



Legislative Priorities

It is the objective of the Washington Municipal Clerks Association to provide improved local government services. Towards this effort, WMCA will support state legislation to:

Strengthen the Public Records Act in response to changing technology and burdensome requests so government entities can continue to provide open and transparent services. WMCA will support measures to:

- Increase cost-recovery options
- Provide an alternative dispute resolution system
- Simplify and create consistency among exemptions

Streamline government processes related to legal noticing, business licensing and government contracting.

Maintain and increase resources to cities, towns and government entities to assist them in meeting state requirements related to public records, records retention, legal noticing, business licensing and government contracting. WMCA will support measures to:

- Maintain funding for the Municipal Research Services Center
- Maintain funding for the Local Government Grant through the Washington State Archives

Approved by the WMCA membership at the Annual Business meeting of March 15, 2018.

Purpose

The Legislative Priorities are intended to guide the WMCA, and specifically the Legislative Committee, in outreach on legislative issues impacting the role of the Clerk. These priorities are not intended to replace the legislative priorities adopted by a member's agency or jurisdiction.

Legislative Essentials

Session: The legislature meets each year beginning in January. Odd year sessions are 105 days; even years are 60 days. Legislation remains active over the two-year period.

Membership: 98 House members; 49 Senate members

Districts: 49; find yours at <http://app.leg.wa.gov/DistrictFinder/>

Budget: Biennial budget cycle from June 30 to July 1 beginning in odd-numbered years:

- Operating budget – Funds state agency operations and K-12 education.
- Capital budget – Funds to acquire and maintain state buildings, public schools, public lands, parks, and other assets.
- Transportation budget – Funds transportation projects.

Tips for Engagement

- Consider reaching out to the WMCA President or Legislative Committee Chair(s) to coordinate input on proposed legislation.
- Use relationships with legislators from your district to provide input by calling, meeting in person, or emailing. See attached “Methods for Contacting Your Legislators” for contact options and information.
- If providing written communication, include your legislator's staff and bill sponsors as well as members of the Legislative Committee the bill is being heard in.
- Use the legislature's website at <http://leg.wa.gov/> to see the latest versions of legislation and where it is in the process. Contact the Association of

Washington Cities, the Legislative Information Center or the WMCA Leg. Committee Chairs with questions.

- When drafting communications:
 - **Be Concise:** Focus on three or fewer issues, and ask for clear commitments.
 - **Use Stories:** They are an effective and memorable way to demonstrate a point.
 - **Customize Emails:** Modify form letters or emails to make them your own.

- Use Association of Washington Cities Resources: The Legislative Bulletin and Action Alerts are helpful tools to stay up-to-date and informed on legislation impacting cities.

Legislative Information Center
Methods for Contacting Your Legislators
As of August 23, 2016

The Washington State Legislature offers several methods for contacting legislators, leaving messages, and providing individual positions on bills and subject matters. Methods for contacting legislators are as follows: (1) [bill comment form](#), (2) [member e-mail forms](#), (3) direct email, (4) U.S. Postal Service [using addresses listed on the member directory pages: [House](#) / [Senate](#)], and (5) by phone. Each method is outlined in detail below.

Furthermore, classes are offered free of charge to those wishing to learn more about the legislative process, navigating the legislative web pages, tracking bills, and searching for RCWs, WACs, bills, and related documents: <http://leg.wa.gov/LIC/Pages/classes.aspx>.

Questions regarding contacting your legislators, attending classes, or general legislative business can be directed to support@leg.wa.gov.

Bill Comment Form

1. Navigate to <http://leg.wa.gov/>.
2. Click **Find Bills** or **Bill Information**.
3. Enter bill number in the **Search by Bill Number** text box.

WASHINGTON STATE LEGISLATURE
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[Bill Information](#)

Bill Information

Historical bill information from 1991 to 2010 can be accessed from [Detailed Legislative Reports](#).

2015-16

Search by Bill Number

ⓘ

[Search the full text of a bill](#)

Standing Committee Reports
Retrieve daily lists (during session) of bills reported out of standing committees.

Bill/RCW/Session Law Cross Reference
Retrieve tables that cross reference bills with RCW sections and Session Law chapters.

Bill Status Report (formerly Daily Status)
Retrieve a list of all bills and their current status.

Detailed Legislative Reports
Find bills and related information by [sponsor](#), [committee](#), [RCW citation](#), [roll call](#), and [step](#) in the legislative process.

Legislative Digests
Retrieve summaries of the bills introduced and amended on the selected day.

➤ If bill number is unknown, click the following link for tips on finding a bill number:
<https://app.leg.wa.gov/pbc/>.

4. Click **Search**.
5. Click **Comment on this bill** (located in the upper right hand corner).
6. **Complete** form and **submit**.

Member E-mail Forms

1. Navigate to **<http://leg.wa.gov/>**.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **E-mail Forms**.
4. Click **member's name**.
5. **Complete** form and **submit**.

Direct Email

1. Navigate to **<http://leg.wa.gov/>**.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **Email Forms**.
4. **Create a new email** message in tool of choice (i.e., Outlook, Yahoo, Gmail).
5. Use Email shown for member under **Email column** to address message.

U.S. Postal Service

1. Navigate to **<http://leg.wa.gov/>**.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **Member Directory Pages**.
4. **Scroll down page** to view members' addresses.
 - *Note: If a member is in district the district address will be listed; otherwise, the member is assumed to be in the Olympia office.*

By Phone

1. Navigate to **<http://leg.wa.gov/>**.
2. Click **Member Information / Rosters**.
3. Click appropriate Chamber under **Member Directory Pages**.
4. **Scroll down page** to view members' phone number(s).
 - Note: If a member is in district the district phone number will be listed; otherwise, the member is assumed to be in the Olympia office.*

OR

Call the Legislative Hotline, 1.800.562.6000, to leave a message for one or all the Legislators that represent your district. To find the Legislators that represent you, see Find Your District & Legislators below.

Find Your District & Legislators

1. Navigate to **<http://leg.wa.gov/>**.
2. Click **Find Your District & Legislators**.
3. **Enter your street address**, including city, state, and zip.
4. Click **Find My District**.