



How to Write An Effective Lobbying Letter

Address lobbying correspondence to the author of the bill with copies to members of the committee hearing the bill and to your local legislator.

Indicate immediately which bill you're addressing by its bill number (AB if it originates in the Assembly, SB if it originates in the Senate), by an identifying phrase and whether you support or oppose the bill. This will help legislative staff in routing your letter.

Be sure to make clear for whom you're speaking.

Be sure to be clear about what action you want the legislator to take.

If you have a personal relationship with the legislator, take a moment to write a quick, handwritten note to draw his or her attention to your letter.

Be sure to send a copy of your letter to the Governor. Also please send a copy to the Chamber staff members assigned to the bill so they can include information on your support or opposition in their committee testimony.

Use your business letterhead when communicating your position on a bill.

Keep your letter short. A succinct, one-page letter will have more impact than a longer one. If you have documentation of the bill's impact on your business, enclose it, but keep the letter short.


In many committees, staff members file correspondence according to the date of the bill's next hearing. If you know the date, be sure to include it. Including such information will help ensure your letter is read in time to have an impact.

Get to the point of your letter quickly: your support for or opposition to the bill.

Provide concrete, credible information on the impact of proposed legislation on your business.

Elected officials prefer to hear from persons in authority rather than just from staff members. A letter will have more impact if the business owner or person in a management position signs the letter.

Later . . . If the legislator does what you ask, be sure to send a thank you letter.



CALIFORNIA CHAMBER of COMMERCE

May 24, 2002

TO: Members, California State Assembly

FROM: Charles Bacchi, Legislative Advocate
Education & Environmental Issues

SUBJECT: AB 2332 (**KEELEY**) INDOOR AIR QUALITY REGULATIONS
OPPOSE - ASSEMBLY THIRD READING

The California Chamber of Commerce **OPPOSES AB 2332 (KEELEY)**, which would require the California Air Resources Board (ARB) to develop a new regulatory program for indoor air pollution that sets emission standards and gives the board further enforcement powers.

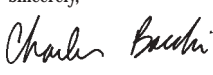
The Chamber is concerned that this legislation will target many products and materials that are, or will be, identified by the ARB as toxic air pollutants with little scientific methodology. AB 2332 also gives the ARB free rein to develop an onerous, and potentially impossible to comply with, regulatory scheme for these air pollutants that have not been scientifically proven to cause health risks, and will increase costs for California businesses.

As a result of this bill, many products that could be classified as indoor air pollutants, like gas stoves, fireplaces, carpet, furniture, construction materials, appliances, and other household products, could find their way into the ARB regulatory scheme. Many of these products are an important part of daily life for consumers and businesses.

AB 2332 also gives the ARB the authority and responsibility to "control" indoor air pollution. This provision appears to not only limit products that could cause indoor air pollution but to expand the scope of this bill to include all indoor air pollution. Homes, factories, office buildings, hospitals, apartment buildings and complexes, indoor arenas, and restaurants are just a small list of the facilities that would be regulated under this law. It is unclear how the ARB is to accomplish the goals set forth in AB 2332 given the unique and individualized circumstances of indoor environments across the state.

The Chamber believes that AB 2332 is an overreaching expansion of the ARB's regulatory duties that could set and enforce emission standards that are based on questionable science.

For the above stated reasons, the California Chamber of Commerce must **OPPOSE AB 2332.**

Sincerely,

 Charles Bacchi, Legislative Advocate
 Education & Environmental Issues

cc: Assembly Member Fred Keeley
 Linda Adams, Governor's Office
 David Nunenkamp, Assembly Republican Caucus

1215 K STREET, SUITE 1400 P.O. BOX 1736 SACRAMENTO, CALIFORNIA 95812-1736
 FACSIMILE (916) 325-1272 LEGISLATIVE (916) 325-1269 BUSINESS SERVICES TELEPHONE (916) 444-6670 WWW.CALCHAMBER.COM

Use boldface type, underlining or italics sparingly to emphasize important points.

Act promptly. Too many good lobbying letters arrive after a vote already has been taken.