

# North Carolina General Assembly Information



## Make-Up of the North Carolina General Assembly

The North Carolina General Assembly is comprised of two bodies; the **Senate**, which has **50 members**; and the **House of Representatives**, with **120 members**. For the 2011-2012 session, Republicans enjoy a **67-52 majority in the House** with one member registered as Unaffiliated, and a **31-19** advantage in the **Senate**.

## General Assembly Schedule

North Carolina has **no session limits** or **no** pre-set set time for **adjournment**. The General Assembly convenes for a Long Session beginning in **January** of each **odd-numbered** year, and generally, the Long Session adjourns in late July or early August. In **even-numbered** years the legislature convenes in **May** for a Short Session which also generally adjourns in late July or early August.

**[www.ncleg.net](http://www.ncleg.net)**

## Legislative Sessions Schedule and Committee Meeting Process

The Senate and the House of Representatives each meet in their respective chambers on **Monday** evenings (usually beginning at **7:00 pm**) and they meet during the day on **Tuesday**, **Wednesday**, and **Thursday**. The House and Senate usually convene **mid-afternoon** on **Tuesdays** and **Wednesdays**; on **Thursdays**, the House and Senate usually convene **mid-morning**. Sessions are open to the public.

Legislators return to their homes on Thursday to take care of their affairs and be available to their constituents during the weekend.

During the work week, committee meetings are scheduled in the morning and late afternoon and are open to the public. **Daily Calendars** for both the House and Senate (listing the time and other helpful details of the Legislative Session and Committee meetings) are available online at **[www.ncleg.net](http://www.ncleg.net)** and/or at the Reception Desk in the Legislative Building (LB) and on the 2nd Floor of the Legislative Office Building (LOB).

At the back of each Committee Meeting Room space is provided for **public seating**. The Committee Page (high school student) will **pass a clip board** and lobbyists and other **members of the public** are expected to print their name so that the minutes of the committee meeting can include those in attendance at that meeting. In the larger committee rooms (643 and 544 in the LOB), **microphones** are provided. Speaking in committee is typically **reserved for pre-scheduled speakers**. In some committees, the Sergeant at Arms may provide a sign-in sheet for those wishing to speak on a bill. It is, of course, always appropriate for a lobbyist to speak in response to a legislator's direct question.

## Scheduled and/or Spontaneous Meetings with Legislators

During the Legislative Session, appointments are recommended. It is also acceptable to “catch” members in their offices or talk briefly with them when they are going to and from committee meetings. Legislators are not typically in Raleigh when the General Assembly is not in Session.

### Who is Allowed on the Floor of the Senate and House Chambers?

- Legislators, staffers and members of the press **are** allowed on the Floor of the House and Senate when the session is in progress.
- Lobbyists may remain on the **House Floor** until the session convenes and are permitted on the **Senate Floor** 15 minutes prior to session. Both chambers allow lobbyists on the floor immediately following adjournment or during a formal recess.
- **During** the House and Senate **Session**, the **3<sup>rd</sup> floor Visitor’s Gallery** is available for public seating. Food, beverage, applause, reading a newspaper, talking on a cell phone and demonstrations are **prohibited in the galleries**. The Sergeant of Arms has the power to escort any violator from the gallery.
- When a **“Resolution”** is being read and/or debated the gallery **doors are locked** and no one is allowed to either **enter** or **exit** the gallery. So, if you see a resolution (some resolutions are discussed for several hours) on the calendar or hear one announced, if you need to leave, you must exit the chamber before they call the Resolution. The Sergeant at Arms locks the gallery doors and no one can enter or exit.

### Tracking Votes

All votes taken in the House and Senate Chambers are electronically recorded. The public can request a report on who voted for and who voted against any bill. Contact the House or Senate Clerk for vote reports.

### Listen Online

Anyone may dial in and listen to the debate in the **Senate** and **House Chamber Sessions** and/or the full Finance and Appropriations Committee meeting rooms in the LOB (643 and 544).

**<http://ncleg.net/Audio/Audio.html> for audio links**



# Senate and House Standing Committees



## Senate Committees

- Agriculture/Environment/Natural Resources
- Appropriations/Base Budget
- Appropriations on Dept of Transportation
- Appropriations on Education/Higher Education
- Appropriations on General Government and Information Technology
- Appropriations on Health and Human Services
- Appropriations on Justice and Public Safety
- Appropriations on Natural and Economic Resources
- Commerce
- Committee of the Whole Senate
- Education/Higher Education
- Finance
- Health Care
- Insurance
- Joint Regulatory Reform Committee
- Judiciary I
- Judiciary II
- Mental Health & Youth Services
- Pensions & Retirement & Aging
- Program Evaluation
- Redistricting
- Rules and Operations of the Senate
- State and Local Government
- Transportation
- Ways & Means

## House Committees

- Agriculture
- Appropriations
- Appropriations Subcomm on Education
- Appropriations Subcomm on General Government
- Appropriations Subcomm on Health and Human Svcs
- Appropriations Subcomm on Justice and Public Safety
- Appropriations Subcomm on Natural and Economic Resources
- Appropriations Subcomm on Transportation
- Banking
- Commerce and Job Development
- Commerce and Job Development Subcomm on Alcohol Beverage Control
- Commerce and Job Development Subcomm on Business and Labor
- Commerce and Job Development Subcomm on Science and Technology
- Education
- Elections
- Environment
- Ethics
- Finance
- Government
- Health and Human Services
- Health and Human Service Subcomm on Mental Health
- Homeland Security, Military & Veterans Affairs
- Insurance
- Judiciary
- Judiciary Subcommittee A
- Judiciary Subcommittee B
- Judiciary Subcommittee C
- Public Utilities
- Redistricting
- Rules, Calendar, and Operations of the House
- State Personnel
- Transportation

The **North Carolina Legislature's website** allows anyone to enter their zip code and determine the name and website of their:

**US Senator**  
**US Representative**

**NC State Senator**  
**NC State Representative(s).**

**<http://www.ncga.state.nc.us/GIS/RandR07/Representation.html#byZIP>**

# 2010 North Carolina Senate



## Mailing Address:

**Legislative Office Building**  
300 North Salisbury Street  
Raleigh, NC 27603-5925

**All Member Fax #:**  
733-3113 and 715-5815

**Legislative Building**  
16 West Jones Street  
Raleigh, NC 27601-2808

**All Member Fax #:**  
733-2599



## Offices in the LOB:

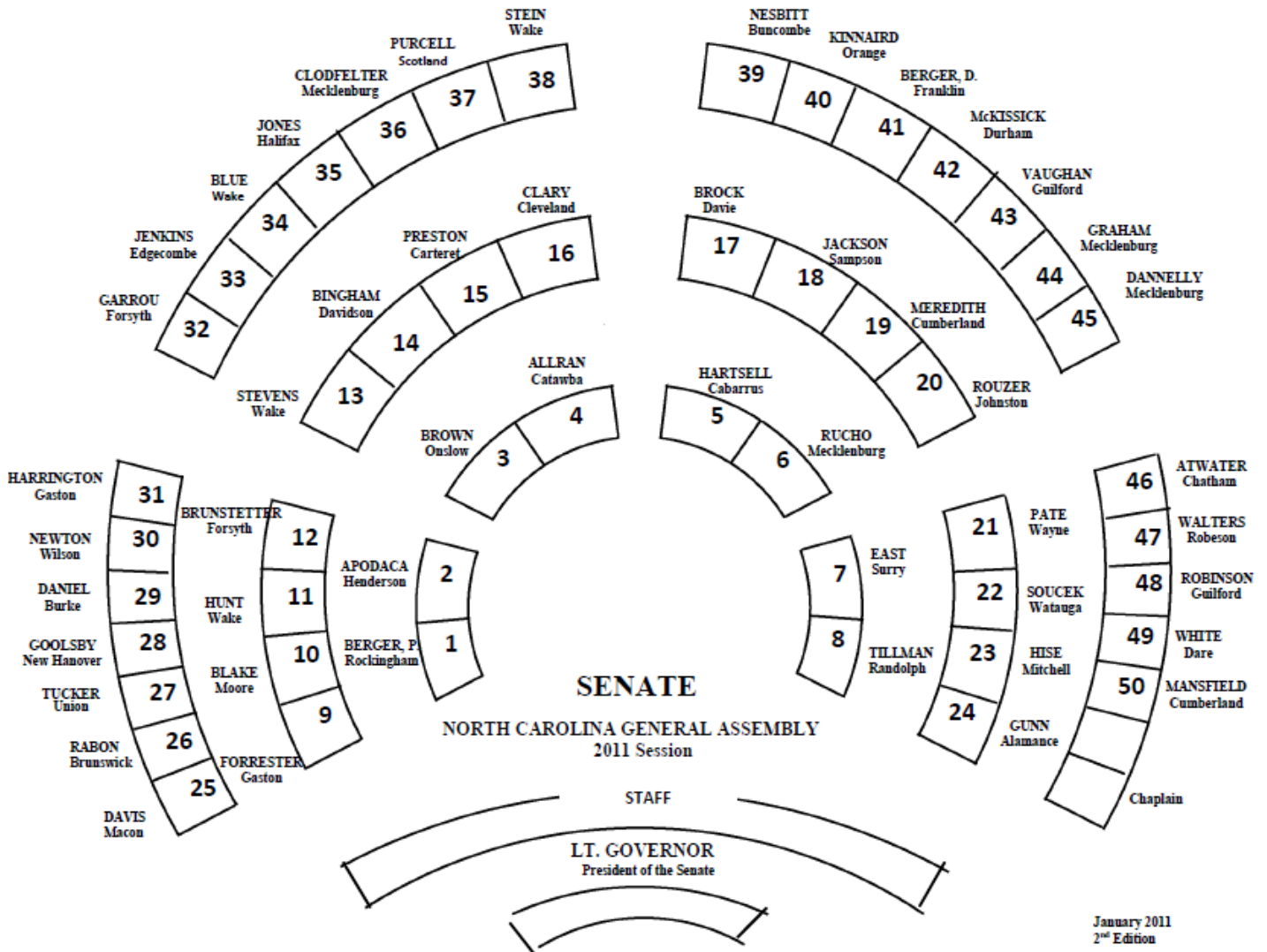
Telephone	Member	Office Room #
733-5876	Allran	625
715-3036	Atwater	519
715-8363	Berger, D.	516
733-4809	Blake	408
715-0690	Brock	623
715-3034	Brown	300-D
715-3038	Clary	314
715-8331	Clodfelter	526
715-7823	Daniel	411
733-5743	East	522
733-5620	Garrou	620
733-5650	Graham	622
301-1446	Gunn	312
733-7223	Hartsell	300-B
733-5850	Hunt	308
733-5705	Jackson	525
715-3040	Jenkins	621
715-3032	Jones	518
733-5804	Kinnaird	628
733-4599	McKissick	520
715-3030	Newton	410
733-5621	Pate	406
733-5706	Preston	629
733-5953	Purcell	517
733-5748	Rouzer	523
733-5655	Rucho	300-A
733-5742	Soucek	310
733-5653	Stevens	309
733-5870	Tillman	627
733-7659	Tucker	311
733-5856	Vaughan	515

## Offices in the LB:

Telephone	Member	Office Room #
733-5745	Apodaca	2010
733-5708	Berger, P.	2008
733-5665	Bingham	2117
733-5752	Blue	1117
733-7850	Brunstetter	2022
733-5955	Dannelly	1127
733-5875	Davis	2111
715-3050	Forrester	2108
715-2525	Goolsby	2115
733-5734	Harrington	2113
733-3460	Hise	1026
733-9349	Mansfield	1119
733-5776	Meredith	2106
715-3001	Nesbitt	1129
733-5963	Rabon	1028
715-3042	Robinson	1120
715-6400	Stein	1113
733-5651	Walters	1118
715-8293	White	1121
733-5190	Lt. Governor	2104
733-7350		
733-7761	Office of the Senate Principal Clerk	

**NOTE: 3-Digit** Office Room Numbers: Legislative Office Building  
**4-Digit** Office Room Numbers: Legislative Building

# Senate Chamber Seating Chart



January 2011  
2nd Edition

# 2011 North Carolina House of Representatives



## Mailing Address:

**Legislative Office Building**  
300 North Salisbury Street  
Raleigh, NC 27603-5925

**All Member Fax #:**  
733-3113 and 715-5815

**Legislative Building**  
16 West Jones Street  
Raleigh, NC 27601-2808

**All Member Fax #:**  
733-2599



## Offices in the LOB:

Telephone	Member	Office Room #
733-5902	Adams	604
733-5778	Alexander, K.	404
715-2009	Barnhart	304
733-5863	Bell	606
733-5805	Blackwell	532
733-5903	Boles	503
733-5820	Bordsen	602
733-5860	Bradley	536
733-5607	Brown, L.	303
715-0873	Brown, R.	638
715-4946	Brubaker	302
733-5878	Bryant	542
733-5908	Burr	538
715-6707	Cleveland	417A
715-0706	Cotham	403
733-5809	Current	418B
715-0795	Dollar	307B1
715-2530	Earle	610
733-5877	Faircloth	306A3
715-3019	Faison	637
733-5898	Butterfield	508
715-2013	Fisher	504
733-5787	Folwell	301F
733-5661	Frye	639
715-3007	Gibson	514
733-5862	Gillespie	307B2
715-4466	Guice	528
733-3451	Hackney	612
733-5749	Hager	306C
715-3005	Haire	609
301-1306	Hollo	633
733-5609	Holloway	529
733-5865	Hurley	541
301-1450	Iler	632
733-5905	Ingle	530
733-7208	Insko	603
733-5861	Johnson	301D
733-7727	Jordan	418C
715-9664	Justice	420
733-5849	Langdon	417B

## Offices in the LB:

Telephone	Member	Office Room #
733-5807	Alexander, M.	1213
733-5530	Avila	2217
733-5781	Blust	1229
733-5825	Brandon	1209
733-5800	Brawley	1313
733-5772	Brisson	1325
733-5827	Carney	1221
733-5802	Collins	1006
733-5906	Cook	1303
733-5824	Crawford	1321
733-5605	Daughtry	2207
715-3021	Dixon	1002
715-2526	Dockham	2204
733-5959	Floyd	1311
733-5880	Gill	1305

Office Room #	Telephone	Member	Office Room #
635	733-5601	Glazier	1021
534	733-5823	Goodman	1111
607	715-0875	Graham	1315
513	733-5872	Hall	1015
506	733-5754	Hamilton	1319
405	733-5771	Harrison	1218
634	715-2002	Hastings	2123
418A	733-5830	Hill	1309
501	733-5988	Hilton	1227
611	733-2406	Horn	1010
509	733-5904	Howard	1106
531	733-5974	Jackson	1019
416B	733-5191	Jeffus	1307
419B	733-5746	Keever	1317
301N	733-5886	Killian	2219
402	733-5758	Martin	1219
419A	733-5654	McCormick	2119
305	733-5757	McLawhorn	1217
416A	715-2528	Michaux	1220
608	733-5741	Mills	2221
537	715-3012	Moffitt	1025
613	733-5606	Moore, R.	1211
533	733-4838	Moore, T.	1326
510	733-5602	Murry	2121
502	733-9892	Parfitt	1017
	733-5803	Pierce	1204
	733-5821	Pridgen	2223
	733-5732	Rapp	1013
	733-5782	Rhyne	2208
	733-5773	Ross	1023
	733-5853	Sanderson	306A2
	733-4948	Setzer	1206
	733-2962	Stam	2301
	715-3026	Stone	1008
	733-5828	Tillis	2304
	715-3023	Warren, E.	1323
	715-3010	Weiss	1109
	733-5859	West	1004
	715-0850	Wilkins	1301

**NOTE:** 3-Digit Office Room Numbers:  
Legislative Office Building  
4-Digit Office Room Numbers:  
Legislative Building

# House Chamber Seating Chart

Voting Clerk Journal Clerk Reading Clerk House Principal Clerk				SPEAKER		Sgt. at Arms Chaplain					
2011 HOUSE OF REPRESENTATIVES PERMANENT SEAT ASSIGNMENTS											
1	2	3	4	5	6	7	8	9	10	11	12
Brubaker Randolph	Howard Davie	Dockham Davidson	Daughtry Johnston	Starnes Caldwell	McComas New Hanover	Gillespie McDowell	T. Moore Cleveland	LaRoque Lenoir	Luebke Durham	Michaux Durham	Walnwright Craven
13	14	15	16	17	18	19	20	21	22	23	24
Setzer Catawba	West Cherokee	Johnson Cabarrus	Justice Pender	Hilton Catawba	Barnhart Cabarrus	Rhyne Lincoln	Lewis Harnett	Owens Pasquotank	Hill Columbus	Brisson Bladen	Crawford Granville
25	26	27	28	29	30	31	32	33	34	35	36
Blust Gulford	L. Brown Forsyth	Steen Rowan	Frye Mitchell	Langdon Johnston	Holloway Stokes	Dollar Wake	Cleveland Onslow	M. Alexander Mecklenburg	Jeffus Gulford	E. Warren Pitt	Spear Washington
37	38	39	40	41	42	43	44	45	46	47	48
Avila Wake	McElraft Carteret	Killian Mecklenburg	Burr Stanly	Guice Transylvania	Current Gaston	Randleman Wilkes	Hurley Randolph	Adams Gulford	Pierce Scotland	Wilkins Person	Tolson Edgecombe
49	50	51	52	53	54	55	56	57	58	59	60
Boles Moore	Mills Iredell	Sager Wayne	Hollo Alexander	McGee Forsyth	Stam Wake	Samuelson Mecklenburg	Stevens Surry	Womble Forsyth	Haire Jackson	McLawhorn Pitt	Gibson Anson
61	62	63	64	65	66	67	68	69	70	71	72
Iler Brunswick	Ingle Alamance	Hastings Gaston	McCormick Yadkin	Collins Nash	Hager Rutherford	Dixon Duplin	Sanderson Pamlico	Hackney Orange	Insko Orange	Beil Sampson	Lucas Cumberland
73	74	75	76	77	78	79	80	81	82	83	84
R. Brown Davidson	H. Warren Rowan	Falcieth Gulford	McGrady Henderson	Hom Union	Brawley Mecklenburg	Jordan Ashe	Torbett Gaston	Bordson Alamance	Fisher Buncombe	Earle Mecklenburg	Falson Orange
85	86	87	88	89	90	91	92	93	94	95	96
Moffitt Buncombe	Murry Wake	Cook Beaufort	Bradley Franklin	Pridgen Robeson	Blackwell Burke	Camey Mecklenburg	Giazler Cumberland	Rapp Madison	Wray Northampton	Parmon Forsyth	Ross Wake
97	98	99	100	101	102	103	104	105	106	107	108
Stone Lee	Shepard Onslow	Folwell Forsyth	Jones Rockingham	Bryant Nash	Farmer-Butterfield Wilson	Weiss Wake	Martin Wake	Colham Mecklenburg	Jackson Wake	Hall Durham	Mobley Hertford
109	110	111	112	113	114	115	116	117	118	119	120
Tillis Mecklenburg	R. Moore Mecklenburg	Parfitt Cumberland	Keever Buncombe	Gill Wake	Floyd Cumberland	Graham Robeson	Brandon Gulford	Hamilton New hanover	Harrison Gulford	K. Alexander Mecklenburg	Goodman Richmond

1/20/11 jem

# The North Carolina Legislative Complex

www.ncleg.net



**Smoking**  
is banned in all  
State Government Offices

**(919) 733-4111**

Switch Board Operator can connect  
the caller with any legislator

## **Legislative Building**

16 West Jones Street, Raleigh, NC 27603  
Bordered by Salisbury, Jones, Lane and Wilmington Streets.



## **Legislative Office Building**

300 North Salisbury Street, Raleigh, NC 27603  
Corner of Salisbury and Lane Streets.

**Public Parking:** Available in **3 Visitor's Lots** at: **\$1 per hour** or **\$8 per day** (cash or credit cards only).

**Visitor's Lot #1:** Corner of **Jones Street** and **Wilmington Street**, access from either street.

**Visitor's Deck #2:** Enter from the **300 block of North Salisbury Street** or  
from the **300 block of North McDowell Street**.

**Visitor's Lot #3:** Corner of **Polk Street** and **Wilmington Street**, access from Polk Street.

Much of the street parking adjoining the Legislative Complex is **reserved for Legislators and staffers**.  
However, metered street parking is available.

## **Metered Street Parking and Parking Tickets**

- Parking Meters accept quarters, dimes and nickels
- Cost is **25¢** per **15 minute** increments
- Visa/MasterCard payment accepted at **pay-stations**
- Expired Meter Violations: **\$20**
- City of Raleigh prohibits **re-feeding** of Parking Meters
- Parking Meters are **aggressively monitored** Monday – Friday 8am – 5pm
- Three or more outstanding citations: Subject to **booting**



## Entrance to the Legislative Building and the Legislative Office Building

The **Legislative Building's Main Entrance** is at **16 West Jones Street**. Yellow and Blue **House and Senate Calendars** (listing Session and Committee Schedules and locations) are available at the 1st Floor **Reception Desk**.

The **Legislative Office Building's Main Entrance** is on **Lane Street** (access to the LOB's **2<sup>nd</sup> Floor**). House and Senate calendars are available at the 2<sup>nd</sup> Floor Security Desk. The **3<sup>rd</sup> Floor Entrance** to the **LOB** may be accessed by **crossing the pedestrian bridge (from the Legislative Building)**.

### Lobbyist Phone Room

Private phone booths, coat storage and general information available for lobbyists, in **Room 1401** of the Legislative Building. **Wi-Fi:** Wireless internet access is provided by the NC Professional Lobbyist Association (NCPLA) in the quadrant adjacent to the Lobbyist Phone Room.

### Legislative Complex: Food Service

- **Legislative Building (Basement Level) Cafeteria and Snack Bar**  
Cafeteria:           **11:00 am - 2:00 pm** Monday-Friday  
Snack Bar:           **7:00 am - 3:00 pm** Monday-Friday
- **Legislative Office Building (Basement level) Snack Bar**  
Snack Bar:           **7:00 am - 3:00 pm** Monday-Friday



An **ATM Machine** is located in the **Legislative Building** adjacent to the basement **Cafeteria** and in the **Legislative Office Building** adjacent to the basement **Snack Bar**. These machines **accept any debit card**.

### North Carolina Senate Chamber

A view of the Senate Chamber  
The Senate has 50 members  
The Lt. Governor presides

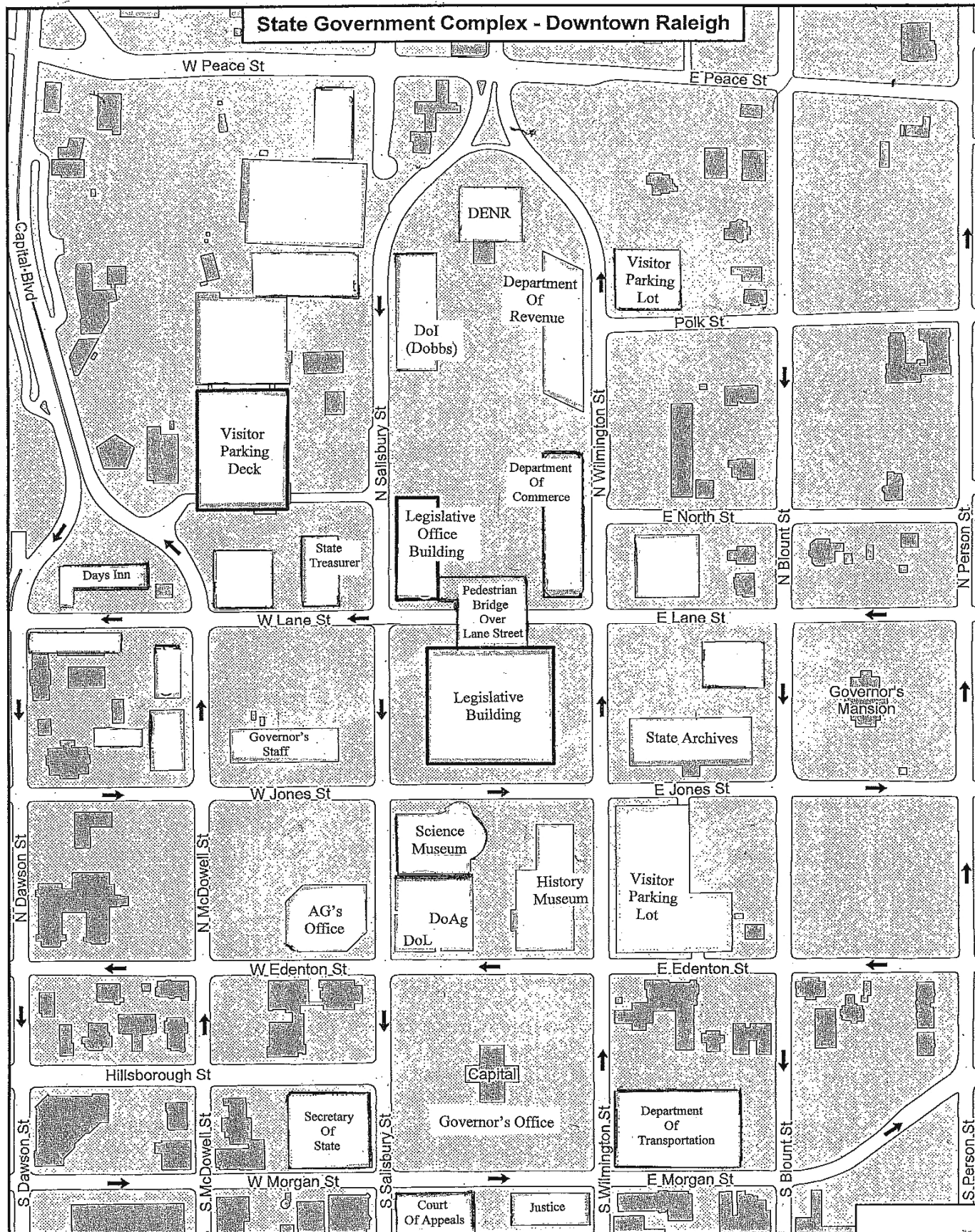


### North Carolina House Chamber

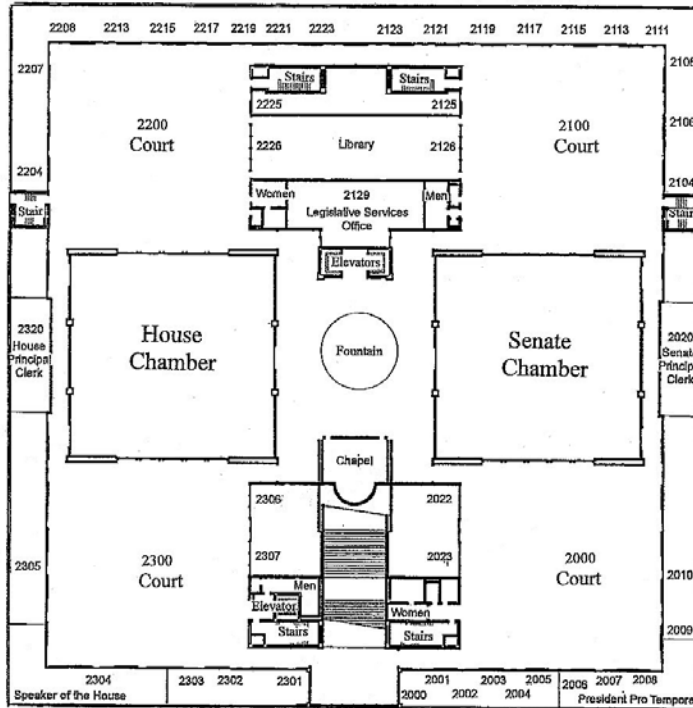
A view of the House Chamber  
The NC House has 120 members  
The Speaker of the House presides

**Visitors can view the House and Senate Session from the 3<sup>rd</sup> Floor Visitor's Gallery above each chamber.**

# Downtown Raleigh Map



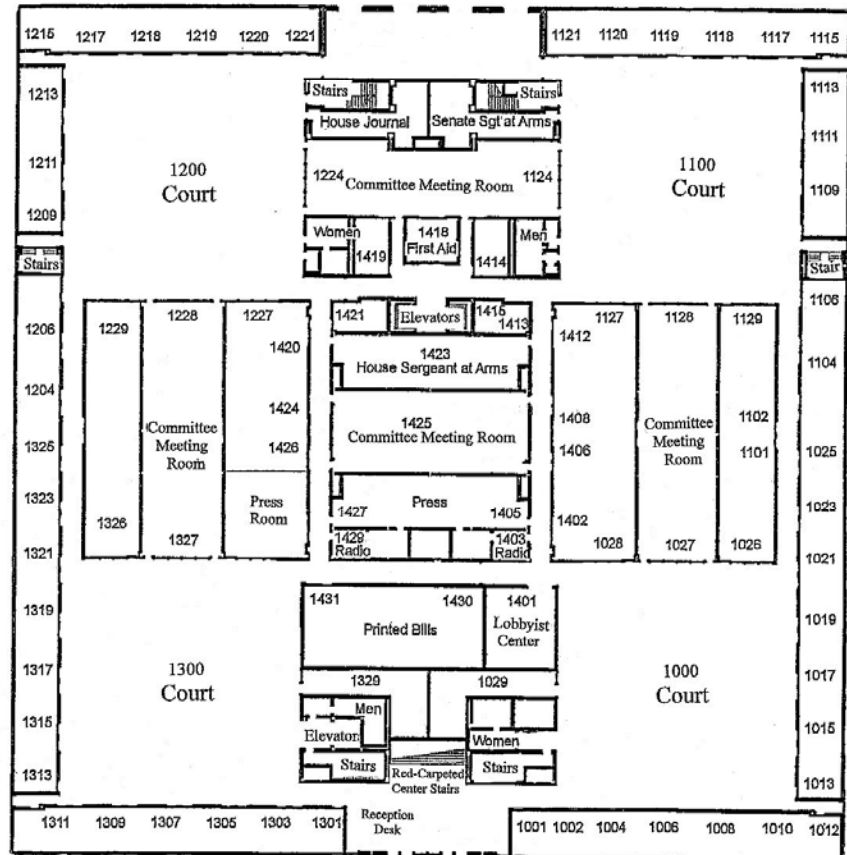
# Legislative Building Floor Plan



2<sup>nd</sup> Floor  
Legislative Building

Connecting Bridge  
To The  
Legislative Office Building

1<sup>st</sup> Floor  
Legislative Building



Jones Street  
Entrance

# Driving Directions

to the

## North Carolina General Assembly

### 16 West Jones Street

<p style="text-align: center;"><b>DIRECTIONS FROM THE WEST</b> (I-40 East and RDU Airport) <b>TO THE LEGISLATURE</b></p> <ul style="list-style-type: none"> <li>• Follow signs that read I-40 EAST to Raleigh</li> <li>• EXIT RIGHT onto WADE AVENUE at EXIT #289</li> <li>• Travel 5.5 miles to Glenwood Avenue Exit</li> <li>• Turn RIGHT at stop sign onto GLENWOOD AVENUE</li> <li>• Travel 3/4 mile</li> <li>• Turn LEFT onto JONES STREET</li> <li>• Travel 5½ blocks to the Legislative Bldg.</li> </ul> <p>Parking lot is across the street from the NC Archives. If full, you may find parking somewhere on the street in the next 4 or 5 blocks.</p>	<p style="text-align: center;"><b>DIRECTIONS FROM THE EAST</b> (440 Outer Beltline) <b>TO THE LEGISLATURE</b></p> <ul style="list-style-type: none"> <li>• Traveling on 440 (Outer Beltline)</li> <li>• Take the GLENWOOD AVENUE EXIT #7A</li> <li>• Stay in right lane to access Glenwood Avenue</li> <li>• Travel on Glenwood Avenue 4 miles</li> <li>• Turn LEFT onto JONES STREET</li> <li>• Travel 5½ blocks to the Legislative Bldg.</li> </ul> <p>Parking lot is across the street from the NC Archives. If full, you may find parking somewhere on the street in the next 4 or 5 blocks.</p>
<p style="text-align: center;"><b>DIRECTIONS FROM THE SOUTH</b> <b>TO THE LEGISLATURE</b></p> <ul style="list-style-type: none"> <li>• Travel on I-40 EAST/440 Outer Beltline</li> <li>• EXIT onto S. SAUNDERS STREET EXIT #298B</li> <li>• Turn RIGHT off exit ramp</li> <li>• Travel 1.4 miles stay in right lane South Street</li> <li>• Turn RIGHT onto SOUTH STREET</li> <li>• Travel 2 blocks</li> <li>• Turn LEFT onto WILMINGTON STREET</li> <li>• Travel 6 blocks (pass the Capital)</li> </ul> <p style="text-align: center;">After passing the Capitol, cross over Edenton Street. In the middle of the next block, turn right into a Visitor Parking Lot which takes up the entire block bordered by Edenton, Wilmington, Jones and Blount Streets.</p>	



## Raleigh Hotel Information

Hotel	Address	Phone	Rates	Distance from Legislature
<b>Marriott City Center</b>	500 Fayetteville Street	(919) 833-1120	<b>\$149 - \$209</b>	.76 mile
<b>Days Inn</b>	300 N. Dawson Street	(919) 828-9081	<b>\$59</b>	.34 mile
<b>Sheraton Capital Center</b>	421 S. Salisbury Street	(919) 834-9900	<b>\$109</b>	.83 mile
<b>The Velvet Cloak Inn</b>	1505 Hillsborough Street	(919) 828-0333	<b>\$69</b>	1.47 miles
<b>Renaissance</b>	4100 Main at North Hills Street	(919) 571-8773	<b>\$200 - \$260</b>	6.40 mile

Taxi Company	Phone
<b>Airport &amp; Area Taxi</b>	<b>(919) 858-8484</b>
<b>Cardinal Cab</b>	<b>(919) 828-3228</b>
<b>RDU Airport Taxi Service</b>	<b>(919) 840-7277</b>
<b>White Horse Transportation</b>	<b>(919) 782-5893</b>
<b>Yellow Taxi</b>	<b>(919) 781-7775</b>

### RALEIGH TAXI SERVICE



No waiting taxis  
outside Legislative Building:  
**call for service.**

Average fare to the  
Legislature from Airport: **\$30.**

### RALEIGH RENTAL CARS

Rates subject to **change daily.**

**Shuttle bus** required from airport  
to rental car lot.



Car Rental Company	Phone	Mid Size Sedan	Partial 2nd Day Hourly Fee (After first 24 hours)
<b>Avis</b>	(919) 840-4750	\$120.93	\$120.93
<b>Budget</b>	(919) 840-4781	\$115.62	\$115.62
<b>Dollar</b>	(866) 434-2226	\$36.95	\$3.69
<b>Enterprise</b>	(919) 840-9555	\$39.56	\$13.19
<b>Hertz</b>	(919) 840-4875	\$47.17	(not listed)

# North Carolina Lobbying Ethics Laws

## No Gifts Allowed



North Carolina law **prohibits** lobbyists from giving a “covered person” any “**thing of value**” which includes anything from a tic tac to a **cup of coffee**, to a ride from one point to another, etc. The only thing that is exempt from being a “thing of value” is printed materials provided for informational purposes only (white papers, documents...) and greeting cards.

A “**covered person**” is defined as a Legislator, Legislative staffer, Judicial Officer and a Public Servant (Executive Branch and other covered persons in state departments, agencies, boards, commissions and the university and community college system). A complete list is available on the NC Ethics Commission website.

[www.ethicscommission.nc.gov](http://www.ethicscommission.nc.gov)

## Legislative Events

Certain legislative events, such as a legislative **breakfast, dinner or reception**, are permitted within **specific parameters**. There are requirements that all members of a disclosed group must be invited to the event (i.e. all members of the **Legislature**, all members of a **specific committee**, an entire recognized **caucus**, etc.) and it also requires that either all of the Principal’s employees must be invited or that **at least 10 employees** or company associates are physically in attendance. No entertainment can be provided and any food or beverage served must be for immediate consumption.

## Campaign Donations



**Corporate Campaign Contributions are prohibited** in North Carolina.



Candidates are **prohibited** from accepting PAC donations when the **legislature is in session**.



**Registered lobbyists** are **prohibited** from making a personal campaign contribution to **any** legislative campaign at **any** time.

PAC and personal campaign contributions are **permitted** to a **\$4,000 limit per election cycle**.

In North Carolina, it is considered a “**best practice**” for lobbyists to avoid hand delivering candidate checks but are encouraged to mail checks to the candidate’s campaign committee.

While the donor can control what he says in a conversation, he **cannot control both sides of a conversation**. It is best to avoid this possibility by mailing the check.

### Under North Carolina Law, Lobbying Is:



- Influencing or **attempting to influence legislative or executive action**, through direct communication with a legislator or a member of his family.
- And/or: **Developing goodwill** through communications or other activities, including the building of relationships, with a legislator or his family.

The term "lobbying" does **not** include communications or activities as part of a business, civic, religious, fraternal, personal, or commercial relationship that is not connected to legislative or executive action, (i.e. a relative, co-worker or long-standing friend of a covered person can have communications and activities with that covered person unrelated to any legislative business).

### Registering to Lobby

North Carolina requires any individual to register with the North Carolina Secretary of State **if** (within any **30-day period**) **5%** or more of the individual's time includes duties that engage him in lobbying (as defined above).

**The North Carolina Secretary of State registers and regulates lobbyists.**  
*If the 5% threshold is triggered, register to lobby prior to talking to any legislators.*

**NC Secretary of State Lobbying Registration and Reporting Website:**

**<http://www.secretary.state.nc.us/lobbyists/>**

### Lobbyist Principal Registration

The Lobbyist Principal (an association or corporation) must **register and pay an annual \$100 Principal Registration Fee** to the North Carolina Secretary of State's Office.

### Lobbyist Individual Registration

Each lobbyist must file a Lobbyist Registration Form **annually** and **pay an annual \$100 Lobbyist Registration Fee** to the North Carolina Secretary of State's office.

### Lobbyist Registration Expiration

Principal and Individual Lobbyist Registrations **expire** on **December 31<sup>st</sup>** of each year and a new registration statement for the Principal and Individual must be **filed annually**.



## Lobbyist Reporting Requirements

**Monthly reports** are required only when reportable expenditures are incurred in any month in which the General Assembly is in session.

**Quarterly Reports** are mandatory (whether or not expenses are incurred) and are due **15 business days** after the end of the reporting period.

Additional information can be found under “**2010 Expense Reporting Guidelines**” on the North Carolina Secretary of State’s website.

### Secretary of State’s Office

**Mailing Address:**

**PO Box 29622  
Raleigh, NC 27626-0622**

**Physical Address:**

**2 South Salisbury Street  
Raleigh, NC 27601-2903**

(Corner of Salisbury and Morgan Street,  
three blocks from Legislative Building)

**Phone Number: (919) 807-2225**

**Fax Number: (919) 807-2039**

**Key Contact: Elaine F. Marshall, North Carolina Secretary of State**

**Website: <http://www.secretary.state.nc.us/lobbyists/>**

## Identifying Yourself and the Company You Represent

North Carolina Law requires all lobbyists to **disclose the identity of their employer**. Although technically not required by North Carolina law, most lobbyists wear **nametags** that include the name of the company they represent.

If a lobbyist brings **company employees** to the legislative building for **grassroots activity**, **nametags are recommended** (though not required) as identification/clarification for legislators





# Grassroots Legislative Contacts

## Communicating with Your Legislator by Letter, Phone Call or Visit

- **Introduce yourself**, identify who you work for and/or any special community connections.
- Legislators are very busy, it is always best to provide (either orally or in writing) a **brief, clear explanation of the bill**, your **position** (support or opposition) and the **impact it will have** on you or your business.
- Whenever possible include the **Bill Number** and the **Chief Sponsor**. Include the **short title** and **where the bill is**, (i.e. passed the House and in the Senate Finance Committee).
- Remember that the legislator may have limited understanding of your issue; your main job may be to **educate him on the impact** of the bill.
- Let your legislator know if you are **working with others** on the issue or if you are **active in the community**. Mention any other group or individual from his district who shares your position on the issue.
- Clearly and concisely **ask the legislator for his position**.
- Timing is critical, communication (via letter, phone or in person) is **most effective** when contact is made in **close proximity to the vote**.
- Your legislator may not be available when you visit, **be prepared to leave a card** or written materials on your issue with his staff.

## Lobbying DOs and DON'Ts

Although common sense dictates how you should communicate with legislators and other public officials, the following guidelines may also be helpful (appropriate for contact by mail, phone or in-person).

### DO:

- When writing, use your own words and stationery. Include your return address and sign your name legibly.
- Handwritten letters are fine if they are legible. Try to keep your letter to one page.
- E-mail or faxed letters are acceptable, but some legislators delete constituent e-mails.
- Always have your facts straight and use them to support your position. Personalize the issue, explain the impact on your business.
- Be constructive and positive.
- Ask for a reply.



### DON'T:

- Threaten or make promises.
- Insult the elected official. People have honest differences of opinion, always leave the door open for future discussions.
- Pretend to have vast political influence.
- Become a constant “pen-pal,” writing on every issue.
- Demand a commitment before the facts are in.
- Present a financial contribution when discussing an issue. It gives the appearance of impropriety, even if the two events are unrelated.



## Restaurants Convenient to the

Restaurant Information	Description	<b>Price</b> \$ under \$10 \$\$ \$10-\$30 \$\$\$ \$30-\$60 <b>Distance</b>	Serving		
			B	L	D
<b>18 Seaboard</b> 18 Seaboard Avenue (919) 861-4318	Contemporary American Grill, pleasant ambience, upscale food selection  <a href="http://www.18seaboard.com">www.18seaboard.com</a>	\$\$  0.6 mile		✓	✓
<b>518 West</b> 518 West Jones Street (919) 829-2518	Mediterranean/Italian  <a href="http://www.518west.com">http://www.518west.com</a>	\$\$  0.4 mile		✓	✓
<b>Big Ed's</b> 220 Wolfe Street (919) 836-9909	Country Cooking, Political Hotspot	\$  0.7 mile	✓	✓	
<b>Crema</b> 121 Fayetteville Street (919) 832-5959	Coffee, Ice Cream, Sandwiches, Soups, Salad	\$\$  0.4 mile	✓	✓	
<b>Finch's</b> 401 West Peace Street (919) 834-7396	Country Cooking, Political hotspot	\$  1.0 mile	✓	✓	
<b>Gravy</b> 135 South Wilmington Street (919) 896-8513	Italian  <a href="http://www.gravyraleigh.com">http://www.gravyraleigh.com</a>	\$\$  0.3 mile		✓	✓
<b>Café Helios</b> 413 Glenwood Avenue (919) 838-5177	Coffee  <a href="http://www.helioscoffee.com">www.helioscoffee.com</a>	\$  0.7 mile	✓		
<b>Logan's Seaboard Café</b> 707 Semart Drive (919) 821-7553	In the garden shop of the old train depot Made from scratch soup, salad, muffins and daily special.  <a href="http://www.seaboardcafe.com">www.seaboardcafe.com</a>	\$  0.7 mile		✓	



Restaurant Information	Description	<b>Price</b> \$ under \$10 \$\$ \$10-\$30 \$\$\$ \$30-\$60 <b>Distance</b>	Serving		
			B	L	D
<b>Morning Times</b> 10 East Hargett Street (919) 836-1204	Coffee, Sandwiches, Salads  <a href="http://www.morningtimes-raleigh.com">www.morningtimes-raleigh.com</a>	\$  0.4 mile	✓	✓	
<b>Raleigh Times</b> 14 East Hargett Street (919) 833-0999	Local watering hole with good fair for lunch and dinner  <a href="http://www.raleightimesbar.com/">http://www.raleightimesbar.com/</a>	\$\$  0.4 mile		✓	✓
<b>Sidestreet</b> 225 North Bloodworth Street (919) 828-4927	<b>Cash or Local Check Only!</b> Unique & quaint local lunch spot, variety of sandwiches, salads and dessert Daily soup & quiche specials  <a href="http://www.sidestreetrestaurant.com">www.sidestreetrestaurant.com</a>	\$  3 blocks		✓	
<b>Sitti</b> 137 South Wilmington Street (919) 239-4070	Authentic Lebanese  <a href="http://www.sitti-raleigh.com">www.sitti-raleigh.com</a>	\$\$  0.4 mile		✓	✓
<b>Sono</b> 319 Fayetteville Street	Sushi  <a href="http://www.sonoraleigh.com">www.sonoraleigh.com</a>	\$\$\$  0.5 mile		✓	✓
<b>Sullivan's</b> 414 Glenwood Avenue (919) 833-2888	Great steak  <a href="http://www.sullivansteakhouse.com">www.sullivansteakhouse.com</a>	\$\$\$  0.7 mile			✓
<b>Sunflowers</b> 6 East Peace Street (919) 833-4676	Sandwiches, limited seating  <a href="http://www.sunflowersraleigh.com">www.sunflowersraleigh.com</a>	\$  0.5 mile		✓	
<b>The Duck &amp; Dumpling</b> 222 South Blount Street (919) 838-0085	Contemporary spin on Chinese-Vietnamese home cooking  <a href="http://www.theduckanddumpling.com/">http://www.theduckanddumpling.com/</a>	\$\$  0.5 mile		✓	✓
<b>The Pit</b> 328 West Davie Street (919) 890-4500	BBQ in an upscale setting with your choice of Eastern or Western NC style BBQ  <a href="http://www.thepit-raleigh.com/">http://www.thepit-raleigh.com/</a>	\$\$  0.8 mile		✓	✓
<b>Tobacco Road</b> 222 Glenwood Avenue (919) 832-3688	Good food and great for trying to catch a game while in town  <a href="http://tobaccoroadsportscafe.com">http://tobaccoroadsportscafe.com</a>	\$\$  0.7 mile		✓	✓