



# NDSA

## Governmental Affairs Handbook

Prepared by the Legislative Preparation Task Force

Chaired by Cambree W. Smith, Vice President of Governmental Affairs

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# Legislative Preparation Task Force

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Lobbying is a crucial part of advocacy. Whereas, it is the responsibility of elected officials to listen to and represent the voice of their constituents, constituents must first voice their concerns. Lobbying is a valuable skill, which makes a monumental impact in the decisions of elected and appointed officials and passing of policy. Through this guide, the North Dakota Student Association hopes to empower the students of North Dakota to advocate for their concerns.

If you have any questions about student advocacy, you are always welcome to contact Vice President of Governmental Affairs Cambree Smith ([cambree.w.smith@minotstateu.edu](mailto:cambree.w.smith@minotstateu.edu)) or President Jared Melville ([jared.m.melville@ndsu.edu](mailto:jared.m.melville@ndsu.edu)).

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### I. INTRODUCTION

Lobbying is the active attempt to persuade or influence elected officials or regulatory agencies. This can influence their policies, actions, and decisions. Lobbying is done by a wide range of individuals: constituents, organizations, groups of people, individuals from the private sector, corporations, and even fellow government officials and legislators. There are typically two types of lobbyists, professional lobbyists who are paid by an organization or group to lobby for their cause, as well as average people who have a vested interest and choose to speak in support of their issue. Most lobbyists choose to lobby because they have a special interest they want addressed or because something of interest to them is currently being considered—this can be yearly (i.e. an annual a budget) or something less frequent (i.e. a proposed law). Lobbying is regulated by the government, so it is important to understand the implications of lobbying and when you will need disclosures and paper work. For example, gifts given to political officials need to be disclosed to the Secretary of State. Generally speaking, much of the content included in this handbook will not require you to submit forms to the Secretary of State. If you have additional questions regarding legal implications, contact the Secretary of State.

### II. PREPARATION

Find an issue you care about or an issue that affects you or your campus. Talk with other students and your campus' administration. Keep your ears open and ready to listen, as you may find something in the strangest of places.

The first step in lobbying is to research your issue. Find out everything you can. Know the history of the issue, all aspects of the issue, and any other issue or situation that affects this issue. Know what legislators support it, find legislation that may affect it in the upcoming session, and understand why it is important to you or your institution.

After this, you may begin to look for groups or organizations with similar interest. Pooling efforts is a great strategy. If you can analyze what others are doing, it can generate ideas on how you will lobby for the issue or give you the opportunity to join a current effort supporting the issue.

As a student, consider what message you want to share with policymakers. Think about how the topic of interest will impact students and share that perspective with legislators. This will require you to perform research and talk with students.

Finally, identify your position on the topic. How do you think the policy should be written? What do you think the legislature should do to advance your interests?



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### III. LOBBYING BASICS

When lobbying, it is important to present yourself in a clean cut and professional manner. Dress business professional, stay well-groomed and manicured, bring mints in case of bad breath, and do not be over the top or flashy. You want to be memorable, but not in a bad way.

#### Things to Keep in Mind:

- Introduce yourself
- Remember bill numbers and titles
- Provide information
- Personalize it
- Be clear
- **Avoid party politics**
- Know the legislator's history on an issue

If you have not interacted with public officials before, it might feel a little bit intimidating. That's alright! You just need to prepare and get ready for the when the time comes. Maybe this means you put some key details, like bill numbers or important facts, on a small notecard. Perhaps you practice what you are going to say before you go to the meeting.

If you notice legislators, public officials, or even students engaging in party politics, do not join in. Attempt to defuse the situation and refocus everyone's attention on this core principle: public policy is meant to be designed for the good of the people.

### IV. METHODS

There are multiple effective ways to lobby, depending on the circumstances and the extent to which you wish to lobby will help determine the method you use.

- Write a Resolution:  
A resolution is a written document outlining what a person/organization supports, wants, or does not support. This can be useful when a large body or multiple people are willing to sign this document. One may use a resolution when an upcoming change is pending. NDSA's website provides several examples of approved resolutions. An example is provided on the last page of this handbook.
- Face-to-Face Meeting:  
Face-to-face meetings could be scheduled with a legislator under the right circumstances. Perhaps there is a major issue affecting your district that needs attention. This would be a good time for a meeting. Remember, however, that public officials often have very tight schedules. Maximize your time while not wasting theirs by being extremely prepared and by meeting with individuals who can be swayed to your point of view.



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- Phone Calls:  
Phone calls are useful when a complaint or comment must be made. Often, before a vote, constituents will call a legislator's office expressing how they would like the legislator to vote. Reminder: maintain etiquette and professionalism while making phone calls – you are speaking to a real human being.
- Events and Social Dinners:  
Organizations with a special interest may throw an event to lobby for their cause. This can be expensive, so this is less appropriate for single individuals to utilize but may be okay for you to attend and lobby at. See if any organizations with similar interests as you are hosting an event and ask if you can be included.
- Mailing a Letter:  
Similar to phone calls and meetings, letters can be a great way to let your legislators know about concerns you have or issues you want tended to. Emailing the legislator would also be appropriate, but will likely prove to be less effective.
- Testify:  
If you or your organization articulated a position on a piece of legislation, you may want to consider providing testimony to the legislative committee the proposal is being reviewed in. Contact the relevant committee's chair to learn when it would be appropriate to visit the legislature in Bismarck and share your message. Then, draft your testimony in its entirety to ensure your speech is clear and understandable. Consider having someone review your testimony to catch any potential glaring errors. Practice your speech in advance. Finally, when appropriate, travel to the capitol, attend the committee meeting, and testify.

## V. WHO TO CONTACT

When lobbying, a key aspect is knowing who to contact. You may not always be able to directly contact a legislator, in which case contacting their staff will be beneficial in finding the proper channels to take. You also want to know which committees will discuss topics related to the issue of interest to you; although, everyone will eventually vote if it leaves committee, there is a long path and knowing who is especially interested in your issue will maximize impact of your lobbying. Be sure when doing this to contact people from both political parties, lobbying is not a time you want to show your partisanship.



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### VI. ADDITIONAL LINKS AND RESOURCES

Legislature Website: <https://www.legis.nd.gov/>

Legislative Bill Tracking System: <https://www.legis.nd.gov/lcn/council/billtracking/login.htm>

State Board of Higher Education: <https://www.ndus.edu/board/>

Secretary of State: <http://sos.nd.gov/>

NDSA Website: <https://ndsa.ndus.edu/>

### LEGISLATOR CONTACT INFORMATION

The following pages include contact information for select legislative committees that generally deal with higher education issues. ***Committee chairs are indicated with bold and italicized font. Vice chairs are indicated with only bold font.*** More detailed information is available via the Governmental Affairs Spreadsheet, located on the NDSA Office 365 SharePoint in the SLAC folder. Contact the Vice President of Governmental Affairs if you would need help with accessing the spreadsheet.



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### HOUSE APPROPRIATIONS COMMITTEE

FIRST NAME	LAST NAME	MAILING ADDRESS FIRST LINE	MAILING ADDRESS SECOND LINE	DISTRICT	EDUCATION SUBDIVISION MEMBER	ALUMNUS OF	EMAIL ADDRESS
Bert	Anderson (R)	P.O. Box 604	Crosby, ND 58730-0604	2		LRSC; Northwest Bible College	bertanderson@nd.gov
<i>Jeff</i>	<i>Delzer (R)</i>	<i>2919 Fifth Street NW</i>	<i>Underwood, ND 58576-9603</i>	<i>8</i>		<i>Dawson Community College</i>	<i>jdelzer@nd.gov</i>
Tracy	Boe (D)	5125 89 <sup>th</sup> Street	Mylo, ND 58353-9438	9	Yes	None listed	tboe@nd.gov
Marvin	Nelson (D)	P.O. Box 577	Rolla, ND 58367-0577	9		NDSU	menelson@nd.gov
David	Monson (R)	P.O. Box 8	Osnabrock, ND 58269-0008	10	<b>Yes (DIV. CHAIR)</b>	UND; WSC	dmonson@nd.gov
Mark	Sanford (R)	675 Vineyard Drive	Grand Forks, ND 58201-2904	17	Yes	MSU; UND	masanford@nd.gov
Corey	Mock (R)	P.O. Box 12542	Grand Forks, ND 58208-2542	18		UND	crmock@nd.gov
Richard	Holman (D)	622 153 <sup>rd</sup> Avenue NE	Mayville, ND 58257-9000	20		MaSU; Bemidji State; UND	rholman@nd.gov
Michael	Howe (R)	1011 Westport Parkway	West Fargo, ND 58078-8291	22		NDSU	mchowe@nd.gov
Donald	Vigesaa (R)	P.O. Box 763	Cooperstown, ND 58425-0763	23		NDSU	dwwigesaa@nd.gov
Thomas	Beadle (R)	4266 Russet Avenue South	Fargo, ND 58104-8429	27		Concordia College	tbeadle@nd.gov
Mike	Brandenburg (R)	8044 County Road 34	Edgeley, ND 58433-9761	28		None Listed	mbrandenburg@nd.gov
Mike	Nathe (R)	1899 Bonn Boulevard	Bismarck, ND 58504-7019	30	Yes	U of M	mrnathe@nd.gov
Jim	Schmidt (R)	5165 Highway 1806	Huff, ND 58554-8721	31	<b>Yes (DIVISION VICE CHAIR)</b>	Utah State University	jeschmidt@nd.gov
Lisa	Meier (R)	1713 South Third Street	Bismarck, ND 58504-7114	32		BSC	lmeier@nd.gov
Gary	Kreidt (R)	3892 County Road 86	New Salem, ND 58563-9406	33		None listed	gkreidt@nd.gov
Bob	Martinson (R)	2749 Pacific Avenue	Bismarck, ND 58501-2513	35	Yes	BSC; U of M	bmartinson@nd.gov
Mike	Schatz (R)	400 Ninth Street East	New England, ND 58647-7528	36	Yes	MSU	mischatz@nd.gov
Larry	Bellew (R)	812 Bel Air Place	Minot, ND 58703-1751	38		None listed	lbellew@nd.gov
<b>Keith</b>	<b>Kempenich (R)</b>	<b>9005 151<sup>st</sup> Avenue SW</b>	<b>Bowman, ND 58623-8857</b>	<b>39</b>		<b>Black Hills State</b>	<b>None Listed</b>
Randy A.	Schobinger (R)	3500 30 <sup>th</sup> Street NW	Minot, ND 58703-0312	40		MSU	rschobinger@nd.gov



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HOUSE EDUCATION COMMITTEE						
FIRST NAME	LAST NAME	MAILING ADDRESS FIRST LINE	MAILING ADDRESS SECOND LINE	DISTRICT	ALUMNUS OF	EMAIL ADDRESS
Donald	Longmuir (R)	P.O. Box 519	Stanley, ND 58784-0519	2	NDSU	dlongmuir@nd.gov
Jeff	Hoverson (R)	1300 72nd Street SE	Minot, ND 58701-9377	3	Pastor, Masters of Divinity	jahoverson@nd.gov
Ron	Guggisberg (D)	1621 17th Street South	Fargo, ND 58103-4027	11	None listed	rguggisberg@nd.gov
Dennis	Johnson (R)	7871 45th Street NE	Devils Lake, ND 58301-9089	15	None listed	djohnson@nd.gov
Andrew	Marschall (R)	4469 Santiago Boulevard South	Fargo, ND 58103-1069	16	None listed	amarschall@nd.gov
<b>Mark</b>	<b>Owens (R)</b>	<b>5865 Fountain Vista Drive</b>	<b>Grand Forks, ND 58201-2820</b>	<b>17</b>	<b>Troy State; Central Michigan University</b>	<b>mowens@nd.gov</b>
LaurieBeth	Hager (D)	920 Ninth Street South	Fargo, ND 58103-3146	21	BS, Psychology, Honors Program, UND; MS, Ed Counselor Education, NDSU	lbhager@nd.gov
Brandy	Pyle (R)	P.O. Box 337	Casselton, ND 58012-0337	22	Universty of Minnesota; Carlson School of Management	bpyle@nd.gov
Daniel	Johnston (R)	5807 Valley Road	Kathryn, ND 58049-9308	24	None listed	dljohnston@nd.gov
<b>Cynthia</b>	<b>Schreiber-Beck (R)</b>	<b>1251 Pegasus Road</b>	<b>Wahpeton, ND 58075-4868</b>	<b>25</b>	<b>None Listed</b>	<b>cschreiberbeck@nd.gov</b>
Pat D.	Heinert (R)	1501 Eastwood Street	Bismarck, ND 58504-6230	32	U of M	pdheinert@nd.gov
Denton	Zubke (R)	P.O. Box 927	Watford City, ND 58854-0927	39	None listed	dzubke@nd.gov
Michelle	Strinden (R)	245 Prairiewood Drive South	Fargo, ND 58103-4625	41	BS, Secondary Education, UND; MS, Counseling, MSUM	mstrinden@nd.gov
Mary	Johnson (R)	3407 Birdie Street	Fargo, ND 58102-1203	45	UND; MSUM	marycjohnson@nd.gov





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SENATE APPROPRIATIONS COMMITTEE						
FIRST NAME	LAST NAME	MAILING ADDRESS FIRST LINE	MAILING ADDRESS SECOND LINE	DISTRICT	ALUMNUS OF	EMAIL ADDRESS
Brad	Bekkehahl (R)	418 12th Avenue West	Williston, ND 58801-4730	1	University of Jamestown; U of M	bbekkedahl@nd.gov
Nicole	Poolman (R)	3609 Bogey Drive	Bismarck, ND 58503-9195	7	UND	npoolman@nd.gov
Tim	Mathern (D)	429 16th Avenue South	Fargo, ND 58103-4329	11	NDSU; University of Nebraska; Harvard	tmathern@nd.gov
John	Grabinger (D)	1008 Eighth Avenue NE	Jamestown, ND 58401-3507	12	None listed	jgrabinger@nd.gov
Dave	Oehlke (R)	125 Woodlea Drive	Devils Lake, ND 58301-8545	15	Concordia College	doehlke@nd.gov
<b>Ray</b>	<b>Holmberg (R)</b>	<b>621 High Plains Court</b>	<b>Grand Forks, ND 58201-7717</b>	<b>17</b>	<b>None listed</b>	<b>rholmberg@nd.gov</b>
Gary	Lee (R)	P.O. Box 3	Casselton, ND 58012-0003	22	NDSU	galee@nd.gov
Larry	Robinson (D)	3584 Sheyenne Circle	Valley City, ND 58072-9545	24	VCSU; NDSU	lrobinson@nd.gov
Robert	Erbele (R)	6512 51st Avenue SE	Lehr, ND 58460-9149	28	NDSU	rerbele@nd.gov
Terry	Wanzek (R)	900 Seventh Avenue SW	Jamestown, ND 58401-4542	29	Jamestown College; Texas A&M	tmwanzek@nd.gov
Dick	Dever (R)	1416 Eastwood Street	Bismarck, ND 58504-6226	32	UND	ddever@nd.gov
David	Hogue (R)	6811 27th Avenue NW	Minot, ND 58703-8849	38	UND; Cornell College; U.S. Army War College	dhogue@nd.gov
Karen K.	Krebsbach (R)	P.O. Box 1767	Minot, ND 58702-1767	40	MSU	kkrebsbach@nd.gov
Ronald	Sorvagg (R)	3402 Birdie Street North	Fargo, ND 58102-1201	45	Concordia College	rsorvaag@nd.gov



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SENATE EDUCATION COMMITTEE						
FIRST NAME	LAST NAME	MAILING ADDRESS FIRST LINE	MAILING ADDRESS SECOND LINE	DISTRICT	ALUMNUS OF	EMAIL ADDRESS
David	Rust (R)	P.O. Box 1198	Tioga, ND 58852-1198	2	VCSU; Bowling Green State U; NDSU	drust@nd.gov
Richard	Marcellais (D)	301 Laite Loop NE	Belcourt, ND 58316-3877	9	None listed	rmarcellais@nd.gov
<b>Robert</b>	<b>Fors (R)</b>	<b>P.O. Box 413</b>	<b>Larimore, ND 58251-0413</b>	<b>19</b>	<b>NDSCS</b>	<b>rfors@nd.gov</b>
<b>Donald</b>	<b>Schaible (R)</b>	<b>9115 Highway 21</b>	<b>Mott, ND 58646-9200</b>	<b>31</b>	<b>NDSU</b>	<b>dgschaible@nd.gov</b>
Erin	Oban (D)	1319 Apache Street	Bismarck, ND 58501-2632	35	U of M	eoban@nd.gov
Jay	Elkin (R)	3489 94th Avenue SW	Taylor, ND 58656-9645	36	Attended BSC; Attended NDSU	jayelkin@nd.gov
Kyle	Davison (R)	4918 Meadow Creek Drive South	Fargo, ND 58104-7116	41	VCSU	kdavison@nd.gov



**NDSA-05-1819**

## **A Resolution in Support of the North Dakota Challenge Fund Grant Program**

**WHEREAS**, the North Dakota Student Association (NDSA) represents the voice of North Dakota's 45,000 public college and university students; and,

**WHEREAS**, the purpose of NDSA is to represent all students enrolled in the North Dakota University System (NDUS) and advocate on issues of higher education in support of access, affordability, quality, and the student experience; and,

**WHEREAS**, the North Dakota Challenge Fund Grant program was created in 2013 to stimulate philanthropic donations to institutions under the authority of the North Dakota State Board of Higher Education; and,

**WHEREAS**, the Challenge Fund encourages higher education foundations to seek financial contributions from private donors through a two-for-one match program, so that a donor's \$2 contribution made to an institution's foundation will be matched by a \$1 contribution from the state of North Dakota; and,

**WHEREAS**, Challenge Funds have sparked a swelling of support from private donors since their inception, netting higher education \$160 million in direct funding for student scholarships, educational infrastructure, research, and technology; and,

**WHEREAS**, funding for the Challenge Fund Grant program was severely slashed by 90% due to tax revenue shortfalls experienced during the 2016-2017 biennium; so,

**THEREFORE, BE IT RESOLVED**, that NDSA supports the extension of the Challenge Fund Grant program and encourages the North Dakota State Legislature to extend it through the 2020-2021 biennium; and,

**BE IT FURTHER RESOLVED**, the legislature reinstates the policy of appropriating a minimum of \$2 million dollars from this fund to student scholarships; and,

**BE IT FURTHER RESOLVED**, that NDSA urges the legislature to return the appropriation for Challenge Fund Grants to levels equal to or exceeding those passed in the 2013 legislative session; and,

**BE IT FURTHER RESOLVED**, that NDSA shall adopt the Challenge Fund Grant program as one of its 2019 legislative priorities.