



LOBBYIST HANDBOOK

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

–American League of Lobbyists

Model Illinois Government 2023-2024

Alannis Muñoz, Lieutenant Governor

Office of the Lt. Governor

From the Office of the Lt. Governor

Welcome to Model Illinois Government 2023-2024! We have been active for more than 40 years and we are still regarded as the most prestigious organization to take place in Illinois. Continuously we have grown every year in number and in spirit. While the pandemic has taken its toll on all of us, MIG continues to stay resilient. Students from across the state come together for a weekend, to assume different roles that exist within our wonderful state. If you are reading this you have been tasked as a Lobbyist for the 2023-2024 simulation.

Now, what is a Lobbyist? A Lobbyist is a person who represents a group of people or an organization to express a view on particular pieces of legislation. Lobbyists are always present on all levels of government as they are a fundamental element of the legislative process. As a MIG Lobbyist, you will gain extensive knowledge of the legislative process. Becoming actively engaged is crucial to being a great Lobbyist. During the simulation you are not bound to any one area. It is encouraged for the lobbyists to watch debates in the chambers to gather thoughts, as well as learn more about how bills are passed and promote bills when the chambers are not in session.

The experience gained while attending MIG is invaluable and indescribable. It allows you to gain interpersonal skills, develop an argument that personifies your passionate beliefs, and experience which simulates an integral element of government. Lobbying takes pure skill and wit to develop and formulate a cohesive argument that can effectively persuade another individual. These invaluable skills will be gained throughout our Simulation as you carry out your important duties as a MIG Lobbyist.

For this simulation, I, personally, am looking forward to building upon the success that the lobbying role had last year. I will be working with both heads of the House and Senate to ensure the structure of lobbying stays intact and that the rules are being followed. If you have any questions or concerns about your role as a lobbyist, please do not hesitate to contact me or your head lobbyist.

Also, keep in mind that each of you is now eligible for the Kurtis L. Hermes Award, presented to the most Outstanding Lobbyist in MIG. The faculty advisors and awards committee will be observing your lobbying skills throughout the simulation, so give it your best as I know everyone of you have it in you to win the award. Most of all, have fun during Simulation. This experience is for you to make the most out of simulating an aspect of our government. Simulation will only be as good as you make it. Be passionate, be persuasive, be persistent, be great!

Sincerely,

Alannis Muñoz

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.
- Rules for committee:
 - When going in to speak on behalf of your interest group, please let the vice chair of the committee know which piece of legislation you'd like to speak on at least two (2) bills in advance of your legislation being introduced.
 - For debate, lobbyists may:
 - Speak before debate begins
 - Two (2) minutes to speak maximum
 - Receive two (2) questions from representatives
 - One (1) question each from the Majority and Minority
 - Must be addressed as "Lobbyist _____" (last name, usually)
 - Tablets and phones are allowed for MIG business only.
- Rules for chamber floor:
 - Any lobbyist who wishes to address the floor must receive approval from the Chief of Staff three (3) bills before the presentation of their bill.
 - In the event that the bill being represented is within the first thirty (30) minutes of debate on the floor, speak to the Chief of Staff as soon as possible.

- For debate, lobbyists may:
 - Speak before debate begins
 - Three (3) minutes to speak maximum
 - Receive four (4) questions from representatives
 - Two (2) questions each from the Majority and Minority
- Must be addressed as “Lobbyist _____” (last name, usually)
- Tablets and phones are allowed for MIG business only.
- If the lobbyist does not have another piece of legislation within the next three (3) on the docket, they are to leave the chamber upon the conclusion of voting on their legislation.
 - They may return once again to notify the Chief of Staff for any upcoming legislation.
- Please read the House of Representatives Handbook, as most of the rules will also pertain to lobbyists.

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.
- Rules for committee:
 - When going in to speak on behalf of your interest group, please let the vice chair of the committee know which piece of legislation you’d like to speak on at least two (2) bills in advance of your legislation being introduced.
 - For debate, lobbyists may:

Tips and Tricks

- Pick three to five (3-5) pieces of legislation that you think would fit well with your interest party.
 - This gives a higher chance for at least one (1) of them to reach a chamber floor.
- If there is Original Legislation from your school, try to lobby that as well!
 - This helps with delegation bonding, and an expert hand on the subject matter.
- Make sure to do research and prepare for the bills before simulation.
 - The more prepared you are, the easier it is to sway other people.
- Write out your speeches before it is time for you to talk, and practice them.
 - You only have a certain amount of time to speak, and you'll want to make sure that you are able to say everything you are planning on without being cut off.
- Arrive at the committee/chamber early to get the docket from the chair/chief of staff.
 - For the committee, the chair will set the docket at the very beginning of the session. You'll want to be there to know when your bills are set for debate.
 - For the chamber, the docket should be online, but you'll want to be early in case your bill is one of the first to be debated, in which you'll need to check in with the chief of staff of the chamber.
- Bring something to help fill the time between your bills.
 - This could be a book, tablet/phone to do more research, something that will help you stay occupied.
- Always stay active/in communication with your other lobbyists!
 - They can give you insights for what is working for them and what is not.
- If you have any questions, don't hesitate to ask.
 - The Lt. Governor and Head Lobbyist are always more than willing to help you through any situation that comes up.
- Participate
 - Being a lobbyist is a different structure from a legislator. You get from it what you put in. Try to make friends and meet new people, because they might give you a new perspective on a situation or even be someone to hang out with.
 - Staying friendly with the legislators will also help towards passing or killing a bill, and help you gain speaking time.
- Make the most of it!
 - This is an amazing opportunity that not a lot of people get to say that they had. Enjoy it as the experience is happening around you, because you'll never forget it.

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.

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 officials.

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 by 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.