

LOBBYIST HANDBOOK



“Lobbying is an integral part of our nation's democratic process and is a constitutionally guaranteed right.”

—American League of Lobbyists

2010-2011 SIMULATION

Lt. Governor Kevin Kulavic



Model Illinois Government Office of the Lt. Governor

Let me begin by welcoming you to the one of the most important and versatile roles of MIG. Not only do lobbyists play a crucial role in MIG, they play an even more significant role in the actual state government as well. As in the actual state legislature, the job of lobbyists are to see that specific legislation is passed from committee to the floor, and from the floor to the Governor's desk where it will be signed into law.

When I became Lt. Governor one of my goals for the 2011 simulation was to have the lobbyists play an even more influential role within the simulation. Working closely with both house leaders and my own staff I believe we have put together a great plan for the upcoming simulation with a few changes from previous simulations.

My biggest goal for this simulation is to incorporate lobbyists more into the simulation. There is no reason why a lobbyist should not be promoting numerous bills between chambers. There is no scientific formula for success as a MIG lobbyist. You get from the experience exactly what you put into it. The key to success as a lobbyist is to be able to convince legislators and executive officers that your cause is worthy of attention and their ultimate support.

The lobbyists that succeed are the ones who can effectively provide information in a timely manner to help legislators and executive officers make decisions affecting your policy or cause. Perhaps the single most important thing you can do as a lobbyist to prepare is to thoroughly research the bills that you would like to argue on. Your ability to demonstrate knowledge in your subject will help ensure success as a MIG lobbyist. Once you are familiar with the topics that you are passionate about, you will no doubt have an incredible, exciting experience. The next step is to select a lobbying organization from the following page. Depending on the topics you select, you may represent two or several organizations during the course of the simulation.

Yours in service,

Kevin Kulavic
Lt. Governor
Model Illinois Government

Rules of the Chambers Pertaining to Lobbyists

- **House of Representatives**

- All individuals who wish to address the House in committee or on the House Floor must use a high level of discretion and respect concerning actions and debate by the said individual. Any action or debate that may be deemed inappropriate must be ruled out of order by the convening authority. In case of circumstances where the offense had taken place in committee the Chair must report the incident to either the Speaker of the House or their Chief of Staff (whom will report said incident to the Speaker of the House in a timely manner). Any action or debate that is deemed grossly inappropriate by the Speaker of the House will be dealt with at the discretion of the Speaker of the House which may include removal from the simulation.
- Any lobbyists who wish to address the floor must receive approval from the Chief of Staff an hour before the presentation of their bill. This can be done by filling out the appropriate forms provided by the Speaker's Chief of Staff

- **Senate**

- All individuals who wish to address the Senate in committee or on the Senate Floor must use a high level of discretion and respect concerning actions and debate by the said individual. Any action or debate that may be deemed inappropriate must be ruled out of order by the convening authority. In case of circumstances where the offense had taken place in committee the Chair must report the incident to either the President of the Senate or their Chief of Staff (whom will report said incident to the President of the Senate in a timely manner). Any action or debate that is deemed grossly inappropriate by the President of the Senate will be dealt with at the discretion of the President of the Senate which may include removal from the simulation.
- Any lobbyists who wish to address the floor must receive approval from the Chief of Staff an hour before the presentation of their bill. This can be done by filling out the appropriate forms provided by the President of the Senate's staff
- Any non-Senate members wishing to address the floor must receive approval from the Chief of Staff for admittance onto the Senate floor. Once approval is granted it is up to the discretion of the appropriate floor leader to yield floor time.
- All non-Senate members wishing to observe the Senate are to remain in the overhead gallery. Any non-Senate member lingering in the Senate entrance will be escorted out of chambers by the Sergeant of Arms and directed to remain in the overhead gallery.

DRESS CODE Model Illinois Government Rules

- No delegate of MIG shall wear athletic shoes, open toe shoes, hiking or working boots, blue jeans, T-shirts, sweatshirts, shorts or hats while in the Capitol Complex throughout the duration of the simulation.
- Men must wear business attire including jackets and ties while on the floor of either chamber.
- Women must wear business attire while on the floor of either chamber. No spandex, halter tops or other such attire shall be permitted. Women are expected to wear a suit, skirts of appropriate length with sweaters or blouses or suit pants with a blouse or jacket.

2008-2009 Executive Board

- **Governor**
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- **Lt. Governor**
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- **President of the Senate**
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- **Speaker of the House**
Andrew Erbes
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- **Chief Justice**
Eron McCormick
chiefjustice@modelillinoisgovernment.org

American Lobbyists League of Ethics

ARTICLE I - HONESTY & INTEGRITY

A lobbyist should conduct lobbying activities with honesty and integrity.

- 1.1. A lobbyist should be truthful in communicating with public officials and with other interested persons and should seek to provide factually correct, current and accurate information.
- 1.2. If a lobbyist determines that the lobbyist has provided a public official or other interested person with factually inaccurate information of a significant, relevant, and material nature, the lobbyist should promptly provide the factually accurate information to the interested person.
- 1.3. If a material change in factual information that the lobbyist provided previously to a public official causes the information to become inaccurate and the lobbyist knows the public official may still be relying upon the information, the lobbyist should provide accurate and updated information to the public official.

ARTICLE II - COMPLIANCE WITH APPLICABLE LAWS, REGULATIONS & RULES

A lobbyist should seek to comply fully with all laws, regulations and rules applicable to the lobbyist.

- 2.1. A lobbyist should be familiar with laws, regulations and rules applicable to the lobbying profession and should not engage in any violation of such laws, regulations and rules.
- 2.2. A lobbyist should not cause a public official to violate any law, regulation or rule applicable to such public official.

ARTICLE III - PROFESSIONALISM

A lobbyist should conduct lobbying activities in a fair and professional manner.

- 3.1. A lobbyist should have a basic understanding of the legislative and governmental process and such specialized knowledge as is necessary to represent clients or an employer in a competent, professional manner.
- 3.2. A lobbyist should maintain the lobbyist's understanding of governmental processes and specialized knowledge through appropriate methods such as continuing study, seminars and similar sessions in order to represent clients or an employer in a competent, professional manner.

- 3.3. A lobbyist should treat others - both allies and adversaries - with respect and civility.

ARTICLE IV - CONFLICTS OF INTEREST

A lobbyist should not continue or undertake representations that may create conflicts of interest without the informed consent of the client or potential client involved.

- 4.1. A lobbyist should avoid advocating a position on an issue if the lobbyist is also representing another client on the same issue with a conflicting position.
- 4.2. If a lobbyist's work for one client on an issue may have a significant adverse impact on another client's interests, the lobbyist should inform and obtain consent from the other client whose interests may be affected of this fact even if the lobbyist is not representing the other client on the same issue.
- 4.3. A lobbyist should disclose all potential conflicts to the client or prospective client and discuss and resolve the conflict issues promptly.
- 4.4. A lobbyist should inform the client if any other person is receiving a direct or indirect referral or consulting fee from the lobbyist due to or in connection with the client's work and the amount of such fee or payment.

ARTICLE V - DUE DILIGENCE & BEST EFFORTS

A lobbyist should vigorously and diligently advance and advocate the client's or employer's interests.

- 5.1. A lobbyist should devote adequate time, attention, and resources to the client's or employer's interests.
- 5.2. A lobbyist should exercise loyalty to the client's or employer's interests.
- 5.3. A lobbyist should keep the client or employer informed regarding the work that the lobbyist is undertaking and, to the extent possible, should give the client the opportunity to choose between various options and strategies.

ARTICLE VI - COMPENSATION AND ENGAGEMENT TERMS

An independent lobbyist who is retained by a client should have a written agreement with the client regarding the terms and conditions for the lobbyist's services, including the amount of and basis for compensation.

ARTICLE VII - CONFIDENTIALITY

A lobbyist should maintain appropriate confidentiality of client or employer information.

- 7.1. A lobbyist should not disclose confidential information without the client's or employer's informed consent.

- 7.2. A lobbyist should not use confidential client information against the interests of a client or employer or for any purpose not contemplated by the engagement or terms of employment.

ARTICLE VIII - PUBLIC EDUCATION

A lobbyist should seek to ensure better public understanding and appreciation of the nature, legitimacy and necessity of lobbying in our democratic governmental process. This includes the First Amendment right to "petition the government for redress of grievances."

ARTICLE IX - DUTY TO GOVERNMENTAL INSTITUTIONS

In addition to fulfilling duties and responsibilities to the client or employer, a lobbyist should exhibit proper respect for the governmental institutions before which the lobbyist represents and advocates clients' interests.

- 9.1. A lobbyist should not act in any manner that will undermine public confidence and trust in the democratic governmental process.

- 9.2. A lobbyist should not act in a manner that shows disrespect for government institutions.