter-Registration Team**

Once you know how many unregistered members you have, you must assemble a team large enough to contact all of them. Make sure everyone on your team is familiar with your state’s voter-registration laws, including residency requirements, registration deadlines, dates and locations for registering, and how to transfer a registration. For this information, contact your state or county board of elections, or the Government Affairs Department.

**Registering Voters**

Your team should begin making one-on-one contact with every member who is not registered to vote. Personal contact has been proven to be the most effective campaign tool. If appropriate, distribute mail-in registration cards when you contact unregistered members.

You can send a targeted mailing to these members with voter registration forms for them and their families to fill out. Or you can contact them by telephone.

Electronic voter registration is an option that can make voter registration easier. The Boilermakers’ LEAP Web site provides online voter registration information. (See Chapter 7: Desktop Lobbying.)

**Persuading Reluctant Members to Register to Vote**

Some members might respond negatively to voter-registration efforts or other political activity. These members should be reminded that many Boilermaker jobs and benefits depend on decisions made by government officials.

These responses may help persuade a member:

**Reluctant Member:**

“Whether or not I register and vote is my business . . . not the union’s business. Unions shouldn’t be involved in politics, anyway.”

**Your Response:**

“I used to feel the same way. But now, when I see corporations and the rich pouring money into the campaigns of candidates who certainly aren’t on labor’s side, I think we have to do what we can to protect ourselves. There isn’t anything that happens in government that doesn’t affect us and our families, so we’re involved whether we like it or not.”

**Reluctant Member:**

“Yes, but I don’t want anybody telling me how to vote!”

**Your Response:**

“Nobody’s telling you how to vote. We merely check the record and the views of candidates the union is supporting so we can give you information to help you make your own decision. You alone will decide whom to vote for. But if you’re not registered to vote, your views won’t be heard at all.”

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**How to Evaluate Your Local’s Resources**

Which members or retirees are currently politically active?

Who and how many of these will help on this campaign?

How many (and who) have experience in campaigns?

What kind of experience is it? (Organize volunteers? Fund-raisers? Phone banks? Etc.)

How much can your local spend?

How much can members donate?
Reluctant Member:
“If I register to vote, I will be called for jury duty.”

Your Response:
“Actually, in most states, jury duty selection comes from driver license records, not voter registration.”

How to Educate Your Members

THE GOVERNMENT AFFAIRS Department provides political and legislative information through several avenues. You can reproduce and distribute items from these sources to your members in your newsletter, at the monthly meeting, by posting on a bulletin board, or any other way you can get this valuable information before the eyes of your members.

The Boilermaker Activist provides legislative and political information (only while Congress is in session).

The Boilermaker Reporter contains articles on legislative issues, political commentary, and news about economics and taxes.

YOU HOLD THE POWER

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In the United States, there are more than 14 million union members — but more than eight million are NOT registered to vote.

Elections are decided by a few thousand — even a few hundred votes. Unregistered union members could determine who wins in November 2008.

How you vote is your business, but we can make it easier for you to register. See your union steward or business manager, log onto www.boilermakers.org and print a voter registration form, or call the Boilermakers at 703-560-1493.

Register. Get informed.
You’re more powerful than you think.
The Boilermakers Web site (www.boilermakers.org, click on “LEAP”) contains information on issues and candidates, as well as links to help members register to vote and send letters to their representatives. The LEAP Web site is explained in detail in Chapter 7.

The International also sends letters to lodges about legislative issues.

The AFL-CIO. Any material you get from an AFL-CIO publication may be used to educate your members. It is always a good idea to give credit within the article or leaflet to the agency or publication where you got the information.

Getting your message to your members

MAKE IT ONE GOAL of the local lodge LEAP committee to provide information on candidates and issues at every monthly meeting. Including political education at every meeting allows you sufficient time to discuss many issues and keep your members current on the bills before Congress that affect Boilermakers.

The more often members see these materials, the more they’ll understand about the political process and the more motivated they will become.

When an important issue is close to a vote, ask your lodge to hold a letter-writing campaign immediately following or during the monthly meeting.

Our members will usually vote for our endorsed candidates if we provide them with the information they need. Often a simple comparison piece showing where each candidate stands on labor issues is enough to help members understand who they should vote for.

Polling data indicates our members consider material they receive from the local lodge (preferably the shop steward) as the best source of information on an issue.

Online sources

Boilermakers Web site: www.boilermakers.org
AFL-CIO Web site: www.aflcio.org
AFL-CIO Social Security Page: www.aflcio.org/socialsecurity/

You need to get permission to use information from publications not created by the AFL-CIO or any of its affiliated unions directly from that publication. Contact the Boilermakers Communications Department (913-371-2640) if you have trouble, don’t know who to contact, or have another question.

AFL-CIO Building & Construction Trades Department: www.buildingtrades.org
AFL-CIO Metal Trades Department: www.mtd.org
AFL-CIO Transportation Trades Department: www.ttd.org
U. S. Congress Web site: http://thomas.loc.gov

AFL-CIO Publications

America@Work — published monthly by the AFL-CIO Public Affairs Department
Metaletter — published by Metal Trades Department

You can subscribe to any of the above publications by contacting the department indicated as publisher, c/o the AFL-CIO, 815 16th St. N.W., Washington, D.C. 20006 (202-637-5010). Many state and regional labor bodies also produce periodicals that contain legislative information. Contact your state AFL-CIO for details (see Appendix 1).

People Power — A Powerful Resource

ENCOURAGE YOUR MEMBERS to accept these important citizen responsibilities:

1. Register to vote.
2. Learn about the issues and the candidates.
3. Vote in all elections — local, state, and federal.
4. Tell legislators your opinions on the issues.
5. Volunteer to help on campaigns.
A member who isn’t registered to vote or educated on the issues is not likely to want to contact a politician to talk about a proposed law. But as members learn more about the political process and see how their participation can truly make a difference, they will gain confidence and motivation.

Devise a plan for repetitive contact with Boilermaker members — personal visits, job site visits, telephone calls, mail, and e-mail. Explain how the issue at hand will impact the member.

Develop a database, or list, of political activists in your local lodge. These members will be the committee’s network for distributing educational materials and recruiting other activists. The larger the list becomes the more comprehensive and successful your local lodge program will be. This list will allow the committee to build its army for turning out members for precinct walks, phone banking, etc.

Create Volunteer Teams

CONTACT YOUR STATE AFL-CIO to learn more about how you can help the labor campaign in your area. Assistance from local lodge volunteers is the most valuable tool. As a volunteer, you can help with day-to-day activities, participate in voter-registration and get-out-the-vote drives, and even assist candidates with their campaigns during your free time.

Recruiting Volunteers

FINDING VOLUNTEERS MAY seem hard, but people like to be involved in activities if they believe in the purpose. Most people simply never get asked to volunteer. So ask members to help. (The only exception: members employed by the federal government are subject to the Hatch Act and cannot volunteer.)

Utilize Retired Members

EVERY LOCAL LODGE has an arsenal that is rarely used: Boilermaker retirees.

If your local does not have a retiree club, then recruiting retirees should be handled in the same manner as the recruitment of any other member.

Keep a list or database of retirees so you will be ready for the next campaign.
Many retirees will also contribute to our political fund if asked. But, again, they must be asked.

**Mobilizing Members to Get Out the Vote (GOTV)**

THE LOCAL LODGE should participate with the central labor council (CLC) and the state AFL-CIO in get-out-the-vote (GOTV) campaigns at a minimum of 12 weeks out from Election Day. The LEAP committee should recruit as many volunteers as possible to participate in the coordinated activities planned through the state AFL-CIO or building trades.

Members are more likely to respond well to a personal letter from your local president or business manager than an appeal from someone they don’t know. If your local would like a sample letter, call the Government Affairs Department (703-560-1493), and be sure to send a copy of your local’s mailings to the Government Affairs Department.

Have all members wear your Boilermaker paraphernalia when volunteering to visibly demonstrate your local’s support for a candidate.

**How to Select Candidates Who Will Work for our Members**

A SMALL COMMITTEE should screen the candidates and bring their recommendations to the full membership for endorsement.

Once you’ve considered all of the following points, you can make a qualified recommendation to the general membership for approval and formal endorsement. Use the information you’ve gathered from your research to explain your reasons for supporting the selected candidate.

**Develop a Questionnaire**

COLLECT CANDIDATES’ VIEWS by having each candidate fill out a questionnaire that focuses on issues that are important to Boilermakers. See Appendix 8 for a sample questionnaire.

Send the questionnaire to all candidates who file to run, not just the ones who ask for your support. Sometimes candidates who solicit our endorsements do not support our issues as strongly as other candidates we may not hear from.

**Study Voting Records**

STUDY EACH CANDIDATE’S voting record to answer these questions:

- Does the candidate support Boilermaker positions on relevant issues?
- Does the candidate’s voting record support his or her stated position?
- Is the candidate’s professional background in conflict with Boilermaker positions?

**Interview the Candidates**

YOU MAY WANT to personally interview the candidates to clarify answers on issue questionnaires and to seek additional information about the candidates.
Meet Privately to Make Your Selection

BEFORE YOU MAKE your recommendations to the general membership, the LEAP committee should meet privately to discuss the candidates. By this time, you should have a clear understanding of where each candidate stands on the issues.

Also consider these points:

- Does the candidate who best meets the above criteria have a chance of winning the race, or is he/she running just to make a statement?
- What level of fund-raising has each candidate achieved?
- Are there any media polls, and what do they say?

Working With Other Labor Organizations

LOCAL LODGES SHOULD participate in central labor council, state AFL-CIO political meetings, and as many fund-raising and other political events as possible. Being active in your CLC allows your lodge to contribute your opinions and skills, making the central body stronger. Your lodge will also be stronger, because you will be able to draw on the skills and experience of members of other unions. When you want the central body or the state AFL-CIO to get behind your interests, it helps if you’ve been working with them all along.

The same is true on the state level. Every state has a state AFL-CIO with officers and lobbyists who work to enact policies that will help workers, their families, and communities. Just as on the local level, the bigger the state labor body and the more unions it represents, the stronger labor’s voice becomes.
How to Raise Money for the Campaign Assistance Fund (CAF)

The bigger our Campaign Assistance Fund (CAF), the stronger our voice.

Campaign Assistance Fund (CAF)

CANDIDATES FOR FEDERAL office cannot accept funds from a labor union’s general treasury; however, they can accept contributions from individuals and from registered federal political action committees (PACs).

The Boilermakers Campaign Assistance Fund (CAF) is the Boilermakers’ PAC — our federally registered and reporting multi-candidate political action committee. The Federal Election Commission (FEC) also considers local lodge PACs to be affiliates of CAF.

With CAF, the Boilermakers union can contribute financial assistance to the campaigns of candidates we want to see elected.
Why Should I Contribute?
IN EACH ELECTION, business PACs and wealthy individuals outspend labor union PACs by more than 20-to-1. In addition, candidates can spend as much of their own money on a campaign as they want, giving wealthy candidates an unfair advantage over middle-income candidates.

If pro-worker candidates are to have any chance against candidates financed by big business and wealthy individuals, they must depend on small contributions by many individuals and contributions by union PACs.

Who Gets CAF Money?
CAF MONEY IS used to make direct contributions to candidates for federal office. Only voluntary donations from our members may be included in CAF. All CAF money must be held in a non-interest bearing account.

The LEAP executive committee determines which candidates for federal office should receive CAF assistance, based on advice and recommendations from the Government Affairs Department. They consider many factors in this decision, including the candidate’s voting record, published positions, need for funds, chance of success, and whether LEAP has declared the race to be critical.

If your local lodge wants CAF to contribute to a particular candidate, write the International president; copy your letter to the Government Affairs Department and your International vice president. On request and where appropriate, CAF contributions may be transmitted to local lodge LEAP committees for presentation to a candidate.

How to Raise Money for CAF
ONLY MEMBERS OF our union (including retirees) and their families may be solicited for CAF donations.

Members must be informed that their contributions will be used for political purposes, that contributions are volun-
tary, that contributions are not a condition of employment, and that contributions to CAF are not charitable contributions for income tax purposes.

Suggest a guideline donation amount. Naming a specific amount gives people a starting point for deciding how much to give. However, it’s important to make sure they understand that this is merely a suggestion. They’re free to give more, less, or not at all, if they choose.

Use special fund-raising events (dinners, dances, concerts, 50/50 raffles, etc.). These not only raise money but raise awareness and solidarity as well. Be sure to follow the guidelines for these events provided in this section under Rules for Fund-Raising Events.

**Political Checkoff Plan**

THE EASIEST AND most effective way to raise money for CAF is through a political checkoff plan. The checkoff system is a voluntary payroll-deduction plan, similar to a dues checkoff, through which a member contributes money to CAF by authorizing the employer to make periodic deductions and forward them to the lodge.

A political checkoff plan has the great advantage of requiring only a small commitment from each member to accumulate a steady flow of resources for our voluntary political fund. Another advantage is that once a member signs up, they usually remain signed up. Even though the contribution may be small, the deduction is constant and can add up during the year. All of the highest contributing lodges have a political checkoff plan in their contracts.

*There are two ways to get checkoff in your local:

1. **Negotiate with the Employer.** Checkoff can be negotiated into your contract just like any other collective bargaining item.

   Your employer may require the union to pay the cost of implementing the payroll deductions. Federal law dictates that the company must only charge the union the actual cost of implementing and maintaining the payroll deduction, or checkoff. Normally, there is a one-time set-up fee and no other cost is incurred. If you feel the employer is trying to charge a higher amount than the actual cost, contact the Government Affairs Department.

   The forms for checkoff authorization are provided by the Boilermakers and can be found in Appendix 2.

2. **Checkoff on Demand.** Under federal election law, if your employer or any of its subsidiaries, branches, divisions, or affiliates uses a payroll deduction plan (checkoff) to collect political monies from its managerial, non-bargaining employees, and/or shareholders for its political action committee, then the union has the automatic, non-negotiable right to use a payroll checkoff system for its members to make voluntary contributions to their political fund.

   Under the law, the union is entitled to use any and all methods of solicitation that the employer is using.

   To exercise these rights, you must first find out whether the employer or any of its affiliates actually has a checkoff plan for its non-bargaining employees or shareholders.

   Once you have determined that the employer has a checkoff plan for its managerial employees, the local union must then write the employer officially declaring that the local union wants to exercise its right to use political checkoff for union employees. Use the sample letter prepared by the AFL-CIO attorneys (Appendix 5) to demand CAF checkoff.
The One-Third Rule

You can use treasury funds to solicit voluntary donations for CAF as long as the treasury funds used do not exceed one-third of the contributions raised for CAF.

Signing Up Members

AFTER YOU SUCCESSFULLY negotiate check-off, then comes the job of signing up the members. Signing up for a political checkoff plan is strictly voluntary.

Many members will sign up the moment you develop a program for them. Others will sign up when you ask them. You should explain the importance of political involvement by illustrating what has happened to our jobs, benefits, working conditions, and wages as a result of specific political action at the federal, state, or local level.

Rules for Fund-Raising Events

TICKET SALES TO special events must be limited to members, retirees, and their immediate families.

- Members must be notified that their ticket purchase is a contribution to CAF.
- Lottery and raffle tickets may not be transported across state lines or sent through the mail.
- Lotteries and raffles may not be advertised through the mail, in newspapers, in local lodge newsletters, or across state lines.

The entire ticket price counts as the contribution to CAF; the actual cost of the entertainment, food, etc., cannot be deducted. However, general treasury funds may be used for these expenses, subject to the one-third rule.

The One-Third Rule

YOU MAY USE treasury funds to cover the cost of soliciting voluntary contributions to CAF. For example, you may use treasury funds to pay for a fund-raising dinner or to buy items for sale. However, when you do, your treasury expenditure must not exceed one-third of the contributions received for CAF. For example, if you purchase T-shirts for $7 to give to people who donate, you must ask for at least a $21 donation for each T-shirt. Entertainers and others may donate their services without counting it as a contribution to CAF.
Rules for Handling Contributions

ALL DONATIONS TO CAF must be transmitted in the form of a money order or check from a separate non-interest-bearing account to the Boilermakers Campaign Assistance Fund, International Secretary-Treasurer, 753 State Avenue, Ste. 565, Kansas City, KS 66101.

If voluntary contributions become commingled with personal funds or general treasury funds, they can no longer be used for federal elections.

- Transmit individual contributions of $50 or less to CAF within 30 days.
- Transmit individual contributions of more than $50 within 10 days, along with the name and address of the contributor.
- If any individual’s total contributions to CAF exceed $200, report the individual’s name, address, occupation, and employer to International headquarters. Each person who contributes over $200 must be identified to the FEC along with the above information.

- Use triple-copy receipt books when soliciting donations. These provide color-coded copies for the contributing member, the local lodge, and the International. They simplify keeping track of contributions.
- When transmitting funds received through meeting collections, job-site solicitations, etc., to CAF, indicate the date(s) of collection, total amount collected, and the name of the function.

Getting Political Funds

IF YOUR LOCAL lodge actively supports the Campaign Assistance Fund, then the process of obtaining campaign funds for the endorsed candidate is simple. You may write, call, or fax your request to the Government Affairs Department by completing the Political Contribution Request Form.

We must have the following to process your request:

- Candidate’s official committee name
- Candidate’s committee address
- Office the candidate is seeking (required filing information)
- District in which the candidate is seeking office
- PAC ID Number (if applicable)
- Amount you are requesting
- Name of Payee
- Where the check is to be mailed (to the local lodge, candidate’s committee, etc.).

Please remember, there is a limit on the amount of funds we can contribute to each federal candidate.

You can sell items to raise money for CAF, as long as you follow the One-Third Rule, described on the preceding page.
How Your Lodge Can Contribute to the Legislative Education Fund (LEF)

The Legislative Education Fund (LEF) pays for the publication or purchase of educational materials regarding candidates, issues, and the legislative process, and for their distribution to members and local lodge leaders.

Policy

ALL U.S. BOILERMAKER lodges benefit from our political education fund and are now required to contribute 25 cents per member, per month to LEF. If a lodge cannot commit to a monthly contribution, it may request approval from the International president to make a one-time contribution from its general treasury.

LEF contributions should be made monthly by treasury check, payable to the Boilermakers Legislative Education Fund, in the amount of 25 cents per member and sent to the International secretary-treasurer, along with the lodge’s membership report and per capita tax.

Why Should I Contribute?

NEARLY EVERYTHING THE Department of Government Affairs does is funded through LEF.
Without LEF, local lodges would get virtually no political or legislative support.

Legislative fact sheets, congressional voting records, the LEAP Web site, congressional directories, informational videotapes and mailings, and the *Boilermaker Activist* are just a few of the educational materials made available to Boilermaker members with LEF monies.

LEF also funds the annual LEAP conference in Washington, D.C., where local lodge leaders hear from congressional representatives about the issues facing workers, discuss strategies for promoting the Boilermaker agenda, and go to Capitol Hill to take the Boilermaker message directly to our members of Congress.

**How Is LEF Financed?**

LEF IS FINANCED entirely through contributions from local lodge general treasury funds. Members may empower the local secretary-treasurer to transmit contributions through inclusion of a provision in the bylaws or in a motion approved by the members.

LEF contributions must not be aggregated with any other payments made to the International secretary-treasurer; they must be transmitted in a separate check made payable to the Legislative Education Fund.
Basic Election Law Rules for Using Union Resources

UNIONS CAN EXPRESSLY advocate the election or defeat of particular federal candidates or solicit contributions to the union’s PAC only from their members, staff, and retirees (and their immediate families). They can’t do either with the general public. The Boilermakers union must treat members of other unions as it would treat the general public.

Federal law also regulates the spending of union resources, meaning union funds, facilities and equipment, and paid officers and staff during their working time. Union officers and members retain their rights as citizens to volunteer during non-working time and engage in political activity and communicate about it with anyone. However, federal employees are prohibited from engaging in any political activity (even on their own time) under the Hatch Act.

Dealing with Union Members, Retirees, Union Executive and Administrative Staff, and their Immediate Families

LOCAL LODGES HAVE more freedom in communicating with their members than in communicating with the general public.

You may communicate on any subject, including “express advocacy” (explicitly urging support or defeat of a clearly identified federal candidate).
You may use brief quotes from a candidate’s speech or publication as part of the union’s expression of its own views of candidates (but you may not reproduce candidate or party materials).

You may produce and distribute political buttons, posters, and similar items.

You may coordinate membership communications with candidates or parties.

You may lease facilities, equipment, or staff to candidates, but must charge the normal and usual fee or fair market value. Facility and equipment use must be paid for in a commercially acceptable time frame, and staff must be paid in advance. Call the Government Affairs Department to determine the fair market value.

You may allow staff and members to make “occasional, isolated, or incidental” use of union facilities in connection with their volunteer activities on behalf of candidates (limited to one hour per week or four hours per month). Anything more than this must be made up within a reasonable time, or done in a staff or member’s individual capacity.

Lodges may use treasury funds for nonpartisan voter-registration and get-out-the-vote campaigns directed solely at members (including retirees) and their immediate families.

Lodges may use treasury funds for communicating with members (active and retired) and their families about any legislative issue and/or endorsed candidate. These expenditures can be for materials, phones, office space, postage, and other necessary expenses. Funds spent to educate members about an issue are not considered contributions to candidates.

You may distribute letters, leaflets, brochures, sample ballots, voting records, etc., urging your members to vote for or against a certain candidate, ballot issue, or to communicate with elected officials regarding legislative issues. Paid union staff and union office space may be used for contacting members.

Locals are not limited in the amount of treasury money they can spend to communicate with members expressly supporting or advocating defeat of a candidate for state or
federal office. However, if you spend more than $2,000 communicating with your members in a federal election, you must report your expenditures to the FEC. Some states also require reporting communication costs. Check your state election law.

Dealing with the General Public

You may communicate on public policy issues, legislative bills, and referenda.

You may advocate that incumbent officeholders cast certain votes or take certain non-election actions.

You may coordinate with candidates (especially incumbents) and parties on the union’s public communications and activities concerning issues and legislation, with certain exceptions.

You may not engage the general public in express advocacy, the election or defeat of a candidate.

You may not coordinate express advocacy messages with candidates or parties at any time.

You may not coordinate any election-related activity with a candidate or party that is directed at the general public.

Basic Political Action Rules for Local Lodges and Staff

Political Contributions

Do not make or authorize a donation to any federal political campaign from local lodge general treasury funds.

Do not contribute union office supplies to your local constituency campaigns.

Do not collect or bundle contributions to candidates.

Do not provide stamps or envelopes for members to mail contributions to candidates.

Do not purchase rally signs or bumper stickers advocating a candidate from local lodge general treasury funds. Call the Boilermakers Government Affairs Department for candidate materials.

Campaign Assistance Fund (CAF)

Only solicit members, retirees, and their families for CAF donations.

Do not contribute to CAF from a state PAC.

Always use the recommended contract language for negotiating CAF into the collective bargaining agreement.

Always use the recommended CAF authorization form.

Always get contributors to CAF to sign the recommended authorization form.

Always separate the CAF form from all other union forms.

Always inform members those contributions will be used for political purposes, the contribution is voluntary, not a condition of employment, and not a charitable contribution for income tax purposes.

Separate CAF money from general treasury funds and personal funds in a non-interest bearing account or convert to a money order.

Transmit donations to the International secretary-treasurer within 30 days.

Always indicate the date(s) of collection, total
amount collected, and name of function when transmitting funds received through meeting collections, job-site solicitations, etc.

**Always** have the employer transmit contributions made by check-off directly to the International secretary-treasurer.

### Legislative Education Fund (LEF)

**Do** contribute from the local lodge’s treasury funds to LEF by contributing 25 cents per member, per month to LEF.

**Do** vote to make a one-time contribution from the general treasury to LEF. Send a letter to the International president for approval before transmitting.

**Do** send monthly contributions by treasury check, payable to LEF, and send to the International secretary-treasurer with the lodge’s membership report and per capita tax.

**Do not** combine LEF contributions with other payments to the International; it must be a separate check.

### State Regulations Regarding State and Local Candidates

LAWS DIFFER FROM state to state as to the use of union treasury funds to communicate with the general public in support of or against state and local candidates. In addition, these laws are revised often.

Before spending any treasury funds on political activity, learn the most recent laws by contacting the Government Affairs Department.

Most states allow some political expenditures, but may require the lodge to register with the state election office, record expenses, and file reports. In addition, most states allow unions to make contributions to candidates for state offices. However, some require that contributions come from a separate, voluntary account.
Lobbying Basics

The most effective lobbyist is a constituent — one of the people represented by a legislator or public official.

LAWMAKERS KNOW THAT if they fail to satisfy their constituents, eventually they will be voted out of office.

As a grass-roots lobbyist, you play the most important role of all in shaping legislation.

It is the job of the LEAP committee to help members convey the Boilermaker message to their elected representatives through meetings, phone conversations, letters, and e-mails.

Secrets of Highly-Effective Grass-Roots Lobbying

LOBBYING IS A process of gathering information and using it to persuade legislators. For any lobbyist, the key objective is to win a legislative commitment from a lawmaker.

1. Be Prepared

Plan ahead. If possible, make your appointment with a legislator several weeks in advance and confirm your appointment a few days ahead of time.

Know the legislator. Familiarize yourself with his or her background, voting record, and previous positions, if any, on the issue(s) you are going to discuss. Check with the Boilermakers.
Government Affairs Department about their experience in lobbying a particular legislator, and find out the status of the bill in the legislative process, the bill number, the committee to which it has been referred, and which groups are supporting it.

**Do your homework.** Prepare a brief one-page fact sheet on the subject under discussion to leave with the legislator. Keep it simple, short, and straightforward. (Background information or fact sheets are available on a wide range of issues from the Boilermakers Government Affairs Department.)

Try to personalize the issue by giving examples of how an issue has, or will, affect you and/or your co-workers. Remind the legislators that those workers are his or her constituents. Victims who have experienced unemployment, plant closings, and other job-related trauma can be particularly persuasive advocates.

**When possible, have three to four union members who are constituents of the legislator accompany you.** Numbers enhance your clout by conveying the extent of concern throughout a legislator’s constituency. Trade unionists who already know the legislator, or who have worked in his or her campaign, can be particularly influential.

**Brief your participants a day or two ahead of time about the issue(s) to be discussed.** Think of team lobbying as you would collective bargaining. You are bargaining with a legislator for support, and you wouldn’t go into negotiations without meeting first with your negotiating team.

**Be prepared for opposition.** Predict what others may consider as flaws in your position and develop reasonable responses to them. Be prepared to discuss them at your meeting, should the legislator bring them up.

**2. Set the Tone**

Never keep a legislator waiting.

Project an image of self-confidence.

Be cordial; never scold or preach.

Be tolerant of the legislator’s viewpoint.

3. **Stay in Control**

**Begin your meeting in an area of mutual agreement.** Start off by thanking the legislator for a recent legislative accomplishment, a supportive vote, co-sponsorship of a bill, speaking out on behalf of your legislation, or simply for taking the time to meet with you. Remember, legislators get hundreds of requests to do something and not enough “thank you’s” for a job well done.

**Get right to the point and stick to it.** Be cordial, but remember your time is limited. Don’t let a legislator sidetrack you from the issues you want to discuss.

**Maintain your credibility.** If you are unsure of the answer to a legislator’s question, it’s okay to say you don’t know, but offer to follow up with a written response and background information. Remember, credibility is the hard currency of an effective lobbyist.

**Ask the legislator for — and make sure you get — a firm commitment to a specific course of action.** Be clear whether you are asking them to vote for or against a bill, introduce legislation, co-sponsor a bill, or lobby another legislator. If a legislator says, “I’ll get back to you,” “I’ll think about it,” “Sounds like a good idea,” or “I’ve always been a friend of labor,” arrange a time and staff contact with whom to check back.

**SPECIAL NOTE:** Due to heightened security, it is recommended that you do not mail a letter to your representative. Instead, please send correspondence via e-mail or fax.
Be prepared to respond to a legislator who offers to trade support of your issue for your support on something else. Avoid making any such commitment by saying you don’t have the authority to do so, or that you will have to check and see if your union has a position on the issue.

Make an effort to determine the reason a legislator isn’t supporting your position. This information will better equip you to answer the legislator’s concerns and to anticipate, learn, and develop responses to arguments your opponents are using against you.

Try to persuade legislators who don’t agree with you to refrain from leading the fight against you. Opponents may be willing to support you in committee or on key floor amendments even though they won’t ultimately support you on final passage of the bill.

Don’t jeopardize your access by holding a grudge.

4. Follow Through

Follow-up is crucial in the lobbying process. How thoroughly you follow up that meeting with a personal visit, phone call, additional correspondence, facts, or figures may help determine the final position of that legislator.

Keep the pressure on. One of the most effective ways of convincing a reluctant legislator is to organize constituent letter-writing, a “lobby day,” rally, call-in, or postcard campaign asking the legislator to support your point of view.

Learn to evaluate and weigh issues. Many bills are introduced every year “by request,” and are never intended to become law. So don’t be in a rush to criticize an elected official for the bills that are introduced until after you’ve checked it out.

Communicate with those legislators who are providing leadership for your issue. Don’t make key decisions without conferring with those legis-
lators and groups who are your allies. Keep them informed of major legislative developments on your issue so they don’t get caught short-handed.

Never break a promise to a politician.

Make it a point to thank a legislator after he or she has helped you.

Report your results. Whenever you contact your elected officials, you should report the results to the Government Affairs Department and to your local lodge membership.

Staying in Contact with your Representative

LEGISLATORS RESPOND MUCH better to workers’ concerns when they know workers care about their voting records all the time, not just during an election year. The best way to let them know YOU care is by sending an e-mail or fax, or making a call.

Tips on Contacting Your Representative

YOU CAN GET YOUR representative’s e-mail address, fax, or phone number at www.boilermakers.org by clicking on “LEAP,” then selecting the “Elected Officials” tab to find your senators/representative.

Or call the U.S. Capitol switchboard at 202-224-3121 and ask for your senator and/or representative’s office.

Remember that a staff member, not the member of Congress, often takes telephone calls. Ask to speak with the aide who handles the issue on which you wish to comment.

After identifying yourself, tell the aide you would like to leave a brief message, such as: Please tell Senator/Representative (Name) that I support/oppose (S._____/H.R.____).

You will also want to briefly state reasons for your support or opposition to the bill. To assist you in communicating your position on specific issues, fact sheets are available online at www.boilermakers.org by clicking on “LEAP.”

Ask for your senator/representative’s position and finish by thanking the aide for their time. You may also request a written response to your telephone call.
March 17, 2007

The Honorable John Doe
U.S. House of Representatives
Washington, D.C. 20515

Dear Representative Doe:

I am a registered voter in the city of Anywhere, Any State, in your congressional district, and a member of Boilermaker Local 111. As a member of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers, I urge you to oppose H.R. 5684, the U.S.-Oman Free Trade Agreement (OFTA). This agreement continues the failed model of NAFTA that has resulted in millions of lost American jobs and fails to include critical protections for workers’ rights.

OFTA is based on a flawed model that provides greater rights to foreign investors than it provides to workers abroad and communities here at home. Further, the inadequate labor rights provisions of this agreement will only result in more jobs, and more factories heading overseas. OFTA represents the latest in a series of “one size fits all” agreements, where countries are only required — with inadequate levels of enforcement — to abide by their own labor laws. This weak standard will result in a “race to the bottom,” as companies seek out the lowest wages and weakest labor protections. It is particularly troubling when applied to the Oman agreement, a nation with no independent unions and a troubling record on labor and human rights.

Also, OFTA expands the rights of foreign investors beyond even NAFTA and CAFTA, allowing private and state-owned foreign entities to bring disputes challenging virtually any U.S. government decision about a federal contract, lease, or agreement with the company. The types of contracts and other agreements covered by OFTA include contracts for power generation (or distribution) and infrastructure projects, including construction of roads, bridges, and pipelines.

At home and abroad, workers deserve at least the same rights and level of protections as corporations. With our trade deficit soaring and millions of good paying manufacturing jobs already lost, it is time for a new approach to trade. Regretfully, OFTA is just more of the same failed policy.

Again I urge you to vote against OFTA. Thank you for considering my views, and I look forward to your response.

Sincerely yours,

Jim Smith
LEAP into Action: Web Site Guided Tour

TO ACCESS THE Government Affairs Department’s Web site, LEAP into Action, go to the Boilermakers’ Web site address of www.boilermakers.org, and click on the LEAP tab. This will bring you to the home page of the LEAP into Action Web site. From this page, you can access everything on this site.

The site is divided into five categories: Home, Elected Officials, Issues & Legislation, Elections & Candidates, and Media Guide. Click on a category tab to see what that section offers.

1. **Enter the Web Site**
   
   Go to www.boilermakers.org and click on the “LEAP” tab.
FROM THE HOME PAGE of the LEAP into Action Web site, you can access everything within that site. Just click on the titles listed in the far left column or the tabs listed across the top. You can even register to vote from that page.

You can also send an e-mail or fax to your representatives (at no charge to you) about any of the issues listed under the center column titled “Action Alert.” Just click on the words “click here” of the issue you want to correspond about, enter your zip code in the box titled “Take Action Now,” and then click on “GO” and complete the information needed. When you are sure all the information is correct, click on “Send Message.”

The Home page also features the following:

- A way to find out who your elected officials are (just enter your zip code and click on “GO” or the words “click here”).
- Fact sheets on important issues, recent votes, and current legislation (just click on the words “click here”).
- Election results for your area (just enter your zip code and click on “GO” or the words “click here”).
- A guide to the media (just enter your zip code and click on “GO” or the words “click here”).

You can also get schedules for the House and Senate or do a search for committee hearings by clicking on the word “details.”
FROM THIS PAGE, you can find out who your elected officials are and you can contact them via phone, e-mail, or fax (at no charge to you) from this Web site. From the Elected Officials page you can:

- Search the “Congressional Directory.”
- Click on the word “President” to find out contact information for the president, vice president, and first lady.
- Click on the word “Agencies” to find contact information for departments and agencies such as the Department of Education or the Environmental Protection Agency.

You can also find out who your elected representatives are through three different search options:

1. **Search by zip code** by entering your zip code in the boxes indicated and clicking on the word “GO.”

2. **Select your state** by scrolling (see How to Scroll on p. 33) down and choosing your state in the box titled, “Select State.”

3. **Click on the map of your state.**

   If you want information on an elected official for whom you already know the name, just enter the last name and select the state they represent under the section titled, “Search By Last Name.”

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**SPECIAL NOTE:** Due to heightened security, do not mail a letter to your representative. Instead, send an e-mail or fax.
FROM THIS PAGE, you can access information on legislation, voting records, and helpful communication tips.

View legislative fact sheets by clicking on the words “Legislative Alerts and Updates.” A list sorted by three categories (President, Congress, and Other) will appear.

Search for information regarding current legislation by clicking on the words “Current Legislation” and either typing in the bill number, bill type, or key words describing the legislation.

By clicking on the words “Key Votes,” you can click on the name of a bill to view vote action or enter your zip code to see how your representative is voting.

Click on “Capitol Hill Basics” to receive tips to communicate with your elected representatives and better understand the legislative process.

View voting scorecards by selecting the session of the Senate and/or House you wish to view, then clicking on the word “GO.”

Access recent legislative alerts and updates by clicking on the title of the report you wish to view (located in the center section under “Current Action Alerts”).

Get information on roll call votes for legislation that is important to Boilermaker members by clicking on the bill title under the section titled, “Key Votes.”
CLICK ON TAB 4, Elections & Candidates, to find information about candidates running for office. (Available during elections.)

Online voter registration is available on this page by clicking on the words “Register to Vote” or selecting your state by scrolling down and choosing your state in the area titled “Voter Registration.” Then just print, complete, and mail your form to the address provided.

You can find information on candidates running for office in a specific area through three different search options:

1. **Zip Code Search.** Enter your zip code in the box indicated, then click on “GO.”
2. **State Search.** Select your state by scrolling down and choosing your state in the box titled, “Select a State.”
3. **Map Search.** Click on your state map.

While visiting the Elections & Candidates page (Tab 4), you can also register to vote by clicking on the words “Register To Vote.”

NOTE: You will need the Adobe Acrobat program in order to access the voter registration form for your state. If you do not have this application on your computer, just click on the word “download” and a free copy will be added for you.

When you click on the words “Register To Vote,” the page that comes up offers you two ways to access a voter registration form for your state.

You can click on your state map or you can select your state by scrolling through the list in the box below the map (the example at lower right shows Alabama as the selected state).

When your state appears in the box, click on the word “GO” and a voter registration application form will appear on your computer screen (see next page for sample).
Tab 5 — Media Guide

WHEN YOU CLICK ON TAB 5, Media Guide, of the LEAP into Action Web site, you will be able to find contact information for your area media, as well as the national media.

To find out information for your local media, enter your zip code in the box provided and then click on the word “GO.”

You can also search for a specific editor, reporter, or producer. Just type in the person’s last name in the box titled “Individual Search” and click on the word “GO.”

If there is a specific organization you want to contact, type the name in the box titled “Organization Search” and click on the word “GO.”

You can also get the contact information for media organizations, newspapers, and various publications for a specific area by clicking on the state map, or choosing a state by scrolling through the box titled “Select State.”

You can access your area media as well as the national media from Tab 5.
Thanks to a Web site sponsored by the AFL-CIO, making a handout/flier has never been easier. Just go to www.workingfamilies toolkit.com and follow these instructions:

1 Enter the Web Site

The first time you enter the site, you will need to register or review your current profile.
Select A Flier
Make a selection from the column at left. In this sample, we chose “What’s New” and then selected the “2007 — Action Flyer.”

Customize Your Flier
Fill in the template. The information you provide will be combined with default data to form the text of your document. You will have an opportunity to proof the text before it is applied to the literature template.
Creating Handouts/Fliers

Have Your PDF Printed or E-mailed to You

After you approve your flier, you can request that it be printed and shipped for an additional cost, or have a high-resolution PDF version of your document e-mailed to you within 24 hours.
Access More Program Material
At workingfamiliestoolkit.com you can get more than just fliers. You can order or download checklists, sign-up cards, helpful steps, sign-in sheets, and work site information forms from the Program Material section. And there's even a section that can help you prepare for collective bargaining.
ALABAMA
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IOWA
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FAX 515-262-9573
Mark L. Smith, President
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ifi@iowaaflcio.org
<table>
<thead>
<tr>
<th>State</th>
<th>Contacts</th>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>MAINE</td>
<td>207-947-0006</td>
<td>FAX 207-945-9984</td>
<td>Ed F. Gorham, President</td>
<td>ME State AFL-CIO</td>
</tr>
<tr>
<td>MARYLAND</td>
<td>410-269-1940</td>
<td>FAX 410-280-2956</td>
<td>Fred Mason, President</td>
<td>MD State &amp; DC AFL-CIO</td>
</tr>
<tr>
<td>MASSACHUSETTS</td>
<td>781-324-8230</td>
<td>FAX 781-324-8225</td>
<td>Robert J. Haynes, President</td>
<td>MA State AFL-CIO</td>
</tr>
<tr>
<td>MINNESOTA</td>
<td>651-227-7647</td>
<td>FAX 651-227-3801</td>
<td>Ray Waldron, President</td>
<td>MN State AFL-CIO</td>
</tr>
<tr>
<td>MISSISSIPPI</td>
<td>601-948-0517</td>
<td>FAX 601-948-8588</td>
<td>Robert Shaffer, President</td>
<td>MS State AFL-CIO</td>
</tr>
<tr>
<td>MISSOURI</td>
<td>573-634-2115</td>
<td>FAX 573-634-5618</td>
<td>Hugh M. McVey, President</td>
<td>MO State AFL-CIO</td>
</tr>
<tr>
<td>MONTANA</td>
<td>406-442-1708</td>
<td>FAX 406-449-3324</td>
<td>Jim McGarvey, President</td>
<td>MT State AFL-CIO</td>
</tr>
<tr>
<td>NEBRASKA</td>
<td>402-734-1300</td>
<td>FAX 402-734-1205</td>
<td>Ken E. Mass, President</td>
<td>NE State AFL-CIO</td>
</tr>
<tr>
<td>NEVADA</td>
<td>702-459-5288</td>
<td>FAX 702-967-5201</td>
<td>Danny Thompson, Sec-Treas</td>
<td>NV State AFL-CIO</td>
</tr>
<tr>
<td>NEW JERSEY</td>
<td>609-988-8730</td>
<td>FAX 609-988-8734</td>
<td>Charles Wowkanech, President</td>
<td>NJ State AFL-CIO</td>
</tr>
<tr>
<td>NEW MEXICO</td>
<td>505-262-2629</td>
<td>FAX 505-266-7155</td>
<td>Christine Trujillo, President</td>
<td>NM State AFL-CIO</td>
</tr>
<tr>
<td>NEW YORK</td>
<td>212-777-6040</td>
<td>Fax 212-777-8422</td>
<td>Dennis Hughes, President</td>
<td>NY State AFL-CIO</td>
</tr>
<tr>
<td>NORTH CAROLINA</td>
<td>919-833-6678</td>
<td>FAX 919-828-2102</td>
<td>James Andrews, President</td>
<td>NC State AFL-CIO</td>
</tr>
</tbody>
</table>

**State AFL-CIO Contacts**

39
<table>
<thead>
<tr>
<th>State</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORTH DAKOTA</td>
<td>701-223-0784 FAX 701-223-9387 David Kemnitz, President ND State AFL-CIO 1323 E. Front Avenue Bismarck, ND 58504 <a href="mailto:dkemnitz@ndaflcio.org">dkemnitz@ndaflcio.org</a></td>
</tr>
<tr>
<td>SOUTH CAROLINA</td>
<td>803-798-8300 FAX 803-798-2231 Donna DeWitt, President SC State AFL-CIO 254 LaTonea Road Columbia, SC 29210 <a href="mailto:scaflcio@workingfamilies.com">scaflcio@workingfamilies.com</a></td>
</tr>
<tr>
<td>SOUTH DAKOTA</td>
<td>605-339-7284 FAX 605-339-7285 Mark Anderson, President SD State AFL-CIO P O Box 1445 Sioux Falls, SD 57101</td>
</tr>
<tr>
<td>TENNESSEE</td>
<td>615-269-7111 FAX 615-269-8534 Jerry Lee, President TN State AFL-CIO 1901 Lindell Avenue Nashville, TN 37203 <a href="mailto:jlee@tnaflcio.org">jlee@tnaflcio.org</a></td>
</tr>
<tr>
<td>TEXAS</td>
<td>512-477-6195 FAX 512-477-2962 Emmett Sheppard, President TX State AFL-CIO 1106 Lavaca Street, Ste 200 Austin, TX 78701</td>
</tr>
<tr>
<td>UTAH</td>
<td>801-972-2771 FAX 801-972-93 44 Ed P. Mayne, President UT State AFL-CIO 2261 S. Redwood Road, Ste M Salt Lake City, UT 84119 <a href="mailto:emayne@le.state.ut.us">emayne@le.state.ut.us</a></td>
</tr>
<tr>
<td>VERMONT</td>
<td>802-223-5229 FAX 802-223-1123 Daniel L. Brush, President VT State AFL-CIO P O Box 858 Montpelier, VT 05601 P.O. Box 858</td>
</tr>
<tr>
<td>VIRGINIA</td>
<td>804-755-8001 FAX 804-755-8005 Jim Leaman, President VA State AFL-CIO 5400 Glenside Drive, Suite E Richmond, VA 23228</td>
</tr>
<tr>
<td>WASHINGTON</td>
<td>206-281-8901 FAX 206-285-5805 Rick Bender, President WA State AFL-CIO 314 First Avenue, West Seattle, WA 98119 <a href="mailto:rbender@wslc.org">rbender@wslc.org</a></td>
</tr>
<tr>
<td>WISCONSIN</td>
<td>414-771-0700 FAX 414-771-1715 David Newby, President WI State AFL-CIO 6333 W. Bluemound Road Milwaukee, WI 53213 <a href="mailto:dnewby@wisaflcio.org">dnewby@wisaflcio.org</a></td>
</tr>
<tr>
<td>WYOMING</td>
<td>307-635-2823 FAX 307-635-8516 Dale Hill, President WY State AFL-CIO 1021 West 23rd Street, Ste A Cheyenne, WY 82001 <a href="mailto:dhill2@attglobal.net">dhill2@attglobal.net</a></td>
</tr>
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**Note:** Some states may have different contact information not listed here, such as email addresses or additional phone numbers. Always verify contact information directly with the respective AFL-CIO office.
Appendix 2

Contract Language — Campaign Assistance Fund

Sample Contract Language

The Employer agrees to withhold ___________________ ($       ) per hour worked for LEAP Campaign Assistance Fund (CAF) contributions upon presentation of a voluntary individual written authorization to make such deductions on a form provided by CAF. The Employer shall transmit to the office of the International Secretary-Treasurer, in one check, the total amount deducted along with the name of each Employee on whose behalf a deduction is made, the Employee’s Social Security number, and the amount deducted from that Employee’s paycheck, no later than fifteen (15) days after the end of the month in which the deductions accrued. Obtaining the signed authorizations shall be the responsibility of the Union. The Union shall hold the Employer harmless and agrees to defend the Employer fully in any litigation resulting from this activity which is deemed to be a service to the Union by the Employer. Authorization for such deduction is entirely voluntary on the part of each such individual Employee, and following his/her written authorization to make deductions, any such Employee may revoke his/her individual voluntary authorization upon giving thirty (30) days notice to the Employer and the Union.
I subscribe, freely and voluntarily, the sum indicated below each week to CAF with the understanding that this voluntary contribution may be used by CAF for political purposes, including contributions to support candidates for local, state, and federal offices. I understand my right to refuse to contribute without reprisal and that the amounts below serve merely as suggestions. I am free to subscribe more, less, or nothing, without benefit or disadvantage.

I further hereby authorize and request my Employer to deduct from my earnings the sum indicated below each week to be remitted to CAF.

I reserve the right, in accordance with applicable state or federal laws, to revoke this voluntary authorization at any time by giving written notice of such revocation to CAF in accordance with such laws or otherwise.

I hereby authorize the Western States Vacation Trust to deduct from my pay the sum of $____.____ per hour paid and forward the monthly said amount to the LEAP Campaign Assistance Fund (CAF), c/o the International Secretary-Treasurer, 753 State Avenue, Ste 565, Kansas City, KS 66101.

A copy of the CAF report is filed with the Federal Election Commission and is available from the Federal Election Commission, Washington, D.C. 20463. Contributions to CAF are not tax deductible.

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<th>Name of Company (please print)</th>
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I subscribe, freely and voluntarily, the sum indicated below each week to CAF with the understanding that this voluntary contribution may be used by CAF for political purposes, including contributions to support candidates for local, state, and federal offices. I understand my right to refuse to contribute without reprisal and that the amounts below serve merely as suggestions. I am free to subscribe more, less, or nothing, without benefit or disadvantage.

I further hereby authorize and request my Employer to deduct from my earnings the sum indicated below each week to be remitted to CAF.

I reserve the right, in accordance with applicable state or federal laws, to revoke this voluntary authorization at any time by giving written notice of such revocation to CAF in accordance with such laws or otherwise.

I hereby authorize my Employer to deduct from my pay the sum of $____._____ per hour paid and forward the monthly said amount to the LEAP Campaign Assistance Fund (CAF), c/o the International Secretary-Treasurer, 753 State Avenue, Ste 565, Kansas City, KS 66101.

A copy of the CAF report is filed with the Federal Election Commission and is available from the Federal Election Commission, Washington, D.C. 20463. Contributions to CAF are not tax deductible.

Name of Company (please print)  

Signature

Name (please print)  

Address

Social Security Number  

City  

State  

Zip
Local Lodge #
Intl. Brotherhood of Boilermakers
Street Address
City, State, Zip

Date

Company Name
Street Address
City, State, Zip

Dear:

The International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers Local Lodge #_____ represents members working for your corporation (including its subsidiaries, branches, divisions, and affiliates, if applicable). The Federal Election Campaign Act Amendments of 1976 provide that:

“Any corporation, including its subsidiaries, branches, divisions, and affiliates, that utilizes a method of soliciting voluntary contributions or facilitating the making of voluntary contributions shall make available such method, on written request and at a cost sufficient only to reimburse the corporation for the expenses incurred thereby, to a labor organization representing any member working for such corporation, its subsidiaries, branches, divisions, and affiliates.”

This letter is the written request which will oblige you to make available to us the methods of soliciting voluntary contributions, or facilitating the making of voluntary contributions used by the corporation (including its subsidiaries, branches, divisions, and affiliates, if applicable).

We request that you state to us the methods of soliciting voluntary contributions or facilitating the making of voluntary contributions used by the corporation (including its subsidiaries, branches, divisions, and affiliates, if applicable). We will then determine which of these we will also use.

This request is made on the understanding that our correlative rights are qualified by the obligation to reimburse the corporation for any fair and reasonable expenses incurred thereby. We are, of course, prepared to meet that obligation.

To minimize unnecessary paperwork, this request is intended to be of a continuing nature. If the corporation (or its subsidiaries, branches, divisions, and affiliates, if applicable) determines in the future to utilize a method of soliciting voluntary contributions, we expect to be promptly advised of that action. We will then determine whether or not to take advantage of our correlative rights.

Sincerely yours,

Business Manager or Local Lodge President

c: Intl. President
    Intl. Vice Pres.
# Appendix 6

## PAC Inquiry Form

Political Action Committee  
International Brotherhood of Boilermakers, Iron Ship  
Builders, Blacksmiths, Forgers, and Helpers, AFL-CIO

Mail To:  
International Brotherhood of Boilermakers  
753 State Ave., Ste 565  
Kansas City, KS 66101

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Motion for Credit Union CAF Checkoff

Moved that the _______(name)______________ Credit Union agrees to deduct from the accounts of those members of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, Forgers, and Helpers Local Lodge # (if applicable) who voluntarily authorize such contribution(s) in writing, such sums as may be designated by each individual and remit such contribution(s) within thirty (30) days from the date deducted to the LEAP Campaign Assistance Fund, in care of the International Secretary-Treasurer.

Authorization Form for Credit Union CAF Checkoff

Boilermakers Campaign Assistance Fund (CAF) Credit Union Checkoff Authorization Form

I subscribe, freely and voluntarily, the sum indicated below each week to CAF with the understanding that this voluntary contribution may be used by CAF for political purposes, including contributions to support candidates for local, state, and federal offices. I understand my right to refuse to contribute without reprisal and that the amounts below serve merely as suggestions. I am free to subscribe more, less, or nothing, without benefit or disadvantage. I further hereby authorize and request the Credit Union to deduct from my account the sum indicated below each month/year to be remitted to CAF. I reserve the right, in accordance with applicable state or federal laws, to revoke this voluntary authorization at any time by giving written notice of such revocation to CAF in accordance with such laws or otherwise. I hereby authorize my Credit Union to deduct from my account the sum of $____.____ each month/year and forward the monthly/yearly said amount to the LEAP Campaign Assistance Fund (CAF), c/o the International Secretary-Treasurer, 753 State Avenue, Ste 565, Kansas City, KS 66101. A copy of the CAF report is filed with the Federal Election Commission and is available from the Federal Election Commission, Washington, D.C. 20463. Contributions to CAF are not tax deductible.

Name of Credit Union (please print)  
Signature

Name (please print)  
Address

Social Security Number  
City  
State  
Zip
Sample Questionnaire for Selecting Candidates to Endorse

1. Have you run for this office before? If so, what did you learn from losing? What do you think you’ll do differently?

2. What does the primary look like? Are there any other candidates? If the candidate won the primary, who is running in the general and what does that look like?

3. Do you have a fund-raising plan? Explain. How much money do you have and how much do you think you will need?

4. Do you have any endorsements? If so, what organizations have endorsed you?

5. Are you talking to any other labor unions for endorsements? Who?

6. Do you have any other supporters — congressional delegates and/or organizations?

7. How do you see the political landscape? Are there any initiatives on the ballot to get people out for you or against you?

8. Are you part of a campaign coordinated by the AFL-CIO?

9. Why are you running?

10. Are you a union member? Do you understand working family issues?

11. What is your position on workers’ organizing and collective bargaining rights?

12. Do you have any previous experience working with organized labor to protect workers’ rights?

13. Do you support the inclusion of workers’ rights provisions in proposed trade agreements, and would you oppose trade agreements that fail to protect American jobs?

14. How do you propose to address the long-term solvency of Social Security?

15. What strategies do you support to reduce the outsourcing of American jobs and protect the domestic manufacturing base?
Appendix 9
How a Bill Becomes a Law

This diagram shows the most typical way in which proposed legislation is enacted into law. There are more complicated, as well as simpler routes, and most bills never become law. The process is illustrated with two hypothetical bills, House Bill Number 1 (H.R. 1) and Senate Bill Number 2 (S. 2). Bills must be passed by both houses in identical form before they can be sent to the president.

- **H.R. 1**
  - Introduced in House
  - Referred to House Committee
  - Referred to Subcommittee
  - Reported by Full Committee
  - Rules Committee Action
  - Floor Action
  - House Debate, Vote on Passage

- **S. 2**
  - Introduced in Senate
  - Referred to Senate Committee
  - Referred to Subcommittee
  - Reported by Full Committee
  - Floor Action
  - Senate Debate, Vote on Passage

A bill goes to the full committee, and then usually to a specialized subcommittee for study, hearings, revisions, and approval. The bill then goes back to the full committee where more hearings and revisions may occur. The full committee may approve the bill and recommend that its chamber pass the proposal. Committees rarely give a bill an unfavorable report, rather, no action is taken, thereby ending further consideration of the measure.

In the House, many bills go before the Rules Committee for “rules” expediting floor action, and setting conditions for debate and amendments on the floor. Some bills are “privileged” and go directly to the floor. Other procedures exist for a non-controversial or routine bill. In the Senate, special “rules” are not used as the leadership normally schedules the action.

A bill is debated, and usually amended, then passed or defeated. If passed, it goes to the other house to follow the same route through committees and floor stages. (If the other house has already passed a related bill, both versions go straight to a conference of representatives from both houses.)

Once both houses have passed related bills, a conference committee of members from both houses is formed to work out any differences. The compromised version from this conference is then sent to each house for final approval before going to the president.

- President Can Sign or Veto the Bill

A compromise bill approved by both houses is sent to the president, who can sign it into law or veto it and return it to Congress. Congress may override a veto by a two-thirds majority vote in both houses; the bill then becomes law without the president's signature.
Appendix 10
Structure of the Executive Branch

Structure of the Executive Branch

The President

Executive Office of the President

- White House Office
- Office of Management and Budget
- Council of Economic Affairs
- National Security Council
- Office of Policy Development
- Office of National Drug Control Policy
- National Critical Materials Council
- Office of the U.S. Trade Representative
- Council on Environmental Quality
- Office of Science and Technology Policy
- Office of Administration
- National Space Council

The Vice President

Independent Establishments/Government Corporations

- Equal Employment Opportunity Commission
- Federal Labor Relations Authority
- Federal Mediation and Conciliation Service
- Federal Retirement Thrift Investment Board
- Occupational Safety and Health Review Commission
- Office of Special Counsel
- General Services Administration
- Merit Systems Protection Board
- National Labor Relations Board
- National Mediation Board
- Office of Personnel Management
- Pension Benefit Guaranty Corporation
- United States Postal Service
# Structure of the House Leadership

## Speaker of the House
- Presiding officer of the house
- Elected by the full House
- Spokesperson for majority in the House
- Second in line of presidential succession
- Influences the committee(s) to which a new member is assigned

## Majority Leader
- Director of majority party’s legislative strategy
- Formulates party’s legislative program
- Arranges and steers House legislative schedule
- Traditionally succeeds speaker

## Minority Leader
- Spokesperson for minority party in House
- Formulates minority party’s legislative program
- Directs minority party’s legislative strategy
- Organizes party forces to counter legislative strategy of the majority

## Majority Whip
- Serves as vote seeker and tally keeper
- Lobbies members to vote with party
- Works closely with majority leader and committee chairs
- Traditionally succeeds majority leader

## Minority Whip
- Serves as vote seeker and tally keeper
- Lobbies minority members to vote with party
- Works closely with minority leader and ranking committee members on legislative strategy
- Traditionally succeeds minority leader

## Standing Committees
Appendix 12
Structure of the Senate Leadership

Structure of the Senate Leadership

President of the Senate
(Vice President of the United States)
The vice president’s only constitutionally-mandated responsibility is to be the presiding officer of the Senate.

- Has no vote except to break a tie
- Recognizes senators desiring to speak
- Enforces decorum in the Senate
- Informally assists president with legislative agenda
- Appoints senators to House-Senate conference committees

President Pro-Tempore

- Assumes duties of Senate president in absence of vice president
- May vote on all matters, not just to break tie
- Chosen by full Senate, usually most senior member of the majority party
- Appoints a substitute to preside when absent

Majority Leader

- Chief spokesperson for majority party
- Controls legislative calendar on Senate floor and schedules bills for consideration
- Formulates party’s legislative program with president pro-tempore

Minority Leader

- Chief spokesperson for minority party
- Works with majority leader on Senate schedule
- Formulates party’s legislative program

Majority Whip

- Serves as vote seeker and tally keeper for majority party
- Lobbies members to vote with party

Minority Whip

- Serves as vote seeker and tally keeper for minority party
- Lobbies minority members to vote with party

Standing Committees
Adjourn Sine Die — Adjournment without definitely fixing a day for reconvening. Marks the official end of a congressional session.

Amendment — Amendments to a bill may be offered by committee report or during floor debate.

Bill — The form used for most legislation, whether permanent or temporary, general or special, public or private. Bills may be amended before passage.

CAF — Campaign Assistance Fund, the International Brotherhood’s voluntary campaign account.

Calendar — The list of bills in consideration by a legislative body. As bills are reported from committees they are placed on that body’s calendar.

Canvass — A systematic check of a neighborhood or group, such as a workplace, to determine voters’ political preferences or to solicit votes for a candidate.

Cloakrooms — Both Republicans and Democrats, in each house, have small rooms under the galleries where members can go for rest, relaxation, informal conferences, and phone calls.

Closed or Gag Rule — Prohibits amendments not approved by the committee which brought the bill to the House floor. Under a “closed rule,” which is granted by the Rules Committee, the House must either accept or reject the bill. The procedure is usually limited to tax and social security bills which are complicated and highly technical. In other types of legislation, the Rules Committee generally grants an “open rule” so that amendments may be considered.

Cloture — Process by which debate can be limited in the Senate, other than by unanimous consent. Requires the vote of 60 senators present and voting.

Committee of the Whole House — To expedite its business, the House resorts to this parliamentary device, which enables it to act with a quorum of 100 instead of the normally required 218. The House itself becomes a “committee” by adoption of a simple resolution. All debate is confined to the pending bill and amendments are considered under a five-minute rule. After it has considered a bill, the committee is dissolved and the House then takes up the bill for final action. Most bills considered by the House are handled in this fashion.

Committee Reports — Bills approved by committees are “reported” to the full body by being placed on that body’s calendar.

Concurrent Resolution — Matters affecting the operations of both houses are usually initiated by means of concurrent resolutions, designated by “H. Con. Res.” followed by its number if initiated in the House and by “S. Con. Res.” together with its number if initiated in the Senate.

Conference Committee — The more controversial a bill may be, the more likely it will pass the Senate and House in different forms. Unless either body is willing to accept the changes of the other, the two versions must go to a Conference Committee to work out a compromise. An agreement, if reached, is known as a “Conference Report.” It must then be approved by both the Senate and House.

Constituency — The body of people represented by a legislator, public official, or organization.

Demographics — Statistics describing a population by factors such as age, occupation, race, income, and education.

Electorate — The body of people entitled to vote in an election.

Enacting Clause — Every bill contains an enacting clause: “Be it enacted that…” At any time during debate on the bill, any member may “move to strike the enacting clause.” A vote on such a motion is taken immediately. If the motion carries, the bill is virtually dead.

Engrossed Bill — When the House, for example, has completed its action on a bill, the original bill, together with the House amendments, is rewritten by the enrolling clerk. The result, printed on blue paper, is the engrossed bill — which at this point becomes known as an “Act,” signifying that it has passed one house of the Congress.

Filibuster — A device, used only in the Senate, to delay or
prevent a vote by time-consuming talk. Can be stopped only by a 60-member vote of the senators present and voting (cloture).

**General Accounting Office (GAO)** — The investigative arm of Congress, charged with examining matters relating to the receipt and disbursement of public funds, the GAO performs audits and evaluations of government programs and activities.

**Get-Out-The-Vote (GOTV)** — A targeted effort to get voters to the polls on Election Day.

**H.Con.Res.** — Designates a House Concurrent Resolution. These must be approved by both the House and Senate before it can become effective. A concurrent resolution does not require the president’s signature and does not have the force of law. It expresses the opinion of Congress and is used to take joint action.

**H.J.Res.** — Designates a House Joint Resolution. Either an “H.R.” or an “H.J.Res.” becomes a law when passed by both the House and Senate in identical form and signed by the president. In practice, there is little difference between the content of a bill and that of a joint resolution. The most common usage of H.J.Res. is to continue an existing law. A joint resolution to amend the Constitution does not require the president’s signature but must be approved by two-thirds vote of each chamber.

**H.R.** — The initials “H.R.” before the number designate a bill originating in the House and mean “House of Representatives.”

**Incumbent** — The person currently holding an elected office.

**Independent** — A voter or candidate who is neither officially nor unofficially identified with a political party.

**Joint Resolution** — There is little practical difference between a bill and a joint resolution and the two forms are often used interchangeably. Both are subject to the same procedure except for a joint resolution proposing an amendment to the Constitution.

**LEF** — Legislative Education Fund, the International Brotherhood’s education fund financed by local lodge contributions of 25 cents per member per month.

**Lit Drop (Literature Drop)** — The door-to-door distribution of campaign literature or flyers.

**Marginal District** — A legislative district where a small majority of the voters tend to favor one political party.

**Markup** — After public hearings, a subcommittee will go into executive (either closed or open) session to “markup” a bill; i.e., to write amendments into it, delete sections, or revise the language. The subcommittee may decide to report the bill favorably to the full committee, with or without amendments, or suggest that the bill be tabled. Each member of the subcommittee has one vote.

**Message** — The deliberate theme or image a campaign uses to convince voters to vote for a candidate or issue.

**Name I. D.** — The ability of the electorate to recognize a candidate’s name.

**Omnibus Bill** — A legislative proposal concerning several separate but related items.

**On The Floor** — The member is in the Senate or House chamber, as the case may be.

**One-Third Rule** — A Federal Election Commission regulation that restricts treasury expenditure to one-third of the voluntary contributions made to the Campaign Assistance Fund.

**Ordered Reported** — A full committee approves a bill and orders it “reported” (referred) to the House or Senate. This means that the bill has cleared the committee but is not quite ready for floor action. The committee first must write a report explaining the bill. The bill and the report are then filed in the House or Senate and at that point the bill is considered reported.

**PAC** — Political action committee formed to raise and spend money to support or oppose candidates for elective office.

**Pairing** — The House has an established system for “pairing” members so that they can register an opinion even though not present on roll-call votes. These pairs are not counted in determining the vote on an issue. Pairing is also practiced in the Senate but on a more informal basis, with arrangements of pairs left up to individual senators. If one member is absent and the other present during a vote, the latter is obligated not to vote.

**Phone Bank** — The concentrated use of telephones, usually from one or more centralized locations, to encourage people to support a candidate or issue, or get out the vote.

**Point Of Order** — Device to stop any pending business in the House to (1) force a quorum call, (2) knock out bill language that does not pertain to the purpose of the bill, (3) remove from the record certain words spoken in violation of the rules.
Precinct — The smallest political subdivision of an election district (ward), where the actual voting and vote tabulation take place.

Primary — An election to nominate candidates for public office or to elect delegates to a nominating convention. “Open” primaries are those in which all voters can participate. “Closed” primaries are those in which only registered party members can participate.

Purge — To remove voters’ names from the list of persons eligible to vote due to death, relocation outside the district, or failure to vote in recent elections.

Quorum — Fifty-one in the Senate, 218 in the House. Any member may object to the conduct of business without a quorum and thus force a roll call to bring in stragglers.

Recommit — The minority party of the House has the right to move to recommit a bill to its originating committee just before the final vote is taken. Such a motion, if voted, usually means that the bill is dead.

Referendum — A legislative or constitutional issue decided by direct vote of the electorate.

Rule of Germaneness — Used to knock out language that does not pertain to the purpose of the bill. Also used to kill an appropriation where the expenditure has not been previously authorized by a separate bill.

S. — The initial “S.” before the number designates a bill originating in the Senate and means “Senate.”

Sample — Term used to describe the group of people selected to participate in a public opinion poll.

S.Con.Res. — Designates a Senate Concurrent Resolution. These must be approved by both the House and Senate before they can become effective. A concurrent resolution does not require the president’s signature and does not have the force of law. It expresses the opinion of Congress and is used to take joint action.

S.J.Res. — Designates a Senate Joint Resolution. Either an “S.R.” or an “S.J.Res.” becomes a law when passed by both the House and Senate in identical form and signed by the president. In practice, there is little difference between the content of a bill and that of a joint resolution. The most common usage of “S.J.Res.” is to continue an existing law. A joint resolution to amend the Constitution does not require the president’s signature but must be approved by two-thirds vote of each chamber.

Simple Resolution — A matter concerning the rules, operation, or opinion of the body, designated “H. Res.” or “S. Res.” Simple resolutions are considered only by the body in which they are introduced and do not carry the weight of law.

Sponsor — The person who proposes a bill or resolution to a body of Congress. A bill must have a sponsor to be introduced.

Suspension of the Rules — On the first and third Mondays of each month and during the last six days of a session the speaker may entertain a motion to suspend the rules. If two-thirds (of a quorum) vote affirmatively, a bill may be brought up immediately and acted upon. Debate is limited to 20 minutes on each side. No amendments are permitted.

Targeting — The scientific selection of certain groups, areas, or precincts by a campaign for concentrated effort, based upon past voting trends.

Ticket-Splitting — The practice of “splitting” one’s votes between candidates of opposing parties and not voting for one party’s entire slate of candidates.

Treasury Funds — A union’s checking and/or savings accounts financed by members’ dues. There are restrictions on how union treasury funds can be used in federal and state elections.

Voluntary Funds — Contributions by members to the Campaign Assistance Fund that may be contributed to candidates for federal office.

Well — The area in front of the speaker’s podium from which House members may address the House. Senators speak from their desks.

Whip — Both parties, in both houses, elect a “whip,” or assistant leader. He keeps members advised on the legislative program, rounds up members for important votes, and keeps his party’s leadership informed, via “nose counts,” on how many votes it can expect for and against a measure.
This manual is designed to help your local provide jobs and job security for your members through political and legislative action by showing you how to:

🌟 Establish an effective and functioning LEAP committee;

🌟 Develop and update a voter registration list of your members and increase voter registration among your members and their families;

🌟 Educate your members and their families on issues important to working families;

🌟 Motivate your members and their families to participate in LEAP activities such as voter registration, raising Campaign Assistance Funds (CAF), and advising government officials on issues;

🌟 Mobilize your members and their families to work with the Central Labor Council (CLC) and the state AFL-CIO 12 weeks out from Election Day to get-out-the-vote;

🌟 Participate in CLC and state AFL-CIO political and legislative meetings and attend political functions;

🌟 Motivate and assist your members in conveying the Boilermakers’ message to government officials through phone conversations, in-person meetings, fax, and e-mail;

🌟 Negotiate a Campaign Assistance Fund (CAF) check-off provision in your collective bargaining agreements or raise voluntary contributions from your members for CAF to make it possible for our union to contribute financial assistance to the campaigns of candidates who support workers;

🌟 Contribute 25 cents per member, per month from your local lodge treasury fund to the Legislative Education Fund (LEF) to finance legislative education efforts for Boilermaker members; and

🌟 Select and support candidates who will do the most for your members.
While touring Capitol Hill, you can access the Metro at the Federal Center SW Metro Station, on the SW corner of 3rd & D Sts. or at the SW Capitol South Metro Station, on First St. between C & D Sts. SE