

INTRODUCTION

The leadership manual was first published in 1991. It provided valuable guidance to A.B.A.T.E. of PA officers at the state, district, and chapter levels. Here is the text of the original introduction...

“This leadership manual is an attempt to meet the needs of present and future officers of A.B.A.T.E. of Pennsylvania. By providing a set of guidelines and presenting information to help better the understanding of the functions of the various officer positions in the organization. And to provide a guide to improve the quality and consistency of meetings, events, and our legislative efforts.”

“Information provided in this manual is a compilation of ideas and information from many sources, both in and out of motorcycling.”

A lot of wisdom went into those pages. The hard copies were handed down from officer to officer, and were the first guidance for many new chapter officers as they mastered their positions.

Most of what's in here is descended in some way from the original. All of the current state officers have contributed. We hope that this update serves the officers as well as the original did...

Kevin Snyder
State Coordinator

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I. Profile of a Chapter Coordinator

1. The president, through his sense of values and his personality, establishes the identity characteristic of the chapter.
2. The president must maintain a delicate balance between the “fun” and “brotherhood” aspects and the ultimate “business” purposes of the organization as defined by the COP’s and objectives established by the State Board.
3. The President conducts the chapter meetings in compliance with the COP’s, guided to some extent by Robert’s Rules of Order, but still discreetly exercising his prerogatives as “leader” to present and sell his preferred course of action, subject in the final analysis to the will of the chapter as expressed by their vote.
4. The president is responsible for the financial well - being of the chapter and ultimately the state organization. Fund raisers must be held to generate working capital, offering various commodities at a fair price.
5. All chapters at one time came to the state asking to be chartered. A charter is incumbent with obligation and responsibility. After a course of action has been adopted by majority vote of the State Board, every chartered chapter is obligated to support that course of action with a vengeance; no exceptions.
6. The president is the voice of the chapter, obligated of course by their expressed will. The Chapter Rep position exists for the convenience of the president, representing the chapter to the District or State at the president’s discretion.
7. The president represents the chapter on the District Board and the Grand Board.
8. The president is responsible to assure that the defined duties of other chapter officers are effectively accomplished.
9. The president must find a way to prevent negative cliques from forming within the chapter. No chapter can be successful over the long term when this condition is allowed to exist.
10. The president is responsible for seeking out and mentoring those members who are potential future chapter officers. Every officer in the history of A.B.A.T.E. started out at the chapter level.

II. Profile of a District Representative

1. District Reps conduct periodic meetings with the District Board (president/chapter reps) to:
 - a) Determine the will of the people, as expressed by the District Board, and then accurately represent their directives to the State Board.
 - b) Disseminate information acquired from the State Board.
2. The District Reps coordinate the schedule of events held by the district chapters and neighboring districts to optimize attendance, and therefore, the ultimate success of each event.
3. The District Reps provide guidance, and intervention if necessary, to assure that chapters conduct themselves in accordance with defined requirements.
4. The District Reps assure that each chapter elects the minimum required chapter board.
5. The District Reps take personal responsibility for accomplishment of all objectives defined by the State Board.
6. The District Reps are the Board of Directors for the corporation. They must be the very best of our people and they must always conduct the business of the corporation with extreme wisdom, patience, and integrity.

III. Profile of a Chapter Assistant Coordinator

Position Description

Depending on a chapter's bylaws, this position will vary in scope and responsibilities. This is the person that would step in for the chapter president in the event that the president would be unable to complete their term of office.

Responsibilities for Chapter Vice President/President Elect

- Assist the president in filling vacant positions on your chapter's board.
- Attend all board and chapter meetings. In the event the chapter president cannot attend a meeting or function, you would step in and take charge.
- Assist in the planning and goal making process for your chapter.
- Attend the Chapter Presidents' Workshop at the annual Leadership and Legislative seminar. This will help prepare you for your position as chapter president.
- Assist the president and other board members in all scopes and duties whenever possible or requested.

IV. Profile of a Legislative Coordinator

The Legislative Coordinators (State, District, and Chapter) are the heart and soul of A.B.A.T.E. of PA. Influencing legislation in Harrisburg is our primary means of protecting motorcyclists' rights. Everything else that we do is a support system that enables the Legislative Coordinators to effectively do their job.

Although A.B.A.T.E. of PA maintains a state-level presence in Harrisburg, the reality is that legislators respond to the voices of their constituents before anything else. The Legislative Coordinators exist to make sure that the member's voices are heard by their elected representatives.

Appendix A, the "Political Warrior's Field Manual", goes into detail on how this process is accomplished. Here are some key points to remember.

1. Become familiar with the legislative process in Pennsylvania. In your meeting, you are the expert!
2. Prepare well for your meeting report. Call the State Legislative Coordinator or the state office for updates prior to your meeting. If you can't call, at least check the website.
3. Be able to explain the legislative process to your members. Don't assume that they know what is going on. New members are constantly joining, and they won't have the political awareness that seasoned members do. Educating the membership is an ongoing process.
4. Accept that political involvement is not a natural thing for most people, and lead the way. Telling your members to write their representatives on an issue is not as effective as leading them through a letter-writing session at a meeting.
5. Communicate, communicate! Inform the State Legislative Coordinator of any contacts you have with your representatives. Don't hesitate to call and ask questions.

V. Profile of a District/Chapter Treasurer

1. The Treasurer is the custodian of A.B.A.T.E. of PA's funds and the guardian of its tax-exempt status. Integrity, accuracy, and the avoidance of even the appearance of impropriety in the handling of A.B.A.T.E. of PA funds are the hallmark of the successful Treasurer.
2. Maintain accurate records of all expense and income. This includes all cash transactions as well as maintaining an accurate checkbook. Must accurately BALANCE your checkbook monthly.
3. Give oral or written reports to the district/chapter at each meeting of all transactions, income and expense, that took place since previous report. Financial records should be available to ALL members and officers.
4. Every expenditure should be accompanied by a receipt or a written explanation of the expense. For example, a mileage reimbursement won't have an actual receipt, but there should be a piece of paper detailing who, how many miles, and the purpose of the trip. Checks to "cash" are a very bad practice. ATM and credit cards are strongly discouraged as well. Unless documented very carefully, they can make the "audit trail" difficult to follow.
5. Do a profit and loss statement for any event your district/chapter has. This is valuable as a guideline for future events and to pinpoint areas that may need to be improved upon, such as entrance fees, etc.
6. You may NOT write chapter checks directly to BIKEPAC. It is against non-profit corporation law. If chapter members wish to donate to BIKEPAC funds cannot be run through the chapter treasury.
7. All chapter membership funds transactions must be run through your chapter treasury, NOT a personal account. Personal checks are to be used only for a member to renew directly through the state.
8. Treasury audits are REQUIRED twice each year and are RECOMMENDED when the treasury changes hands. Two officers and two members are required to conduct chapter audits. The audit should verify receipts for expenditures and check deposits against anticipated amounts.

Notes regarding A.B.A.T.E. of PA's tax-exempt status:

1. A.B.A.T.E. of PA is a 501c (3) tax-exempt corporation due to its education and charity activities. As such, we do not pay income tax on most of our

income. This special status places special responsibilities on us. If we don't meet those responsibilities, we will lose our tax-exempt status.

2. Bank Accounts: All accounts containing A.B.A.T.E. of PA funds (state, district, and chapter) must have the proper name ("Alliance of Bikers Aimed Toward Education" plus the district or chapter name) and must have at least two signatures required. No two signatories can be married or be cohabitating partners.
3. Reports: To fulfill our 501c(3) requirements, we must provide a timely and accurate accounting of our financial activities at the state, district, and chapter levels. Reports must include all accounts.
4. Charitable donations: A key part of why we are eligible for 501c(3) status is our charitable work. To document our charitable work, all donations must pass through the state treasury.
5. Forbidden donations: A.B.A.T.E. of PA cannot make political contributions to candidates. Also, individual members cannot receive funds from A.B.A.T.E. of PA except as reimbursement for expenses. Contact the State Treasurer for guidance.
6. State Sales Tax: A.B.A.T.E. of PA is NOT exempt from paying sales tax on purchases, and we are required to collect sales tax on any taxable merchandise sold. Basically, if we sell something and it isn't a membership or article of clothing, we probably have to collect and pay sales tax on it. Contact the State Treasurer for guidance.

Being a treasurer is not easy. The importance of the job is indicated by the fact that it is the only officer position required to actually be bonded.

Above all, make sure you know that you are doing the correct thing. Call for help when you are uncertain.

VI. Profile of a District/Chapter Secretary

The Secretary's job goes beyond merely recording the minutes of an A.B.A.T.E. of PA meeting.

The Secretary and the Coordinator must work together before the meeting to ensure that a clear agenda is set forth for the meeting.

During the meeting, they coordinate to make sure the meeting progresses according to plan, as much as possible.

After the meeting, the Secretary compiles the notes (minutes) that are A.B.A.T.E. of PA's legal record of what took place. The accuracy of these minutes is imperative. Not only do they keep us straight internally, but they can be significant in legal proceedings.

Additionally, the Secretary is responsible for all correspondence.

Here are some guidelines toward these responsibilities:

1. Having an adequate knowledge of meeting procedures is essential. Referring to previous well taken minutes will aid you in your own note taking.
2. Before a meeting it is a good idea to consult the presiding officer about a means of having motions or statements clarified or repeated.
3. Establish with the presiding officer a pattern to conduct the order of business (using previous month's agendas to create the current one will help). While it won't always be strictly adhered to, a pattern will be beneficial in allowing you to foresee the next business item. Order of business might be as follows:
 - Call to order
 - Roll call of officers
 - Minutes of previous meeting (changes/approval)
 - Reading of correspondence
 - Officer's reports
 - Report of standing committees
 - Report of special committees
 - Old business
 - New business
 - Appointment of committees
 - Announcements
 - Nominations/elections (when appropriate)
 - Adjournment

Recording basic facts:

1. The following are essential and for the purpose of uniformity should be included in the following order or format:
 - Date
 - Chapter Name
 - District (optional)
 - Meeting place
 - Presiding officer
 - Time of day meeting was held
2. The following are basic facts that need to be recorded:
 - Type of meeting (regular, special, board, executive, or committee)
 - Names of members present (sign-in sheet)
 - The motions made, their adoption or rejection, names of the originators and seconds of the main motions and amendments, and the vote result.
 - Concentrate on action taken, not topics discussed. Capture the gist or substance of the meeting and follow the agenda closely.
 - The minutes serve as the official record of the meeting and accuracy is essential. A portable tape recorder can be of great value if the meetings tend to go at a fast pace or if you know you will not be able to transcribe your minutes while they are fresh in your mind.
 - The presiding officer may request to see the minutes in draft form before they become permanent record.

Keeping the records:

Two sets of minutes should be kept. The first is your own copy, which is part of your district or chapter's records to be passed on to future secretaries.

The second is the set you send to the State Secretary. This copy is A.B.A.T.E. of PA's legal record of what took place for audit purposes. This copy must be sent to the State Secretary within sixty days of the meeting date per the COP's

VII. Membership Officer Guidelines

A chapter membership officer's job can be very simple to very complex, depending on the time and effort the individual wishes to contribute to this position.

Simply put, a chapter membership officer should be available at each chapter meeting to accept any new or renewal memberships. It is suggested that the membership officer sit near the entrance to the meetings to sign all members and guests into the meetings. This way, you can remind those members who are about to expire or those who have expired to renew.

The most important job a membership officer has and should remember is that when a person gives you their money to join A.B.A.T.E. of PA, it is your job to see that their membership and money is forwarded to the state office as soon as possible. This needs to be done promptly because until a membership is received in the state office, the member is not able to receive their state newsletters or their permanent membership cards.

When filling out a membership application (either you or the member), make sure the information is filled out neatly and legibly as others are going to have to read this information. Make sure the information is filled in completely. We must have their name and complete address including zip code, district, chapter, and county of residence. If at all possible, we would like to have a phone number and e-mail contact. Please remember to mark if it is a single, couple, junior, or lifetime membership. When filling in the expiration date use the last day of the month you are signing them up in.

When a person joins A.B.A.T.E. of PA for the first time, they are entitled to an A.B.A.T.E. patch. Renewals are entitled to the appropriate year pin. All chapters keep a supply of patches and pins (up to year 9). If the patch or pin was not given out, write "SEND PATCH" and/or "SEND PIN" under the expiration date. If this is not done, the member will not receive their patch or pin.

A chapter membership officer should have memberships and monies in the mail within two weeks of your chapter meetings. Please do not send cash. It is recommended that membership funds be deposited in the chapter account and a check written to the state office for the memberships. Other methods have been used by some chapters, but must be approved by the state office manager and the state treasurer.

Before you send membership applications to the state office, you are required to fill out the Membership Report form that is supplied by the state office or can be downloaded from the state website. The main reason for filling out this form is for your chapter's proof of what memberships were paid for each month. Mistakes do happen and this is a way to double check for errors. You need not fill in the

complete address on the form as long as the complete address is included on the application. Before sending this form to the state office, the chapter membership officer should make a copy of this for their own files to prove they did send in applications for those members listed.

Every two months (January, March, May, July, September, and November) chapter membership officers will receive two copies of the chapter's membership listing. You are to correct one of these lists (address, phone numbers, etc.) and return it to the state office as soon as possible so that corrections can be made. The other copy is for your chapter's use and files.

Also included will be a report of recently expired members in your chapter to help with your retention efforts.

The state office has a supply of patches and year pins for your use. When your supply gets low, contact the state office and the pins/patches you request will be sent to you.

The state office can also supply you with mailing labels for your chapter if you have any mailings (newsletters, etc.) that you may wish to do.

As stated at the beginning of these guidelines, the chapter membership officer's job can be very simple or complex. The guidelines above are what a chapter membership officer is required to do for the state office and your membership.

Following are a few suggestions of what you can do to help the membership in your chapter grow and prosper.

1. Make up flyers advertising your chapter meetings and take them around to all motorcycle shops, grocery stores, taverns, etc, in your chapter's area.
2. Take the A.B.A.T.E. of PA brochure to various shops and ask them to display them. Included in the brochure is a membership application.
3. Contact all other riding groups in your area and recruit ABATE members from within those groups. Invite them to attend your chapter meetings and when they do come to your meetings, make them feel welcome.
4. Assist you chapter Legislative Coordinator in making sure that all your members are registered voters. Since we are a politically motivated organization, we should actively voter registration drives and where better to begin than at your chapter meetings.
5. Attempt to contact members who do not attend your chapter meetings. Send postcards, letters, questionnaires, etc. to attempt to find out why they no longer attend your meetings. The state office sends out renewal notices but it would help if you contacted members who have expired or who are about to expire and ask them to renew.
6. When a person joins A.B.A.T.E. of PA, make them feel welcome at your chapter meetings and functions. When you see any new faces, your

chapter officers should talk to them and draw them into the conversation and goings on. We will never know how many new members came to one or two meetings and were ignored and decided not to come back.

7. If there are any counties in your area that do not have a local ABATE chapter, you could help the state organization by attempting to find motorcyclists from that area that might be interested in starting a new chapter. The best way for us to expand is to open up areas that are not developed as of yet. Our goal should be to have a chapter in every county in this state, 67 chapters. Then members would not have so far to travel for chapter meetings and events and possibly more would come out and support the chapters. Also, there are a large number of motorcyclists that have not been drawn into this organization and with more chapters and less area to cover, chapters could concentrate on finding these motorcyclists and making them feel welcome at your functions.

A.B.A.T.E. of PA dues are reviewed and approved at each January Board meeting. The current dues structure is:

- Single one-year \$25
- Couple one year \$40
- Five Year \$90
- Lifetime (new) \$270
- Lifetime (5 years prior service) \$220
- Lifetime (10 years prior service) \$175

There is a place for the member to indicate a contribution to BikePac on the form. This is in addition to the membership fee. In this case, the member is contributing to BikePac and A.B.A.T.E. of PA is only acting as custodian of the money.

A.B.A.T.E. of PA honors currently valid seniority in other states' motorcycle rights organizations. For example, a person presenting a valid ABATE of Florida membership card indicating five years of service would get a five year pin from A.B.A.T.E. of PA.

For the lifetime membership discount, only A.B.A.T.E. of PA years count.

VIII. Profile of a Public Relations Officer

The duty of this position is to effectively disseminate information to all forms of the news media concerning events which affect motorcycling on behalf of the chapter and/or district.

Responsibilities include, but are not limited to:

1. Acquiring and issuing news releases to the media
2. Working to achieve satisfactory local media coverage
3. Working with local media companies who unfairly discriminate or provide biased unfavorable coverage.
4. React to unfavorable portrayal of motorcyclists in local media and coordinate with the State Public Relations officer reactions to unfavorable portrayals on TV, in movies, or in advertising.
5. Investigate sources of free advertising for Chapter/District Events

IX. Profile of a Sergeant -At –Arms

An A.B.A.T.E. of PA Sergeant-At-Arms is responsible for enforcing orderly conduct at A.B.A.T.E. meetings and events. Whether elected or appointed, the Sergeant-At-Arms must be able to act with tact and diplomacy, but with the necessary level of firmness to ensure the equal rights and protection of all A.B.A.T.E. members.

At meetings, the Sergeant-at-Arms acts as an extension of the presiding officer. The Coordinator and Sergeant-at-Arms must have a close relationship. If the meeting becomes unruly or out of control, the Sergeant-at Arms must act to remind everyone that rules of conduct apply, and enforce those rules as necessary.

At all events, the Head Sergeant-at-Arms (state/district/chapter) is responsible for coordinating security.

The scope of event security has changed in recent years. In the past, we could get by with a “reactive” approach to security. Today we must be proactive to protect the organization, its members, and guests. Failure to do so can result in harm to members or guests, the reputation of A.B.A.T.E. of PA, and can expose the organization to monetary damages.

The basic function of the Chapter/District Sergeant-at-Arms is as follows:

1. To report to the Chapter Coordinator/District Coordinator.
2. To be in charge of all security arrangements for Chapter/District events.
3. If the Sergeant-at-Arms is unable to attend any scheduled event, to make appropriate arrangements for an alternate to be in charge of security and to keep the Chapter District Coordinator informed.

Additionally, the Chapter/District Sergeant-at-Arms has a reporting relationship to the State Sergeant-at-Arms at state events:

1. The Chapter/District Sergeant-at Arms should report the number and names of chapter security assigned to work with the State Sergeant-at-Arms prior to or at least upon arrival at state events.
2. Notifies the State Sergeant-at-Arms of potential problems or concerns. Acts as the “eyes and ears” and as backup for the State Sergeant –at-Arms, whether “on-duty” or not.

Refer to Appendix F, “Basic Security Guidelines” for more information.

X. Profile of an OSAL Coordinator

The basic function of an Operation Save-A-Life Coordinator is to promote Motorcycle Safety and Awareness by presenting the Operation Save-A-Life program to high school Drivers Education classes, community organizations and other institutions involved in driving on four or more wheels. He does this both individually and in cooperation with other chapter members.

The OSAL Coordinator ideally is not the sole presenter for the chapter. The OSAL Coordinator seeks out other chapter members who wish to be involved with OSAL as presenters, and provides training, monitors performance and provides assistance as needed.

Also, the OSAL coordinator seeks out forums for presentation.

Giving public presentations is an activity that scares most people. The OSAL Coordinator should help others overcome the fear of presenting and help them develop their presentation skills. The proper use of the OSAL video, worksheets and trifold is essential to a successful presentation and should be demonstrated to a new OSAL presenter.

Seeking out forums for presentation requires patience, persistence and a willingness to adapt.

Each potential audience is different. A high school Drivers Education teacher has a curriculum that he must follow and time is of the essence. However, a good OSAL presentation to him will open his door to a classroom full of students. A civic organization may be looking for someone to fill out a meeting schedule and a good OSAL presentation here can bring further opportunities.

No matter who the target audience, a willingness to adapt to the needs of their coordinator is essential.

The OSAL coordinator who is successful in presenting, attracting new presenters and seeking out presentation sights is one who likes people, knows the OSAL packet script and follows the outlined procedures for good communication.

Appendix A: Political Warrior's Field Manual

Introduction

“An alliance of bikers dedicated to the protection of the individual rights of motorcyclists through political change, charitable works, and public education.”

The Alliance of Bikers Aimed Toward Education (A.B.A.T.E.) was started in Pennsylvania during the late 1970's in response to the passage of a mandatory helmet use law. A.B.A.T.E. of PA was reincorporated in 1983 as a 501(c)(3) non-profit corporation. During this reincorporation, the above Mission Statement was adopted and has remained unchanged to this day.

The Mission Statement clearly defines who we are (“an alliance of bikers”), our sole objective (“the protection of the individual rights of motorcyclists”) we are dedicated to. It also defines the tools we use to accomplish that objective (“political change, charitable works, and public education”).

Of the three tools, political change is the primary instrument we have used, and the easiest to understand. We attempt to influence legislation favorable to our objective. That means passing legislation we favor, and defeating legislation we oppose.

To this end, A.B.A.T.E. of PA is organized as a “grass-roots” lobbying organization. Four elements are the cornerstone of our legislative success. The primary one is the lobbying effort of individual members, which is supported by the following three elements:

- A network of state, district, and chapter legislative coordinators.
- A lobbyist in Harrisburg.
- A political action committee (BikePAC) funded by individual A.B.A.T.E. members.

Over the past quarter century, A.B.A.T.E. of PA has achieved legislative success out of proportion to its size and resources, and has learned how to succeed the hard way. There are one hundred and twenty nine people who decide whether we succeed or not. That is the total of one hundred and two Representatives plus twenty-six Senators plus one Governor.

To get the right one hundred and twenty nine people to agree with you takes a lot of relationship building. That is primarily what this booklet is about.

The second tool that we use to accomplish our objective is charitable works, which are an important way of building relationships with the community and its leaders. Supporting charities that don't support us on our issues has been a debate within A.B.A.T.E. of PA for years. Why should we do it? The answer lies in building relationships. The current Governor's first contact with A.B.A.T.E. of PA was because of a toy run that one of our chapters holds in a town he happened to be mayor of.

The third tool that we use is public education. Along with charitable works, this is about building relationships with the community. In A.B.A.T.E. of PA's case, public education takes the form of our support for Pennsylvania's Motorcycle Safety Program (MSP) and

our own Operation Save A Life (OSAL). The MSP and OSAL work together to ensure that novice motorcyclists and drivers understand the risks and rules of the road.

Above all, though, we are “political warriors” who are dedicated to the protection of the individual rights of motorcyclists. This handbook is dedicated to those who believe in that goal.

Freedom Isn't Free!

“Extremism in the defense of liberty is no vice.”

Barry Goldwater

THE PRICE OF FREEDOM

For each of us, the price of freedom is calculated in our own distinct way.

- Some are willing to pay cash dues and hope someone "with more time" will get involved.
- Some show up *sometimes* to have a beer and support their buddies.
- Some show up most of the time and have a positive contribution to make at meetings.
- Some are willing to attend *some or most* community projects and fund raisers.
- Some are willing to work on most community projects and fund raisers.
- Some are willing to write letters, make phone calls, and arrange personal visits to talk with their elected officials.
- Some are willing to actively enlist new members.
- Some are willing to accept positions of leadership.
- Some are willing to give up their precious vacation and holiday time to work for the organization.
- Some are willing to do whatever is asked of them and never ask for compensation, reimbursement or praise.
- Some would like to get involved, are willing to learn, but simply don't know how to do it or whom to ask for help.

No matter which classification you fall into, you are a vital asset for A.B.A.T.E. of PA. On the pages that follow, each of you will hopefully find a method to raise the price you are willing to pay for the preservation of your "Right To Ride" without the interference of government mandates. **Forget about letting the other guy do it!** It isn't going to happen. **Without your involvement there will be no progress;** there will be no positive change in the spiraling decline of your personal freedom.

In recent years, A.B.A.T.E. of PA has gotten favorable bills signed by the Governor and defeated some not favorable to bikers. We have also been very close to gaining passage of others, but due to a lack of grassroots support those bills have fallen by the wayside. It cannot be repeated too many times: **You must get personally involved to achieve the things you truly want.**

Every man and woman has a price. What's yours?

**Who Is Responsible
For
Political Change?**

You are!

Legislative Coordinators

Legislative Coordinators are the individuals directly responsible for helping you work toward accomplishing the basic function of A.B.A.T.E. of PA: communicating the legislative agenda of A.B.A.T.E. to your elected legislators. Since A.B.A.T.E. of PA was formed for the expressed purpose of influencing “biker-friendly” legislation, it can be freely stated that Legislative Coordinators may very well hold the most important positions in our organization.

State Legislative Coordinator

The person elected to this position is responsible for helping to define those issues that are most important to the motorcyclists of Pennsylvania. As stated in our Corporate Operating Procedures (COPs), the State Legislative Coordinator:

- 1) Shall be the A.B.A.T.E. of PA liaison officer to the legislative lobbyist and/or state lobbyist.
- 2) Shall be responsible for all legislative concerns for A.B.A.T.E. of PA
- 3) Shall be responsible for keeping State Representatives and Senators aware of A.B.A.T.E. of PA aims and goals.
- 4) Shall be responsible to coordinate and direct activities of the District Legislative Coordinators.

In addition, in the absence of District Legislative Coordinators, this person is responsible for communicating with the Chapter Legislative Coordinators in order to keep them advised of the status of A.B.A.T.E. sponsored legislation. He or she will also monitor legislative events that affect motorcycling across the country in other states and around the world. The State Legislative Coordinator must insure that accurate and timely information is in the hands of the Chapter Legislative Coordinators who are responsible for seeing to it that you have the proper, current information to act on when you contact your elected officials.

Chapter Legislative Coordinators

Once again, because A.B.A.T.E. is primarily concerned with protecting the rights of motorcyclists, the person elected to this position is considered to be vital to the organization’s success. One of the most important duties of the Chapter Legislative Coordinator is to see to it that he or she communicates legislative related information to the Members at the local level on an on-going basis.

To accomplish this, the Chapter Legislative Coordinator must always keep in touch with the State Legislative Coordinator and vice versa. Communication of legislative and political information is a two way street between the State and Chapter levels.

Monthly chapter meetings are an important way to communicate with the Members. The Chapter Legislative Coordinator should be present at every chapter meeting and presenting a report that will keep you informed as well as provide you with the information you need to participate in the legislative process. **Remember to take paper and a pen or pencil to take notes so you can act on the information you get at meetings.**

Members

You may have already noticed that the job descriptions of the Legislative Coordinators are missing something you may have expected. Nowhere under their duties will you find the requirement for those officers to lobby legislators for the passage of the bills A.B.A.T.E. is supporting.

While the Legislative Coordinators are expected to be in contact with their own Senators and Representatives, they have very little influence, if any at all, over your Senator or your Representative.

Public officials are generally only responsive to the people who can have an affect on them.

They are always open and will pay attention to their constituents - the people who can vote for them. Through the local Board of Elections, they have access to a list of registered voters residing in their district. They can also obtain a list showing the voting records of those people. This last group, the people who go to the polls and vote, will always be listened to because they are the people who hired that official and they also have the power to fire him in the voting booth.

This is why it is so important for you to be a registered voter and to exercise your right to vote whenever the opportunity arises. Registering without actually voting is as worthless as not being registered at all. If you avoid voting for some reason, you are forfeiting your right to complain about anything the government, or an elected representative, does. By not voting, you waste a precious right that millions have died to defend.

As a Member, you are ultimately responsible for making the contacts with your Senator and Representative to ask for their support of A.B.A.T.E.'s Legislative Agenda. You, by virtue of being a registered voter who exercises your voting right, are the most important asset A.B.A.T.E. has when trying to get a bill passed and signed by the Governor. This being the reality of the political process, you must be properly prepared by having timely information on any particular issue.

By attending the monthly meetings of your chapter, you will get current information on the status of bills. You will also be told by the Chapter Legislative Coordinator, when he or she gives a report, what is needed to gain passage. Because of the amount of information you should be receiving, it is recommended that you always

carry a pen or pencil and a small (pocket size) notebook. This way, you will be able to jot down bill numbers and other information related to each of them.

During the Chapter Legislative Coordinator's report, you can expect to get the following:

1. The status of impending and pending legislation
2. Activity at the State level regarding legislation
3. Activity at the Chapter level regarding legislation
4. Other information that may be related to the various Senators and Representatives whose districts are in your Chapter's area.

Your Chapter Legislative Coordinator can provide you with the names, addresses, and telephone numbers for your elected representatives as well as a voter registration form if you need one. He or she should also be able to give you important addresses and phone numbers for your area as well as provide copies of any handouts available from the State Office.

It will be extremely beneficial for you (and A.B.A.T.E.) if you get to be known by name in the offices of your elected representatives. We will explain how to go about doing that later in this manual.

When you communicate with an elected official, either by mail, phone or in person, you should let your Chapter Legislative Coordinator know what issue was covered and the official's position. If you have written to a legislator, or have a letter from one, be sure to provide a copy to your Chapter Legislative Coordinator. Also, let the Chapter Legislative Coordinator know the outcome of any discussions that you may have had with your Senator or Representative.

Communicating With Legislators

There are a couple of ways for you to get in touch with your legislator and each one of those can be done differently. It may not surprise you to learn that the method you choose is almost as important as what you have to say on a particular issue.

Step 1

First, you have to know who your Senator and State Representative are. There are 203 members of the House of Representatives. Each Representative has a district with a population equal to the other Representatives' districts. Your Chapter's area may cover three or more House districts; so be sure you have the name of the Representative for the district in which you live and vote. You can obtain this information by calling the Board of Elections office located in your county courthouse and giving them your address. If you have your Voter's Registration Card handy, simply give them the information contained on it. If you have Internet access, go to <http://www.vote-smart.org> and fill in your nine digit Zip Code. You will be taken to a page that lists both Federal and State office holders with links to their personal biographies. Information provided in the biography will be helpful in giving you an indication if you might already have something in common with the person; i.e., birthplace, experience, organizational memberships, and education.

There are 50 state Senators. Senate districts are much larger and can often cover one or more whole counties. Senate district numbers are different than House district numbers, so don't get them confused.

Step 2

Now that you know who they are, you need to find out where they are. Each Representative and Senator has an office at the capitol in Harrisburg. Their specific room numbers and P.O. box numbers should be available from your Chapter Legislative Coordinator. Alternately, you can call the A.B.A.T.E. State Office. The telephone numbers for the House of Representatives' and the Senate's main switchboards are listed elsewhere in this manual. If you have Internet access, information can be found for

Senators - <http://www2.legis.state.pa.us/cfdocs/memberinfo/senators.cfm>

Representatives - <http://www2.legis.state.pa.us/cfdocs/findyourlegislator/find.cfm>

The Senators and Representatives also maintain offices in their home districts. Those addresses can also be found on the Internet links above or you can call the State Office to obtain them.

All of this information is also available in pocket-sized directories available at the capitol from various sources.

Step 3

Before you contact an elected official about any issue, you need to have the correct information. In other words, educate yourself before you attempt to educate them. The State Office provides Position Statements; two of them are included in this manual. A variety of handouts that will be helpful can also be obtained from the State Office. If A.B.A.T.E. has a bill pending, the Lobbyist and State Legislative Coordinator should have prepared a list of Talking Points addressing the issue and these can be obtained from your Chapter Legislative Coordinator. Read everything you can on the subject so you are prepared to explain why the subject is important to you and the community as well as being able to answer any questions you may be asked. Also talk to your Chapter Legislative Coordinator and find out if there is anything in particular that you should know. There may be a specific way the Lobbyist has suggested we “sell” the issue and that information will keep you on the same page with everyone else. Remember, you ride and the legislator probably doesn’t. That makes you the expert.

Step 4

Find out if anyone has contacted your Senator or Representative in the past to determine if there are any relationship or issue problems that you might encounter. There is nothing worse than walking into a situation where you are “blind sided” by bad feelings left over from someone else’s mistakes or circumstances you might not be aware of. Trying to discuss the helmet issue, for example, with someone whose teenage son was killed while riding a motorcycle without a helmet can be an experience you won’t want to ever repeat. Keep in mind that we will never get everyone’s vote on any issue. You want to try to determine ahead of time if your effort is a loser before you even begin. If the situation is simply that a bad relationship previously existed between a legislator and A.B.A.T.E. because someone acted like a complete jerk, you may be able to heal it in a tactful manner.

Step 5

Do a little research and find out what non-motorcycling issues the legislator is interested in. It’s possible they are the same issues that concern you as a property owner, tax payer or income earner. By not always “harping” on the same issue, you will be perceived as the concerned citizen that you are. Motorcyclists often fight an image derived from Hollywood movies and TV that is less than complimentary. The more you can do to show that you are a concerned and responsible citizen, the better your chances are of getting that person to vote the way you want. Gaining their respect can be as important as getting them to agree with you. If the legislator is the sponsor of a bill that you agree with, it is a good idea to thank him for proposing it even if it isn’t motorcycle related.

Step 6

Send a letter. State the issue that concerns you in a brief and respectful manner. Don’t threaten or try to intimidate. You are asking for the favor of consideration. State

the bill number if you know it, explain why the issue concerns you and keep your letter to a single topic. Close by asking that you be contacted with the legislator's position on the matter.

Don't go overboard. Two paragraphs is probably enough and if you write more than three paragraphs, your letter is too long. Work on getting it down to a size that is concise and easily understood.

The following is a sample of a brief and concise letter:

John Q. Biker
1200 Sportster Way
Harrisburg, PA 17100
717-555-1234

Representative Clarence T. Hogwallow
Room 1069
Capitol Building
Harrisburg, PA 17000

Dear Representative Hogwallow,

I hope you will support House Bill No. _____ when it comes up for consideration. H.B. _____ will require that all trucks hauling any type of material must have the load covered.

By supporting this Bill, you will be contributing to the improved safety of motorcyclists who are most vulnerable to material falling or blowing off uncovered loads. In addition, this Bill will help to decrease the number of cracked windshields and chipped paint on automobiles; a consequence that will surely be welcomed by the insurance industry and car owners.. Please let me know your position on H.B. _____.

Sincerely,

Be sure you show your return address on the letter and envelope - envelopes tend to get thrown away when the letter is opened.

Step 7

When your legislator responds to your letter, write him another one thanking him for his time and consideration. In your "thank you" letter, ask for an appointment to meet with him personally. Be sure to include a phone number where you can be reached.

Very likely you will receive a prompt response. If you don't hear from his office in a reasonable amount of time, call his local district office and set up an appointment to meet with him. District office visits are more effective than Capitol office visits. They give him "proof" that you reside in his district. Not only that, the staff people in the district office normally do more than the basically secretarial duties that take place in the Capitol office, like responding to the requests of constituents.

Be sure to keep the appointment! If a legislator has scheduled an appointment with you, he will keep it unless something unusual has come up. Be on time, but don't show up too early. Try to arrive approximately five minutes before your scheduled appointment. A legislator's time is at a premium, and they rarely will be sitting there doing nothing. You gain nothing by showing up a half hour early. If anything, you will aggravate the secretary because she will be taken from her regular duties by having to keep you company. They hate that. Remember, secretaries can provide you with good information if they like you.

Don't over stay your welcome. Like your letters, keep to the topic or bill you want to discuss, and leave it at that. The rep will not ask you to leave or throw you out, but remember he is a very busy person. He and his staff will remember you in a more favorable light if you show them consideration of being direct and to the point. Make eye contact and don't interrupt when they are talking.

Be prepared to answer questions. They probably have little background on the subject you are asking them to vote on. Again, you are the expert in their eyes. Don't try to fake answers you do not know, but offer to obtain the information for them and provide it as soon as possible. Call your Chapter Legislative Coordinator after the meeting and ask for the information you couldn't answer. If your Chapter Legislative Coordinator doesn't know the answer, call the State Office.

Remember to take a pen or pencil and a pad to write down notes at the meeting so you can remember what information you may have promised.

Subsequent Contacts

Now that you have "broken the ice", you need to maintain periodic contact with the legislator's office. You will need to build a working relationship with his staff so that when an important matter comes up, such as a committee vote or a new piece of legislation we want to support or oppose, you can call his office and they'll know who you are and whom you represent. (It is particularly beneficial to establish rapport with the legislator's secretary. Not only do secretaries control access to legislators, they are also a good source of information about their bosses. If you don't make a good impression on the secretary, there is a good chance she will relay her feelings about you to the legislator.)

Begin this process by sending a follow-up letter to your rep thanking him for taking the time to meet with you. Provide any information he requested that you were not able to supply at the meeting. Thank him particularly for any materials he supplied to you. Be sure to close with a phrase suggesting continued periodic contacts, such as "I look forward to working with you on this issue in the future."

You should try to find a reason to be in contact with your state legislators on a regular basis - perhaps once a month. It would be a good idea to be sure to contact each of your legislators by letter or telephone at least twice a year, once during the winter-

spring session and again after the summer recess in the fall. This will also roughly coincide with the periods just before the primary elections in May and the general elections in November. Remember, we never imply voter retribution--we are far too small a minority for any such tactics, which are crude in any case. We just want to keep our issues before the legislature. Your job is to do this on the individual level.

Your contacts with everyone involved in the legislative process - legislator, lobbyist, staffer - will be easier if you remember **this is not an adversarial process**, but a businesslike one. Although you may still hear the rhetoric of "fighting" for our rights, there is about as much similarity between a real "fight" and the legislative process as there is between Desert Storm and a polite game of chess.

Don't be confrontational. If it is not too difficult for you, dress the part of a representative on business. You don't have to wear your leathers to prove to your legislator that you are a motorcyclist. He'll take your word on it. And he will trust you more if you look more like a business man than a biker--just as you trust someone who looks like a biker more than a businessman. People tend to trust those who look more or less like themselves. You know that is true. Use it to your advantage.

If you've ridden to the legislator's office or you feel more comfortable wearing your everyday attire, that's fine too. But before you go to your legislator's office, check the patches on your vest or coat. Profane or crude patches will definitely work against you in most cases. It's difficult to be taken seriously as a responsible adult with a "FTW" patch on your clothes.

If you have not made contact with your local legislators before, start planning your contacts now according to the suggestions above. Then make those contacts.

Contacting Others

We all have friends with whom we socialize and associates at work. Without being overbearing, take some time to explain our current issues to them. Even though these people may not ride, there is a 50/50 chance that they will agree with you if only because they, too, are concerned about the loss of personal freedoms.

If they do agree, ask them to contact their legislators about the issue as a way for them to help put the brakes on government meddling in people's lives. Now that you know how to make those contacts, it will be easy for you to explain the procedure to them.

If they do not readily agree, maintain your composure. This is an opportunity to practice your personal lobbying techniques. Because you have done your homework on the issue, it should not be difficult for you to logically explain your side of the issue to your friend or associate. Should you be able to bring the person around to agreeing with you, remember how you framed the issue. You can use that particular argument again when you talk with your legislators and other people you come in contact with.

You should also make a mental note of all the reasons that were thrown at you for not agreeing with your position on a particular issue. Write them down later and then, if there were points made for which you had no rebuttal, do some research and develop responses you can give in the future when someone else uses the same argument.

If you are unable to refute certain points, contact your Legislative Coordinator or the State Office for help. In most cases, one or the other should be able to help you.

Miscellaneous Information

- Political Action Committee
 - The Internet
- Form Letters & Petitions
- Do's & Don'ts Checklist
 - What To Do
 - Position Statements
 - Telephone Numbers

Political Action Committee

BikePAC

A.B.A.T.E. is a motorcyclists' rights organization. We speak out on issues of concern to motorcyclists and try to promote fair and equitable state laws on motorcycling. We do this by dealing with whoever is in the legislature at the present time.

A.B.A.T.E. is also a registered 501 C 3 corporation and therefore cannot legally involve itself too heavily in the political process by supporting candidates for office or trying to influence elections using direct financial contributions.

There are other organizations whose purpose is specifically to support candidates for election to office by providing financial support. These are called political action committees or PACs. In Pennsylvania the motorcyclists' political action committee is called BikePAC.

Political action committees operate under very strict rules by law and are limited in their activities by government regulation. PACs accept donations only from individuals and there are limits on how much an individual may donate. All income and its distribution to political candidates must be carefully accounted for.

A.B.A.T.E. of Pennsylvania strongly supported the formation of BikePAC. However, **it is by law a completely separate organization** that exists for the specific purpose of financially supporting political candidates.

We continue to encourage our members to support BikePAC through individual donations. If you or your chapter has any activity for the purpose of encouraging donations to BikePAC, the Chapter Treasurer must account for the donations individually by name. While we do continue to encourage member support of BikePAC, no group donations should be made by chapter, district, etc., unless the individual donations can be accounted for. Keep this in mind whenever your chapter plans an event which promotes donations to BikePAC.

The Internet

E-mail

Communication is vital to the success of any organization. As mentioned earlier, your Chapter Legislative Coordinator should be your source for information related to our legislative effort. However, like most of society in recent years, bikers have begun to rely on computers to fulfill their desire for information and rapid communication.

When you completed a Membership Application you were asked for your e-mail address if you have one. This information, along with your other personal information, is placed into a Membership Data Base that is maintained at the State Office.

Because the State Newsletter is written well in advance of printing and is mailed out once a month, it is not the best way to get current information in your hands. Using the regular mail system (snail mail) is cost prohibitive due to postage. So when important alerts need to be sent out, the State Legislative Coordinator can use the e-mail system to let you know what we feel needs to be done, if anything.

A.B.A.T.E. will be using e-mail even more in the future for general correspondence. Therefore, it is very important that you let the State Office know your correct e-mail address and that you advise of any changes when they occur.

The e-mail address for the State Office is: abatepa@abatepa.org. The e-mail addresses of the State Officers are printed in the State Newsletter.

Your e-mail address, just like the mailing address you gave us when you joined, will never be given out.

World Wide Web

A.B.A.T.E. of Pennsylvania maintains a presence on the Internet that provides a lot of information for Members and non-members alike. The web pages are one more way to keep up to date with A.B.A.T.E. information.

The State Web Pages can be located at: <http://www.abatepa.org>

The national motorcyclist's rights organizations also maintain web pages where information can be located regarding issues that affect motorcycling across the country.

American Motorcyclist Association: <http://www.AMADirectlink.com>

Motorcycle Riders Foundation: <http://www.mrf.org>

National Coalition of Motorcyclists: <http://www.aimncom.com>

In addition to these, there are literally thousands of motorcycle-related sites that can be accessed on the Internet. It is appropriate to add a word of caution here. Unless you know for sure that the web page you are looking at is the "official" site of a motorcyclist rights organization, the information you find on the Internet should be verified. Anyone with access to the Internet can, with very little training, build web pages. Do not believe everything you read on an Internet web page just because the information is on your computer screen.

Form Letters & Petitions

In general, form letters should be avoided. A general format is useful, but each member should copy it for themselves. It is good if they can make some personal addition, but even if they copy it word for word, an "original" letter is better than photocopies or printed copies.

Petitions are of limited value. We do not generally encourage the use of petitions because legislators do not see them as coming from individuals. Or, they see them as coming from individuals too lazy to contact the legislator on their own. The weight they give to those people's opinion as expressed in the petition is very little.

Although e-mail continues to grow in popularity and is widely used for rapid communication by businesses and individuals, it is still not the best way to contact a legislator. An e-mail system has only been in use throughout the capitol since the late 1990's. Some of the legislators still refuse to either use it or allow their e-mail address to be circulated. Because of the ease with which e-mail can be sent, legislators are often swamped with reading material from constituents. To eliminate the daily task of wading through hundreds of messages, legislators will assign the task to someone in the office. There is a good chance that most e-mails will never be printed out and delivered to the lawmaker. Thus, a handwritten, personal note has a much better chance of being seen and read by the person you are trying to reach.

HOW TO WRITE YOUR STATE LEGISLATORS

1. Write your legislator if you have something to say that you think should be called to his/her attention.
2. All legislators are sensitive to grass-roots opinion. They keep in touch as closely as possible with voters in their districts. Letters from constituents, which arrive every day at the legislator's home office or at the Capitol are one of the best indications of what those constituents are thinking. It is estimated that a letter represents 40 votes!
3. Thoughtful, sincere letters on issues that directly affect the writer get the most attention, such letters are often quoted in committee hearings or in debate.

THE FUNDAMENTAL DO'S FOR A PERSUASIVE LETTER

DO address your state legislator properly.

DO write legibly (hand written letters are fine if they are readable).

DO be brief and to the point; discuss only one issue in each letter; identify the bill by number and title if possible.

DO be sure to include your address and sign your name legibly. If you have any family, business or political connection in regard to the issue, explain it. It may serve as an identification when your point of view is considered.

DO be courteous and reasonable.

DO write when your legislator does something of which you approve. Legislators hear mostly from constituents who are against something; this gives them a one-sided picture of their constituency. A note of appreciation will make your legislator remember you favorably the next time you write.

DO write early in the session before a bill has been introduced if you have some ideas that you would like to see included in the legislation. If you are lobbying for or against a bill and your legislator is a member of the committee to which it has been referred, write when the committee begins hearings. If your legislator is not a member of the committee handling the bill, write just before the bill is to come to the floor for debate and vote.

DO write the chairman or members of a committee holding hearings on legislation in which you are interested if you want to. However, remember that you have more influence with legislators from your own district than with any others.

DO write the Governor after the bill is passed by both the House and the Senate, if you want to influence his decision to sign the bill or not.

DO make and save copies of all letters you write.

THINGS NOT TO DO WHEN WRITING YOUR LEGISLATOR

DON'T write on a postcard.

DON'T sign or send a form letter.

DON'T begin on the righteous note of "As a citizen and taxpayer," it's assumed that you are not an alien and that you pay taxes.

DON'T apologize for writing and taking the legislator's time. If your letter is short and expresses your opinion, then he or she will be glad to give you a hearing.

DON'T be rude or threatening. It will get you nowhere.

DON'T be vague. Some letters are written in such general terms that they leave the legislator wondering what the writer had in mind.

DON'T send a carbon or machine copy to your other legislators when you have addressed the letter to one. Write each legislator individually.

DON'T write to the members of the Senate while the bill is still being considered by the House and vice versa. The bill may change considerably before it leaves one chamber.

REMEMBER

It is the straight forward letter carrying the appeal of earnestness that commands the interest and respect of legislators. It is especially helpful if you can state how the bill would affect you and your community. Legislators must decide how to vote on hundreds of bills each session and they need and want your help in telling them how these bills will affect their district.

"WHAT CAN I DO? I'M ONLY ONE PERSON!"

At a recent Legislative Seminar one of the main speakers was a State Senator. Of the many good things he said during his presentation, this one sticks out the most:

"If we (a senator or representative) get ten letters on any given issue, that is a lot. Usually we only get two or three."

When that Senator was making a decision on whether or not to support the helmet repeal issue, he gave Mason-Dixon a challenge: "get me 200 letters supporting repeal and I will vote for it. When you think about that in light of the above quote, the Senator was trying to sandbag us. If 10 is a lot, he must have thought 200 was impossible. The Chapter answered his call and he received nearly 300 letters. True to his word the senator became a staunch supporter.

Think about it. Those letters weren't written by "the other guy". They were each written by individual members of the Chapter. One letter from the Legislative Coordinator wouldn't have meant much. Ten letters would have been "a lot", but almost 300 was an absolute mandate to the Senator. On top of the letters, he received phone calls and visits. The chapter did what it was formed to do - influence an elected official into agreeing with us.

You as a single individual Member count. Nothing gets done without you. The most valuable asset you have is your time and donating it to the cause of freedom is a noble way to spend it. Each of us is like a penny. One of them can't buy a thing. We tend to undervalue ourselves in to thinking we can't make a difference; so, like the pennies in our pocket at the end of the day, we just put ourselves in a drawer or a jar. The pennies get seen all of the time, but they don't have a purpose. But when we finally empty the jar or drawer and count up those pennies it's amazing how many dollars we have and what we can buy with them!

Think of A.B.A.T.E. of Pennsylvania as a big jar. If each of us puts our self into it, the total of us all is amazing. We CAN count!

Nothing has ever been accomplished with noble thoughts alone. We are not measured by what we think, but what we do. Immediate action is the way to get things done. Don't put it off. How many times have you said you were "going" to do something and then never got around to it? We all have! If you know something has to be done to accomplish a goal, JUST DO IT! And here's what just one person can do:

- Write your elected officials
- Call your legislators and/or go see them
- Actively look for supporters
- Invite & bring a non-member with you to each meeting
- Donate your time to chapter events - they should take precedence over personal agendas if you are serious about your desire to be an active Member
- Donate your time to community events & let them know you're an A.B.A.T.E.

- member
- Volunteer to work on election campaigns (start now - don't wait for an election year)
- Get invited or attend motorcycle functions not A.B.A.T.E. related where you can spread our word
- Come to meetings & contribute - suggestions or complaints - it's your organization
- Become knowledgeable on the issues so you can answer questions
- Make a financial contribution to BikePAC
- Forget personalities - this isn't a social club & you don't have to like anybody to work with them
- Don't give up! Quitters never get anything accomplished
- Set an example for the other guy - do more than what's expected of you
- Sacrifice: freedom isn't a spectator sport and it certainly isn't free

HOW TO FOLLOW UP WITH YOUR ELECTED OFFICIALS

By Howard Segermark

A Service of THE MOTORCYCLE RIDERS FOUNDATION

The small percentage of Americans who have actually written their elected representatives know that often the response received is either "Yes, You're right. I agree," or it's: "Thanks for your views." You can build on that to become a citizen/lobbyist and effect the way your legislator votes. This manual is written by a former Capitol Hill staffer and tells you the ins-and-outs you need to make the most of your time and effort. It may be reproduced and quoted as long as credit is given to the MRF and Mr. Segermark.

Note: this method is better for work on Senators and members of the House of Representatives, but it can be helpful with the Administration. Remember, however, that the weapons bureaucrats have are momentum, inertia, and the ability to out wait you. They'll probably have their jobs whether or not the President is re-elected. They get paid to sit there while you have to use your own valuable time. Though the following is addressed to problems with the U. S. Congress, you'll find it is also helpful when dealing with state and local officials.

ONE: YOU DON'T HAVE A RESPONSE:

You've done your citizenly duty and let the SOBs know what you think. But one of them (maybe two?) didn't write back. This is easy: you can check on the status of your letter by calling the Capitol. Ask for the office of the member of the Senate or your Congressperson. If you can't remember the name, no problem. The operators are discrete and won't announce your call with "This ya-hoo didn't know you were his Senator." Simply tell the receptionist in the Senator or Congressman's office that you wrote on May 1st, and haven't heard from him/her yet. The receptionist should know about the backlog and will know if you should have gotten a reply yet. Generally you will not get this answer. "We didn't think you wanted a reply." That just doesn't happen.

TWO: WHAT KIND OF RESPONSE DID YOU GET':

If you found an official that agrees with you, that official will let you know. The letter you receive will say something like:

"Thank you for your good, thoughtful, and insightful letter. I agree that (fill in the blank), for America can not long do without (fill in the blank, again)."

If the office holder is up for election, and he/she agrees with you, you will probably also get a copy of a speech or press release on the topic, and maybe even a letter on the issue closer to election time.

THREE: THIS IS WISHY-WASHY GOBBLEDYGOOK:

But, if the officeholder hasn't taken a position on the issue or if his/her position is contrary to yours, then you're going to get a letter that sounds like this:

"This bill is presently pending in the (House/Senate Blankety Blank) Committee. At this time, no action is scheduled on the bill, but you may be sure that when it comes before the full (House/Senate), I'll have your thoughtful comments in mind."

In other words, don't bother me. That isn't unusual, and most members of Congress don't have a position on everything. Most lowly staffers that answer the mail don't have time to ask the Congressman what he/she thinks about a particular issue. Time constraints being what they are, the elected representative is not going to take a position on most issues until absolutely necessary. That is where you can have a very significant impact.

FOUR: DON'T TAKE BALONEY FOR AN ANSWER:

First, you can write again. Say something to the effect, that you appreciate the response, but it really didn't contain his or her views on the issue. This letter can contain more information, if you have it available. If you're a member of an organization like the MRF, American Motorcyclists Association or a local group (A.B.A.T.E.) working on an issue, you can volunteer to have your group send more information on the topic if the official needs it. If MRF has information on the motorcycle issue you're writing on, its Washington office will certainly be willing to do so.

FIVE: OR, SMILE 'N DIAL:

Or (even better), you can call the Capitol and they'll connect you with the delinquent office. Ask the person who answers the phone, "Could you tell me who handles legislation dealing with (fill in the blank)." You can estimate that members of the House have no more than three or four legislative assistants; Senators at least six. That means that in the House, one person may handle all tax, spending, budget, HUD, and agricultural legislation.

If your Senator or Representative is a honcho on a key committee, you may be transferred over to the committee staff and you'll probably talk to someone who is more of a specialist.

In the Senate, some staffers will handle only budget matters, for example. It's arbitrary, and there's often no rhyme or reason. Jane A. may have succeeded the previous Legislative Assistant whose job was international affairs. But, Jane has a degree in health care-administration and rides a Cagiva dirt bike and so she handles Medicare right along with foreign aid, recognizing Croatia, and lid laws.

In recent years, many offices have further broken down staff responsibilities to include a "legislative correspondent" -- a person that just drafts the letters to folks like you. It still is important to talk to the "legislative assistant" as that is the person who advises the elected officer holder and also tells the correspondent what the gist of the official's views are.

SIX: YOU'RE A VOTER AND A LOBBYIST:

Remember, that you're important here, first, as a constituent and, secondly, as a lobbyist -- the pin-striped, expense account hired guns that work for will call up, as you did, and ask for the "L.A. who handles rigmaroles."

Generally speaking, the receptionist will put you right through to the right legislative staffer. Let's digress for a moment and say that you get a "her line is busy," or "she's in a meeting," or the classic Capitol Hill Staffer's favorite, "She's on the Floor with the Senator." (That isn't what you're thinking. It means, the Floor of the Senate, where many Senators take their aides to provide last minute research or advice during debates and consideration of bills. They certainly don't know what's in the legislation they're voting on!) Leave a message and the gist of your concerns. Good staffers will call back discuss the issue with you.

SEVEN: NO CALLBACK? CRACK THE WHIP:

What if you don't get a call back in 24 hours? Our advice is to make that call one more time. If you still have no luck, then on the third call, ask for the Administrative Assistant (the "A.A." is supposed to keep the staff from ignoring voters). Some staffers on Capitol Hill do think that they're more important than God, let alone a lowly voter. Their bosses tend to get unelected and A.A.'s know it and usually get upset by messages from disgruntled constituents. (And by the way, many newspapers love to print letters to the editor saying "Congressman Farquart is so out of touch that his staff couldn't even return a simple phone call after three tries!" But don't threaten to do this. If you're going to do it, just do it.)

The Administrative Assistant is often up to his/her ears, but you can leave a message, and the message should be, "I have tried at 2:00 p.m. Monday, and again late Tuesday afternoon to reach your legislative assistant, Jane A. I'm very concerned that I have not had a return call and I would like to speak to you or the Senator/Representative about my concerns."

Chances are, you'll get a prompt, apologetic response from the L. A., if not the A.A. or even the member.

EIGHT: YOU'RE ALL SWEETNESS AND LIGHT:

We advise you to not be indignant, but apologetic yourself: "I'm sorry to bother you, but I just feel so strongly, and I'm sure you can help me out." If you're finally called by the legislative staffer after complaining to his/her boss, say, "I was worried you weren't getting my messages, and I know how busy you must be."

Granted, that sounds like so much fluff, but you've got to wear your lobbyist hat, and you're going to get more results with honey than vinegar.

OK. You've got the L.A. on the phone. Remember, the official has either not committed or is quietly opposed. You don't want just a commitment in principle, either. To get someone really on record he/she should, co-sponsor the bill you are in favor of, if this is applicable. If you're opposed to a bill, perhaps there is a counter-measure, and you want your official to cosponsor that bill.

NINE: A DIALOGUE:

Your conversation should go something like this:

YOU: Let me be sure I've got your name right. Is it Jane, J-A-N-E? And your last name? [You'll need to ask for her again on your next call, or for sending information.]

JANE: Yes, that's right. What can I do for you today?

YOU: I wrote Senator Blank on May first, and the letter I got back, dated, May 15th, really only told me the status of the bill, not his position on it.

JANE: I'm not familiar with it, could I look it up on the files and perhaps get back to you?

YOU: That won't be necessary, let me just read a paragraph to you. (Read the guts.)

JANE: Oh, I see. Well, I think that the point of this is that the Senator has not taken a position on the bill as yet.

YOU: Well, could you tell me what you feel his position will be on the issue (and HERE is the time for a short, sweet sermon), you know, many people like me feel that (give her fact A., fact B., fact C. and shut up. The L.A. has heard it all, and you're unlikely to provide anything new, with the exception of local sentiment or personal experience. If you have a personal story that directly bears on the legislation, then by all means relate it briefly.)

JANE: Yes, your right, and the Senator has said something along those same lines.

YOU: We'll then, what do you think that we can do to get him to Cosponsor this bill?.

JANE: Well, he almost never cosponsors legislation that isn't in his committee (cop-out!).

YOU: I'm sure that there are exceptions to that rule. Do you think he needs more information? Would more letters on this topic help him/her decide?

JANE: If you have added information, I would be glad to bring it to his/her attention (baloney).

Or, if added letters come in, I'll be sure to bring them to him/her attention (more likely).

YOU: We'll, Jane, would you be able to talk to the Congressman/Senator about this in the coming days? Perhaps a decision will be able to be made.

JANE (trying to get to a close): I do expect to talk to him/her, and I'll mention our conversation.

YOU: Well, I'd appreciate it. Could you give me a call next week and tell me what he decides, or should I give you a call?

JANE: I'll try to call, and if I don't, please feel free to call.

TEN: PUSHING THE RIGHT BUTTONS NICELY:

Jane's in a tough position here. If her boss is really opposed to your position, it will be tough for her to keep that quiet. If her boss is really uncommitted, this is going to push him/her to make a decision, and the easiest justification for a position is "the heat I'm getting from home."

Now, Jane just might be on your side and she might say in candor, "You know, our mail has been running 50-50 on this issue, and it would be helpful if more people who agreed with you would write. Then, you have your work cut out for you -- and you and any group you work with have their jobs cut out for them.

Or, Jane might cut you off.

Then you can play the nicest, most courteous, pain in the side that there ever was. Call back in two weeks. Ask Jane about the mail. Ask about when this is coming up. No return call? Then see number, above.

And put yourself in her shoes. You don't want to have to talk to this person every Thursday for the rest of your career, and if the only thing that's going to get rid of him/her is to co-sponsor a bill that her boss might wind up voting for anyway, then what the heck? Why not get him to cosponsor the bill now?

It really does work that way in many instances.

ELEVEN: STONEWALLED BY THE STAFF:

Move to Plan B. Let's say that you feel stymied by the staffer. Some are good at that, and some offices are so inundated that the Administrative Assistant and even the elected official puts up with cold-shouldering some constituents. Believe it or not, your author once worked in a Congressional office for a Senator who represented part of the Washington area. Often federal employees would get off work at 4:00. Drive home, and have a drink, and by 5:15 or so, might be ready to call their Senator. To avoid that, the phones were turned off promptly at 5:00 p.m., though the staff worked until six or later.

Now if you're cold-shouldered, then you've got to go higher. Every member makes regular appearances in his/her state or district, often once week. It isn't impossible to schedule a personal appointment at an office near where you live. When you call his/her office, ask for "who handles his/her schedule" and ask about office hours in your area. If that isn't practical, then find out when there will be a public appearance at a Rotary, Kiwanis, Chamber of Commerce, town meeting or other function where you can approach the official and ask about your issue.

When you do that, and he/she has taken no position, then you can go through the same kind of dialogue you did with Jane, above. If the official opposes your position, you'll get a better explanation than you ever will from his/her staff. You can ask, "If we provided information that showed you're position might not be as factual as you have been told, would you consider supporting us?"

And that is a question officials hate to hear. He/she can't say no. That means that you're probably going to give him/her more grief for taking that unpopular view (to you, at least). If a member gets heat on any topic, the logical reaction is to take lower profile -- and that in itself, may help accomplish your goals.

TWELVE: A MEETING IN HIS/HER OFFICE:

If you feel strongly enough, and can get a one-on-one appointment with your Congressman/Senator, you'll be more effective if you have a one-page memo outlining your views, or a copy of your original letter (and follow-up, if appropriate). If you're a member of an organization working on this issue, feel free to call them and tell them what you're doing. A meeting with the Congressman is a very important lobbying opportunity, and any good organization will put a high priority on helping you to be the best lobbyist you can be during that meeting.

Again, be sympathetic with the Congressman, and thank him/her for the time. Keep the spiel short and sweet. Ask if and how you can help the official move in your direction. Ask if more letters would help? And, if the issue isn't going to be resolved soon, ask if you could meet with him/her again in a few months? That'll help keep the heat on.

THIRTEEN: YOUR JOB IN SUM:

A good lobbyist, in effect will do the job for a staff member or even the elected official. A professional lobbyist will even be willing to draft speeches, press releases. You can't do that, but you can try to make the jobs of the official and his/her staff easier by showing them how to make the people like you get off their backs. You can do this through political pressure and good information to help justify a decision in your favor.

FOURTEEN: WHO'LL GET GROUND-DOWN FIRST?:

Don't get discouraged. This will be an educational experience. Some people actually get to like it and become more active and more effective.

FIFTEEN: CAN THIS WORK WITH THE ADMINISTRATION:

Your letter to the President will likely be answered by a "Deputy Assistant Associate Underflack." But, that is a start. The White House's phone number is 202-456-1414. Ask for the signer. You'll get his/her office and go from there. You might be referred to one of the Cabinet departments, a regulatory commission or another office in the White House.

Particularly with the Administration, be prepared to work those fingers (and, unfortunately, run up phone bills). Over the years, bureaucrats have come up with thousands of excuses to send a caller to someone else, to a non-existent phone number, to an empty desk, to another agency, or to another division. You might get sent to a phone-mail system that could say something like, "For information about hearings before the deregulatory commission on multiple forms, press 4. For information on cyclical fluctuations in the aggregate ramifications, press 5. For data on FIRCA, ERDA or Ginny Mae, press 6." They could be talking in Urdu, or about the cast of a Wagnerian opera for all the sense it makes.

On the other hand, you might wind up with one of the literally thousands of federal employees that are helpful, will take time to explain the situation and tell you how things might get changed. Your author once worked for a federal agency that got a letter it couldn't answer, and had to issue new regulations, printed in the Federal Register, so the response could be written. Squeaky wheels do get grease.

SIXTEEN: YOU'RE THE TOPS:

Newton's first law of motion -- an object at rest tends to remain at rest -- is applicable to public policy. Things will not change on their own. It takes a lot of individual contributions to the great scales of public affairs to tip them in the right direction.

But, our system is biased in favor of the voter. Large special interest groups will devote massive resources to get voters in various districts to contact their members of Congress.

Your contact via a letter to your Congressman was, first of all, more sophisticated than the majority of contacts. If you're willing to follow-up your letter, you will immediately be in the top one-half of one percent of all voters. The parallels between you and the professional lobbyists mentioned above are great, because the people that who will actually take the time to get active are so few. They do count. A lot.

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Appendix B: Leadership in A.B.A.T.E. of PA

One of the most important qualities an A.B.A.T.E. leader must have is their concern for the general membership. They must know that people want to be important to the organization, and that they have a purpose. This is why it is vital to keep the membership involved and feeling important. These people will be lost if they feel unwanted or out of place.

Recruiting new members is as important a function as retaining the old. It allows us to grow. As a leader, it is expected that you would take the time to welcome new members or prospective members individually.

Communication skills are a must for an effective leader. True communication is a combination of proper wording, effective listening, body language, and understanding.

Perhaps the most important ingredient to good communication is effective listening. Several areas make up what we would call good listening skills:

ATTENDING is giving the whole of your attention to another. Attending skills include a posture of involvement or listening with your whole body. This includes appropriate body motion, eye contact, and an environment free of distraction.

FOLLOWING skills help effective listening. They include door openers, phrases or words offering up your attention to the thoughts of another.

MINIMAL ENCOURAGES provides notice to another that they have been heard and that you will try to follow their thoughts if they want to continue.

INFREQUENT QUESTIONS, not a grilling, will give the listener better understanding of the other's position without directing the conversation or putting the speaker on the defensive.

An ATTENTIVE SILENCE can allow the speaker to pause and decide whether or not to continue speaking. And allows the listener time to "feel" where the speaker is coming from.

REFLECTIVE RESPONSES allow the listener to demonstrate understanding and acceptance of the speaker's position. They can also be a check for accuracy of what you have heard and a channel through which warrant and concern can be shown.

Gather insight and information from the "elders" in the organization. These people, often former officers, have gained the wisdom of experience, if not in an active A.B.A.T.E. role, then in the arena of life.

Appoint committees and delegate responsibilities. This will allow you to focus on areas you are most proficient in. No one can, nor will be expected to, do it all themselves.

Learn to be efficient with your time. There will never be more than 24 hours in a day or 7 days in a week. While much time is needed to be devoted to the cause, always preserve time to do the things you and/or your family enjoy.

Problems will always arise. Never assume delegated responsibilities have been taken care of. Never assume contractual obligation will be met. It sounds pessimistic. But if prepared with backup plans and if preparations are double checked, the best laid plans will be successful.

For those nagging problems that won't be solved by good planning and double checking a more definite series of steps may be necessary

1. Define the problem. Why do you want to solve it? What will solving it mean? Who will it affect? What will solving it cost? What kind of problem is it?
2. What do we want to gain by solving the problem? What causes the problem? Facts usually point their way to a decision. Be sure to get all the facts.
3. What are the possible solutions? Here is a good place to enlist the support of others. Ask them for the solutions they would recommend.
4. What solution do you recommend? Is the timing right for the decision? Will your decision result in action? Does your decision make the problem an opportunity? Be cautious on one very important point...be suspicious of the easy answer. Now, which solution do you recommend; make a decision.

Remember, the state office/officers are always available to assist you in solving problems, so don't hesitate to call.

And most importantly, encourage the membership to take an active role in the political and legislative processes. Registering and actually voting is the base from which our true power is derived!

Appendix C: Organizing and Running A Chapter

This section is a discussion of what it takes to get a new chapter off the ground. It also has value to officers of existing chapters since it covers the fundamentals of chapter management.

A.B.A.T.E. of PA is a voluntary organization.

The word “voluntary” is the key as to a person’s ability to succeed or fail as an A.B.A.T.E. officer. Not only do you have to remember your time is given freely, but everyone else in A.B.A.T.E. also gives their time freely, and when the demands become too high, we achieve what is referred to as “burn-out”.

Organize your thoughts before you become a “voluntary” official in A.B.A.T.E. of PA, or you talk someone else into doing so. Understand a need for 2, 5, 10, or 20 hours per week devoted to a cause. Can you work an hour or two each day into your schedule toward A.B.A.T.E. affairs without disrupting your entire lifestyle?

If you’re not scared off yet, then read on. You may agree or disagree. The idea is to hopefully help you ease through that dues paying time and ultimately help us help bikers in the state.

Consider that you will be dealing with all types of motorcyclists and a multitude of personalities: riders of all different brands, club members, AMA members, riders who don’t ride anymore, all age groups, ladies who ride, ladies who don’t ride, dirt bike riders, dealers, legislators, media types, and on and on and on...

TIME

If you can organize your time and delegate projects with the proper diplomacy, and if you have good people behind you, then we would estimate a chapter could develop and operate successfully with 10-15 hours per week total among the five key officers (Coordinator, Assistant Coordinator, Secretary, Treasurer, and Legislative Coordinator).

This is an estimate and average. You will find peaks and valleys in the time requirements. You might spend all of your spare time hours devoted during the week prior to a chapter event, and then you are able to lay off for a while. It has to work with your schedule and that of the people behind you.

The key is to ORGANIZE YOUR TIME. Do not waste it!

TECHNOLOGY AND COMMUNICATION

Technology has brought us many wonderful things (e-mail being one) but there is still no substitute for personal contact. A five-minute phone call is worth an hour

of keyboard pounding in many cases. In others, the keyboard is the best way to involve many people at once with an issue. Know the difference and when to use each.

Meetings are here to stay. Getting positive results from a meeting, whether you run it or attend it, is an important job skill that all A.B.A.T.E. of PA leaders need to continually develop and sharpen. Bull sessions are not meetings. If you are the individual handling the meeting, it's your job to get opinions, ideas, suggestions, and the facts voiced and on the floor for the matter that is the subject of the meeting. The rest is conversation for before or after the meeting. It's valuable and make sure you get in on it, but understand the difference between business and conversation.

UNDERSTAND YOUR CHAPTER'S OBLIGATIONS

All chapters have to work within and meet the requirements of the COP's. The method might vary from chapter to chapter but the results must be the same.

The COP's are derived from Robert's Rules and have been customized to fit our situation. Many of the specific requirements are a result of our 501c(3) non-profit status. Not complying with the requirements could jeopardize that hard-won special treatment.

UNDERSTAND YOUR OBLIGATIONS

As an officer in A.B.A.T.E. of PA, you have a dual responsibility, to the members who elected you, and to the organization you have chosen to be an officer in.

Robert's Rules of Order uses the following statement to define the nature of a deliberative assembly: "It is a group of people, having or assuming freedom to act in concert, meeting to determine, in full and free discussion, courses of action to be taken in the name of the entire group."

A.B.A.T.E. of PA is a deliberative assembly. Policy decisions are made by a Board of Directors elected by the members. If you are a Chapter Coordinator or a District Rep, you are a voting member of that body.

There will be situations where you, and possibly the members who elected you, disagree with a decision made by that Board.

A.B.A.T.E. of PA's strength lies in our ability to act in concert. Once the course of action is agreed upon, every officer is bound to support it to the fullest extent. The willingness to do that (even when it hurts) is the measure of an officer's respect for their fellow members of A.B.A.T.E. of PA.

Appendix D: Meetings

Perhaps no chapter activity is blamed for wasting more time and creating more antagonism than the monthly chapter meeting.

The finger is rightly pointed at unorganized, unplanned meetings that only end up causing tension, frustration, and confusion. To this, we add that ineffective meetings waste the organization's most precious commodity – the member's time.

Meetings can and should produce acceptable plans, worthwhile goals, profitable decisions, and foster a climate that encourages teamwork. And along the way, everyone should have a little fun.

CONSIDER THE LOGISTICS.

A good meeting place is always difficult to find. Here are some considerations:

- Is the meeting place large enough to comfortably seat the crowd?
- Is it well ventilated? If your meeting allows smoking (and most A.B.A.T.E. chapter meetings still do) please take into account the wishes of the non-smokers.
- Is it free of distraction?
- Is it located conveniently for the members to find?

A good rule of thumb is to ask yourself if you would be proud to bring your legislators or the news media to the meeting place. The meeting place creates the first impression that new members and others will have of A.B.A.T.E. of PA. You will attract people or drive them away based on that first impression.

Even if the local strip bar is your chapter's biggest supporter, it probably isn't the right place to conduct a meeting.

NOTIFY THE MEMBERSHIP

The state newsletter runs a column for every chapter in the state. At the very least, key officer contacts and the meeting time and place are listed. If the meeting date or time changes, get the word to the state newsletter editor as soon as possible. Consider calling the frequent attendees. Nothing is more irritating for a member to make time for a meeting that doesn't happen.

DRAW UP AN AGENDA AND STICK TO IT!

Determine all the topics for discussion and results to be accomplished by the meeting's end. The general order of business is (1) officer reports, (2) committee

reports, (3) old business, (4) new business, (5) good of the order and adjournment.

Preparation (or lack of it) will be evident to all in attendance.

THE PRESIDENT SETS THE TONE OF THE MEETING

Don't dictate, but stay in charge. Explain your agenda as the meeting moves along and stick to it.

Stick to Robert's Rules of Order (see Appendix E of this manual).

Encourage the free and fair exchange of ideas by recognizing members who wish to speak. At the same time, don't let the discussion wander. Keep it focused on the topic. If the discussion appears to be going nowhere or in circles, you may have to end it and move on. When to do so is difficult to determine, but a good way of tactfully doing it is to ask if anyone has a motion to make on the subject. If there isn't one, then it's probably time to move on.

Don't go over 60 minutes without a break.

Don't let a regular chapter meeting last more than two hours.

Above all, remember that you and your officers set the tone of the meeting by your example. If you engage in out-of order conversations, if you get visibly intoxicated, if you are unprepared and disorganized, you are sending a message to all in attendance that it is ok for them to do so as well. Your members will never give the meeting any more respect than you do.

SUM UP AND RESTATE KEY POINTS

Make sure no questions remain and that everyone is clear on the information that came out of the meeting.

EVALUATE THE MEETING

You might want to talk to some of those in attendance after the meeting to get their feel for how it went and what can be improved.

Appendix E: Guidelines To Using Robert's Rules of Order

A.B.A.T.E. of PA's meetings are guided by Robert's Rules of Order. It's not necessary to become an expert on the subject to use them. The following is a pretty good set of guidelines from the original Leadership Handbook:

Duties of the Chairman

To acquire a working knowledge of parliamentary law and procedure and a thorough understanding of the bylaws and standing rules of the organization

To preside and maintain order

To explain and decide all questions of order

To entertain only one main motion at a time and state all motions properly

To permit none to debate motions before they are stated and seconded: to encourage debate and assign the floor to those properly entitled to it. No member may speak twice on the same question if there are others who wish to claim the floor.

To stand while stating the question and taking the vote

To remain seated while discussion is taking place or reports are being given

To enforce the rules of decorum and discipline

To talk no more than necessary when presiding

To be absolutely fair and impartial

To extend every courtesy to the opponents of a motion even though the motion is one the presiding officer favors

To perform such other duties as are prescribed in the bylaws

The chairman should be careful to ABSTAIN from the appearance of partisanship, but he has the right to call another member to the chair while he addresses the assembly on a question.

Don't stand during debate or while a report is being given

Don't take part in a debate while you are the chair. If he must speak, turn the chair over to the vice-president; do not return to the chair until the vote has been taken

Don't allow members to deal in PERSONALITIES while debating

Highly recommend that you buy a copy of Robert's Rules of Order to ensure a complete working knowledge of Parliamentary law.

Duties of Members

To obtain the floor before speaking

To stand when speaking, identify yourself before speaking

To avoid speaking on any matter until it is properly brought before the assembly by a motion

To keep upon the question then pending

To yield the floor to calls for order (Point of Order)

To abstain from all personalities in debates

To avoid disturbing, in any way, speakers of the assembly

Right of Members

To offer any motion that is germane to the organization

To explain or discuss that motion, or any matter properly before the assembly

To call to order, if necessary (A point of order can interrupt a speaker. It is raised to ensure orderly procedures, particularly when there is a breach or violation of rules or bylaws, or when a member is not speaking on the motion before the assembly)

To hold the floor, when legally obtained, until through speaking

It is also the right of every member, who notices a breach of a rule, to insist upon its enforcement

Appendix F: Basic Security Guidelines

What follows are common sense guidelines for implementing security at A.B.A.T.E. of PA events.

According to the event, space your security people out in shifts so they don't get fatigued. Be sure to know who is on duty at all times. At local events, identification of security personnel should be such that they can be spotted from a distance and be visible after dark. Any chapters that do not have a Sergeant-at-Arms should appoint one of their officers to be in charge of security at their events and also to represent their chapter at state events. Chapters that have security officers should stress to those officers the importance of their position.

To secure something means "...to put beyond hazard of losing or not receiving." This covers the health and well-being of members and guests at the event and property that A.B.A.T.E. of PA has rented or borrowed to put on the event.

It shall be up to the officer in charge to see that each person is aware of his or her responsibility and what their position requires and entitles them to do in a specific situation. Security personnel must maintain certain standards to be effective. The following is a list of guidelines for events.

1. No one on duty shall be intoxicated. No exceptions.
2. No one should be required to work more than six consecutive hours.
3. When a situation arises that requires direct intervention by security, the first person on the scene should call for backup and not get involved until backup has arrived. Call for backup!
4. Always remember that the people are there to party and they don't want to be hassled, so take into consideration what your duties area and be understanding.
5. Good communications are essential. Unless the event is small, walkie-talkies are strongly suggested to keep security personnel informed.
6. Consider the amount of money the event is bringing in and ensure that adequate security is in place to safeguard it.
7. Security personnel at a state event answer only to the State Sergeant-at-Arms or the senior state officer on site.
8. Ensure that clear traffic lanes are maintained to allow emergency vehicle access to all event areas if needed.
9. Law enforcement officers, fire departments, and ambulances should be requested to remain at the gate until the situation requiring their presence is understood. If the call was initiated by event security, there should already be someone familiar with the situation at the gate there to direct them. The case may arise where an event guest makes a 911 call over a cell phone and emergency services will arrive without security knowing about the call. Our responsibility is to determine the location (campsite, individual, etc.) that originated the call as quickly as possible and take the

- appropriate measures. They may include bring the parties to the gate, directing an ambulance to the scene, etc.
10. All security personnel should be aware of the event rules and be prepared to enforce them. Violations of primary rules that endanger the safety of others at the event should not be tolerated. Other rules violations should be handled with tact.
 11. A.B.A.T.E. of PA event security personnel are not legally empowered to use force or to physically detain people. However, situations do arise where it is necessary to physically control someone to prevent physical harm to other event guests until law enforcement personnel can arrive. If that happens, use only the minimum amount of force necessary and have plenty of witnesses at all times.
 12. Ejecting someone from an event needs to be decided by the senior A.B.A.T.E. of PA officer on site or someone designated by him/her. Intoxicated persons are problematic. We can't legally prevent someone from having access to their property (i.e., take away their keys). However, if we eject a visibly intoxicated person from an event and they choose to leave in/on a motor vehicle, we've just made our problem someone else's. Handle each case with care. A few dollars spent on a cab ride is cheap.
 13. Plan for emergencies. Know in advance how you are going to get emergency vehicles where they need to go if the worst happens. Know who is on-site that might have medical qualifications (EMT, etc.) who can be called upon in an emergency. Think about the worst case, decide how you are going to handle it, be prepared, and hope your plans are never needed.

Some general guidelines for minimum event rules:

1. A.B.A.T.E. of PA events are neutral grounds. Attitudes remain outside.
2. Firearms and fireworks of any kind are prohibited. Any display will result in immediate expulsion, no questions asked.
3. Fighting is prohibited. Expulsion for all parties will result, doesn't matter who threw the first one.
4. Fires in designated areas only.
5. Traffic rules are in effect. Reckless driving of any kind may result in expulsion. Burnouts, rev-limiter races, etc., are prohibited.
6. Non-A.B.A.T.E. groups in attendance are requested to provide security staff with a contact person.
7. Underage drinking will not be tolerated and will result in expulsion.

These are a guideline and kind of a minimum. Use your discretion to come up with event rules that make sense for your situation. Bottom line is we want everyone to leave with everything they came with, and we want the neighbors to want us back again next year.

Appendix G: BikePAC

The political action committee (PAC) is the most effective way to lend financial support to candidates who favor your legislative goals or who are willing to lend a sympathetic ear to representatives of your group or organization. Doctors, dentists, lawyers, bankers, builders, realtors, teachers and more than 200 other professional and trade organizations have formed PAC's in Pennsylvania.

A.B.A.T.E.'s lobbyists, legislative coordinators and members come in contact with legislators and their staff members quite often, sometimes on a daily basis. The reasons for those contacts are varied.

Primarily, there are discussions of legislation, which can favorably or adversely affect motorcyclists. Getting a bill passed, or defeating one, requires a monumental effort by those who are concerned with the particular issue it addresses. There are literally thousands of bills introduced during each legislative session and only a few successfully reach the Governor's desk for signature. When the issue pertains to only a relatively small segment of the population, the task is even more difficult.

In order for A.B.A.T.E.'s legislation to make its way through the House of Representatives and the Senate, we must participate fully in the process. First and foremost, the organization and its members must build a personal relationship with a majority of the legislators. In most cases, our legislation does not personally impact those who will vote on it. Therefore, we must provide legitimate reasons for a legislator to be interested in its passage.

In addition to providing a convincing argument for supporting an issue, we must also demonstrate our support of those legislators who choose to back our legislative issues. Although financial backing is not the most important way to do this, we are often asked to contribute by purchasing tickets to a variety of political fundraisers or making a direct donation to a campaign. It is imperative that we are able to support those who have demonstrated an interest in helping us solve our problems and one of the ways to do this is by helping in their fundraising efforts.

Because A.B.A.T.E. was incorporated as a charitable organization (501-c3) we are prevented from making direct contributions to political candidates by law and that's where BikePAC comes in. BikePAC is our political action committee, and it was specifically created to provide financial support to state-level legislators who are biker friendly. In other words, BikePAC fulfills the obligations we have to our friends, which A.B.A.T.E. cannot.