Public Affairs.

The Office of Federal Relations

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Communicating with public officials

Four-to-face meetings
Always contact elected and government officials in a respectful way fitting the office he or she holds. In a meeting, use their titles such as "Senator__ it is a pleasure to meet you." For members of the U.S. House of Representatives use Congressman or Congresswoman ___________. At the local level the appropriate way to address a letter or e-mail to an elected or government official is as follows (real addresses are available at the website listed in the back of the pamphlet):

- The Honorable D.C. Ectoplasm, Chairwoman, Northwest Statehood Committee
- Representative ____________, and Commissioner _________. If a Member of Congress or the Tennessee General Assembly holds a leadership role, you would refer to him or her as Speaker or Leader ____________; if she or he is a chair of a committee or subcommittee then you would refer to her or him as Madame Chair or Chairman.
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Vanderbilt University Medical Center hosts a roundtable on healthcare policy, May 2008.

Use Governor ____________, Senator ____________, and Representative ____________, Commissioner _________. At the local level the appropriate way to address officials is as Mayor ____________, Chairwoman ____________. If a Member of Congress or the Tennessee General Assembly holds a leadership role, you would refer to him or her as Speaker or Leader ____________, and if she or he is a chair of a committee or subcommittee then you would refer to her or him as Madame Chair or Chairman.

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Urmy at Vanderbilt Day on the Hill.

Senator Doug Overbey, David Mills and Norm should be in written form. If you want an offi-
cial or staff to speak at or attend an event, the written correspondence will need to be followed up with a personal phone call to a staff member (legislative assistant or scheduler). Again, please notify the appropriate Vanderbilt government relations official prior to issuing an invitation to ensure compliance with appropriate ethics rules, and copy the appropriate government relations official on all invitations. The government relations staff is available to assist you with creating the invitation and can offer guidance on to whom the invitation should be addressed.

If you invite a public official to speak at a group or class, please remember to be respectful of his or her time by starting and finishing on time.

Whether you are attempting to influence at the local, state or federal level, any effort to affect policy, legislation or regulation must be focused on issues and stakeholders.

Do not wait for a legislative session to plan. Make the request early.

Identify your goal.

Know your policymakers.

Understand the policy process (executive or legislative). Know your policymakers.

Ask for what you want.

Know the context in which you are working.

Know the context in which you are working.

Enlist the support of your base of stakeholders.

What to expect in a typical lobbying meeting

Preparation, consideration, and clarity are required for a successful lobbying experience at whatever level of government you are working. Find a model “normal” sequence of events at the congressional level at www.vanderbilt.edu/congr/government.html. A similar, but not identical, approach applies at the state legislature and Metro Council level. Further complicating matters is the fact that the federal level has different ethics and vanderbilt policies than other organizations or institutions because we have had and will have legislation before the Council. However, all bodies are consistent in their enforcement of ethics policies. Vanderbilt takes additional steps to ensure that anyone who occasionally interacts with a government official does not intentionally or unintention-
ally violate an ethics law. To assist in this effort, the best policy is to speak to the appropriate Vanderbilt government relations professional or a member of Vanderbilt’s General Counsel Office before contact-
ing a government official.

TRACKING LEGISLATION

To research legislation pending in the United States Congress:
Go to the legislative information from the Library of Congress web site: http://thomas.loc.gov/

•  Click on “Legislation.”
•  Enter the number of the section of code, which is referenced within the bill, e.g., 71-5-1401.
•  Click “Submit Query.”

To research how a bill would affect current Tennessee law:
Go to Tennessee General Assembly web site: www.legislature.state.tn.us/info/billtolaw.htm
•  Click on “Submit.”
•  Enter the number of the section of code, which is referenced within the bill, e.g., SB0220.
•  Click “Submit Query.”

To learn more about how a bill becomes a state law in Tennessee:
Go to Tennessee General Assembly web site: www.legislature.state.tn.us/Go to Tennessee General Assembly web site:

•  Click “Schedules.”
•  Click on either “Senate” or “House.”
•  Click on the camera icon next to the event you wish to view.

To research legislation before the Metro Council:
Go to Tennessee General Assembly web site: www.legislature.state.tn.us/Go to Tennessee General Assembly web site:

•  Click “Submit Query.”
•  Enter bill number in box labeled “Type Bill Number to Look Up,” e.g., SB0220.
•  Click “Submit Query.”

Mayor Karl Dean

Senators Doug Overbey, David Mills and Norm Urmy at Vanderbilt Day on the Hill.
Executive Branch:
- The White House: www.whitehouse.gov
- Department of Defense: www.defenselink.mil
- Department of Education: www.ed.gov
- Department of Energy: www.doe.gov
- National Aeronautics and Space Administration: www.nasa.gov
- National Endowment for the Arts: www.nea.gov
- National Endowment for the Humanities: www.neh.gov
- National Institutes of Health: www.nih.gov
- National Science Foundation: www.nsf.gov
- Office of Science and Technology Policy: www.ostp.gov

Legislative Branch:
- Congressional Budget Office: www.cbo.gov
- House of Representatives: www.house.gov
- Senate: www.senate.gov

Tennessee's Delegation in the 111th United States Congress:

Representative John Tanner (Tenn. - 8th)
Tel: (202) 225-4714    Fax: (202) 225-1765
www.tanner.house.gov
Chief of Staff: Vickie Walling
Legislative Director: Brandi Lowell

Representative Steve Cohen (Tenn. - 9th)
Tel: (202) 225-3265    Fax: (202) 225-5663
http://cohen.house.gov/
Chief of Staff: Shirley Cook
Legislative Director: Marilyn DiMaggio

Select U.S. Congressional Committees:
- House Appropriations Committee: www.appropriations.house.gov
- Senate Appropriations Committee: www.appropriations.senate.gov
- House Education and Labor Committee: www.edworkforce.house.gov
- Senate Health, Education, Labor and Pensions Committee: www.help.senate.gov
- Senate Commerce, Science and Transportation Committee: www.commerce.senate.gov
- House Ways and Means Committee: www.treas.gov
- Senate Finance Committee: www.senate.gov/~finance
- House Science and Technology Committee: www.energycommerce.house.gov

Representative Higher Education and Research Community in Washington:
- American Association for the Advancement of Science: www.aaas.org
- American Council on Education: www.acenet.edu
- American Institute of Physics: www.aip.org
- American Libraries Association: www.ala.org
- Association of American Universities: www.aau.edu
- Association of Research Libraries: www.arl.org
- Coalition for National Science Funding: www.cnsf.org
- Council for National Security Research: www.cnsr.org
- Federal Government Links