



## WRITING TO YOUR LEGISLATOR

Texas legislators are making decisions that affect the lives of Texas residents; they welcome input from their constituents. By taking the time to express your views, you are showing that you are an informed citizen and voter who is concerned about legislation that impacts your life.

### ► address your letter properly

You may write to your Texas legislators at the following addresses:

The Honorable *(insert name of Senator)*  
Texas Senate – P.O. Box 12068 – Austin, Texas 78711

The Honorable *(insert name of Representative)*  
Texas House of Representatives – P.O. Box 2910 – Austin, Texas 78768-2910

District office addresses are available on under the “Find Your Incumbent” section of Texas Legislature Online ([www.capitol.state.tx.us/fyi/fyi.htm](http://www.capitol.state.tx.us/fyi/fyi.htm)).

### ► identify yourself

Put your letter on letterhead, if possible. Tell the legislator who you are, where you live, and your constituent relationship. Explain your work position and location *(if relevant)*, or your life experience – and remember to date your letter and include your return address.

### ► get to the point and be specific

After briefly introducing yourself, begin by explaining why you are writing. Briefly describe the issue or legislation you are writing about. Use the bill number and title and bill sponsor whenever possible.

### ► state your views on a bill

Do not assume the legislator already knows your position on a specific bill. State your feelings about how you believe the bill will affect you, your family or those you know. Personalizing it will help the legislator understand how this bill affects people like you.

### ► be brief

Write about one bill or issue per letter and limit your letter to one page.

### ► be positive

Don't threaten your legislators; simply let them how you feel and why. Be certain to thank them for their time and consideration in your letter and *(this is crucial)* write a follow-up thank you letter; it will be remembered and appreciated.

### ► share your letter

Ask someone else to read your letter before you send it to be sure your point is clear and your handwriting is legible. Feel free to ask others for their ideas and input and encourage them to write letters as well.

### ► consider faxing your letter in addition to mailing it

Due to the recent rash of terrorism via the U.S. mail (anthrax, etc.), mail to public officials is sometimes quarantined or its delivery delayed for security reasons. For the most timely transmission of your communication, you might consider faxing a copy to the legislator as well as mailing it.

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**A note about e-mail ...** Due to the volume received, this is NOT recommended as the most effective method of communicating with your legislator. E-mail is handled by each office individually; for options, see the Texas Senators ([www.senate.state.tx.us/75r/senate/Members.htm](http://www.senate.state.tx.us/75r/senate/Members.htm)) and House Membership ([www.house.state.tx.us/members/welcome.htm](http://www.house.state.tx.us/members/welcome.htm)) Web sites.



## TELEPHONING YOUR LEGISLATOR

*Things often happen so quickly in the state legislature that there is not enough time to mount an effective letter-writing campaign. In some cases, a well-timed phone call to a legislator can be very effective.*

NOTE: You may find Capitol and district office telephone numbers for your legislator under the "Find Your Incumbent" section of Texas Legislature Online at <http://www.capitol.state.tx.us/fyi/fyi.htm>.

### ► **before you call**

List the points you wish to make during the conversation. It is essential to know the bill number, short title, and what the bill will do.

### ► **making the call**

- Ask to speak to the legislator directly.
- If he or she is not available, ask to leave a message with the clerk.
- Be specific with your message.
- State your name and city where you live or work.
- Include the bill number and your position on the issue if you are seeking support or stating opposition to a particular bill.
- If you are trying to make an appointment to see your legislator, be specific about what you would like to discuss and when you will be at the Capitol.
- If the legislator's position on a bill or issue is in your favor, express your appreciation. They need support.
- If the legislator is undecided, offer to provide more information on the subject.
- If the legislator is against your position, politely provide your views anyway.
- Always be courteous and professional and thank the legislator and clerk for their time.

### ► **follow up the call**

Whether you talked to the legislator personally or with his or her clerk, send a letter restating the substance of your call and the legislator's position on the issue as you understood it. Be certain to express your appreciation for their consideration of your views.



## VISITING YOUR LEGISLATOR

*Meeting with legislators face-to-face is often the most effective means of explaining your position on an issue and seeking support from a state Senator or Representative. Also, it gives the lawmaker an opportunity to put a face with a name, adding a personal touch to a situation or conversation.*

### ► **make an appointment**

While the state legislature is in session, legislators are always busy – without an appointment, your legislators may not have time to see you, or may have to postpone something else he or she needs to do. Always let your legislator know in advance if you're planning to visit.

### ► **introduce yourself**

With the number of people a legislator meets, it is very possible that they may not remember your name even at the second or third meeting. Always play it safe – introduce yourself and avoid forcing the legislator to try to remember your name rather than listening to what you're saying.

### ► **be brief and direct**

Be understanding of all the demands made on legislators' time – be brief and to the point. Be friendly, chat a little, then get down to business quickly. Let the legislator know why you are there and stick to the issue – do not dilute your message by talking about a variety of subjects.

### ► **be courteous**

Legislators deserve to be treated with respect and courtesy, regardless of their position on your issues. Be punctual for your meeting, be a good listener and thank the Senator or Representative for their time and consideration, whether or not they agree with you. Remember, there will be other times and issues when you will need legislators' support. A good, lasting impression may help win a legislator over the next time. (There usually is a "next time.")

### ► **be reasonable and honest**

Do not debate with your legislators – simply give them the facts and perhaps a brief background or position paper. If you are asked a question and you do not know the answer, say so. Tell the legislator you will get the information to them – then be certain that you do.

### ► **follow up**

- If a legislator requests additional information, get it to them as quickly as possible.
- If they offer support, write them a brief note thanking them for their vote.
- If the legislator did not support your position, thank them for taking time to meet with you.

## CHA Texas Member Hospitals and State Legislators

CITY	HOSPITAL/FACILITY	COUNTY LOCATION	OTHER COUNTIES SERVED	SENATOR(S) PARTY	SENATE DISTRICT	REPRESENTATIVE (PARTY)	HOUSE DIST
<b>Alice</b>	CHRISTUS Spohn Hospital Alice	Jim Wells Co.	Jim Hogg Live Oak Brooks	<b>Juan Hinojosa (D)</b> Judith Zaffirini (D)	<b>20</b> 21	Jaime Capelo (D) <b>Gabi Canales (D)</b> Irma Rangel (D)	34 <b>35</b> 43
<b>Amarillo</b>	Baptist St. Anthony's Health System	Potter Co.	26 surrounding counties	<b>Teel Bivins (Rep)</b>	<b>31</b>	<b>John Smith (Rep)</b> <b>David Swinford (Rep)</b>	<b>86</b> <b>87</b>
<b>Austin</b>	Seton Medical Center Seton Northwest Hospital Seton Southwest Hospital Seton Shoal Creek	Travis Co.	Bastrop, Blanco, Burnet, Caldwell, Fayette, Gonzales, Hays, Lee, Llano, Travis, Williamson	Steve Ogden (Rep) <b>Gonzalo Barrientos (D)</b> <b>Jeff Wentworth (Rep)</b>	5 <b>14</b> <b>25</b>	Dan Gattis (Rep) <b>Dawna Dukes (D)</b> <b>Terry Keel (Rep)</b> <b>Todd Baxter (Rep)</b> <b>Elliott Naishtat (D)</b> <b>Jack Stick (R)</b> <b>Eddie Rodriguez (D)</b> Mike Krusee (Rep)	20 <b>46</b> <b>47</b> <b>48</b> <b>49</b> <b>50</b> <b>51</b> <b>52</b>
<b>Beaumont</b>	CHRISTUS St. Elizabeth Hospital	Jefferson Co.	Chambers, Hardin, Jasper, Liberty, Newton, Orange, Tyler	<b>Tommy Williams (Rep)</b> <b>Kyle Janek (Rep)</b>	<b>4</b> <b>17</b>	<b>Allen B. Ritter (D)</b> <b>Joe Deshotel (D)</b>	<b>21</b> <b>22</b>
<b>Beeville</b>	CHRISTUS Spohn Hospital Beeville	Bee Co.	Goliad, Karnes, McMullen, Refugio, San Patricio	Ken Armbrister (D) <b>Judith Zaffirini (D)</b>	18 <b>21</b>	Geanie W. Morrison (Rep) Gene Seaman (Rep) <b>Gabi Canales (D)</b>	30 32 <b>35</b>
<b>Brenham</b>	Trinity Medical Center	Washington	Austin, Burleson, Colorado, Fayette, Grimes, Lee, Waller	Steve Ogden (Rep) <b>Ken Armbrister (D)</b>	5 <b>18</b>	<b>Lois W Kolkhorst (Rep)</b> Fred Brown (Rep) Glenn Hegar (Rep)	<b>13</b> 14 28
<b>Bryan</b>	St. Joseph Regional Health System	Brazos	Burleson, Grimes, Leon, Madison, Robertson, Washington	<b>Steve Ogden (Rep)</b> Ken Armbrister (D)	<b>5</b> 18	Lois W Kolkhorst (Rep) <b>Fred Brown (Rep)</b> <b>Robby Cook (D)</b> Jim Dunnam (D)	13 <b>14</b> <b>17</b> 57

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<b>Burnet</b>	Seton Highland Lakes	Burnet	Bell, Blanco, Lampassas, Llano, San Saba, South Williamson	<b>Troy Fraser (Rep)</b>	<b>24</b>	Patrick M. Rose (D) <b>Suzanna Gratia Hupp (Rep)</b> Dianne White Delisi (Rep)	45 <b>54</b> 55
<b>Caldwell</b>	Burleson St. Joseph Health Center	Burleson County	Lee	<b>Steve Ogden (Rep)</b>	<b>5</b>	<b>Robby Cook (D)</b>	<b>17</b>
<b>Corpus Christi</b>	CHRISTUS Spohn Hospital Memorial CHRISTUS Spohn Hospital Shoreline CHRISTUS Spohn Hospital South	Nueces	Alice, Bee, Jim Wells, Kleberg	<b>Juan "Chuy" Hinojosa (D)</b> Judith Zaffirini (D) Eddie Lucio, Jr. (D)	<b>20</b> 21 27	<b>Gene Seaman (Rep)</b> <b>Vilma Luna (D)</b> <b>Jaime Capelo (D)</b> Irma Rangel (D)	<b>32</b> <b>33</b> <b>34</b> 43
<b>Dallas*</b>	St. Paul University Hospital**	Dallas	None	Bob Deuell (Rep) Florence Shapiro (Rep) Chris Harris (Rep) <b>John Carona (Rep)</b> <b>Royce West (D)</b> Craig Estes (Rep)	2 8 9 <b>16</b> <b>23</b> 30	Dan Flynn (Rep) Byron Cook (Rep) Wayne Christian (Rep) <b>Terri Hodge (D)</b> Tony Goolsby (Rep) <b>Steve Wolens (D)</b> Roberto R. Alonzo (D) Linda Harper-Brown (Rep) Ray Allen (Rep) Bill Keffer (Rep) Dan Branch (Rep) Helen Giddings (D) Jesse W. Jones (D) Yvonne Davis (D) Fred Hill (Rep) Joe Driver (Rep) Will Hartnett (Rep) Kenny Marchant (Rep)	2 8 9 <b>100</b> 102 <b>103</b> 104 105 106 107 108 109 110 111 112 113 114 115



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Luling	Seton Edgar B. Davis	Caldwell	Blanco, Comal, Gonzales, Guadalupe, Hays	Ken Armbrister (D)	18	Robby Cook (D) Patrick M. Rose (D) Susana Gratia Hupp (Rep)	17 45 54
Madisonville	Madison St. Joseph Health Center	Madison	Grimes, Leon	Steve Ogden	5	Jim Dunnam Lois Kolkhorst	57 13
Nassau Bay	CHRISTUS St. John Hospital	Harris	Brazoria, Fort Bend, Galveston	Mike Jackson (Rep)	11	John E. Davis (Rep)	129
Navasota	Grimes St. Joseph Health Center	Grimes	Brazos, Montgomery, Waller, Washington	Todd Staples (Rep) Tommy Williams (Rep) Steve Ogden (Rep) Ken Armbrister (D)	3 4 5 18	Lois W. Kolkhorst (Rep) Rob Eissler (Rep) Ruben Hope (Rep) Dan Ellis (D) Glenn Hegar (Rep)	13 15 16 18 28
Paris	CHRISTUS St. Joseph's Health System	Lamar	Delta, Fannin, Red River	Bill Ratliff (Rep) Bob Deuell (Rep)	1 2	Mark Homer (D) Larry Phillips (Rep)	3 62
Port Arthur	CHRISTUS St. Mary Hospital	Jefferson	Chambers, Liberty, Orange	Tommy Williams (Rep) Kyle Janek Rep	4 17	Mike "Tuffy" Hamilton (Rep) Allan B. Ritter (D) Joe Deshotel (D)	19 21 22
San Antonio	CHRISTUS Santa Rosa Hospital** CHRISTUS Santa Rosa Children's Hospital CHRISTUS Santa Rosa Medical Center CHRISTUS Santa Rosa Rehabilitation Center	Bexar	South Central TX Counties	Frank Madla (D) Judith Zafrini (D) Jeff Wentworth (Rep) Leticia Van de Putte (D)	19 21 25 26	Trey Martinez Fischer (D) Ken Mercer (Rep) Carlos "Charlie" Uresti (D) Robert R. Puente (D) Ruth Jones McClendon (D) Elizabeth Ames Jones (Rep) Frank J. Corte, Jr. (Rep) Mike Villarreal (D) Jose Menendez (D) Joaquin Castro (D)	116 117 118 119 120 121 122 123 124 125

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Texarkana	CHRISTUS St. Michael Health System	Bowie	Camp, Cass, Harrison, Lamar, Marion, Morris, Red River, Titus, Upshur	Bill Ratliff (Rep)	1	Barry B. Telford (D)	1
Tyler	Trinity Mother Frances Health System Mother Frances Hospital	Smith	Anderson, Cherokee, Greg, , Henderson, Rains, Rusk Upshur, VanZandt, Wood	Bill Ratliff (Rep) Bob Deuell (Rep) Todd Staples (Rep)	1 2 3	Leo Berman (Rep) Tommy Merritt (Rep)	6 7
Waco	Providence Health System CHRISTUS Regis/St. Elizabeth Centers	McLennan	Bell, Bosque, Coryell, Falls, Hill, Limestone	Kip Averitt (Rep)	22	John Mabry (D) Jim Dunnam (D)	56 57
Wichita Falls	United Regional Health System	Wichita	Archer, Baylor, Childress, Clay, Hardeman, Jack, Montague, Throckmorton, Wilbarger, Young	Craig Estes (Rep)	30	David Farabee (D)	69