



National Association of Residential Property Managers

NARPM® Legislative Committee Chapter Chair Handbook



NARPM® Legislative Committee
Chapter Chair
Handbook

1. Introduction

Congratulations on your appointment as the NARPM® Legislative Committee Chapter Chair. NARPM® and your colleagues around the country appreciate your dedication to the Property Management industry.

The purpose of the NARPM® Legislative Chair Handbook is to provide guidance on the following:

- How to educate your Chapter Membership on the legislative issues facing your community, and
- How to lead the Membership in order to make the voice of the Residential Property Manager heard.

2. Legislative Committee Chair Background

The volunteers of the NARPM® Legislative Committee, past and present, have been representing NARPM® in local, state, and national government for many years. As such, a need arose to develop training to assist Legislative Chairs in gaining the support and motivation of the Membership. A sub-committee of the Legislative Committee was formed to develop this handbook and supplemental training videos in order to teach those new to the Legislative Chair position how to successfully represent their Membership, connect with government representatives, and make our positions known.

3. Role of the Committee Chair – Where do I fit in?

The NARPM® Legislative Committee Chair is tasked with staying informed about current legislation that may affect the local Chapter or the Property Management industry as a whole. The Legislative Chair must effectively do the following:

- Develop contacts with Representatives and Lobbyists,
- Communicate the issues with the Membership to develop position statements,
- Coordinate Membership efforts to take on issues via various activities,
- Promote the NARPM® PAC, and
- Encourage Membership participation

The NARPM® Legislative Chair Handbook will direct you on how to implement successful procedures and assist you in guiding your local Membership through the legislative sessions. With this handbook as your guide and the support of your fellow Legislative Committee Members, your term as the Legislative Chair will be a success. We believe YOU can make a difference for the Property Management industry!

NARPM® Legislative Committee
Chapter Chair
Handbook

4. Getting started - Where to look

Getting started as a Governmental Affairs Committee Chair can be quite daunting. In order to help, there are some resources that are available to you through the NARPM® national website. Go to the Legislative tab on www.narpm.org for access to the following:

NARPM® Legislative News and Alerts: This is a section of the NARPM site that should be visited by every NARPM member for the following resources:

- Sign up for NARPM® Action Alerts. It is important for every NARPM® member to sign up to get important alerts about pending local, state, and federal actions.
- The second resource is a map that any NARPM® member can click on to pull up pending state level actions affecting property management as well as pending actions at the federal level. This will be very helpful at tracking items in your state or in other areas of interest.
- Use this site in conjunction with your local government websites to determine meeting dates of key bodies like City Councils, Planning Commissions, and the like. Some of the local government websites publish upcoming meeting dates, agendas, and may allow you to sign up for alerts when new meeting dates and agendas are posted. Here are some examples of local governing websites:

Henrico County, VA: <https://henrico.us/supervisors/supervisors-agenda-o-gram/subscribe/>

Town of Edison, NJ:

http://www.edisonnj.org/departments/clerk_s_office/council_agendas.php#

City of Dallas, TX:

<http://dallascityhall.com/government/Pages/Council-Agenda.aspx>

Petroleum County, MT: <http://petroleumcountymt.org/commissioners.html>

Other key areas within the Legislative page: Consider this area of site as the repository for NARPM® legislative information. The resources on this page provide information regarding things like:

- Grassroots Lobbying
- How to contact and communicate with elected officials
- Position papers, which provide valuable insight on the sorts of issues with which you will deal in your leadership role
- HUD guidance on Fair Housing
- ADA guidance and lawsuit reform

NARPM® Legislative Committee
Chapter Chair
Handbook

5. Getting Focused

The Mission of NARPM® is to provide resources for residential property management professionals who desire to learn, grow, and build relationships. The flow of information in NARPM® travels from NARPM® National to local chapters to members.

NARPM® National communicates with members directly through email newsletters, and through the Residential Resource, a monthly NARPM® magazine written by members for members. Residential Resource is a beneficial tool for individual members and local chapter leaders. All members have access to the full publication archive on the NARPM® website.

Committees that are formed at the national, state, or local level of NARPM® are critical in disseminating information provided by NARPM® to members, and in providing helpful information to NARPM®. As an organization that is largely run by the members who belong to it, NARPM® is reliant on its members to provide insight and feedback on issues that affect the industry at the national, state and local levels. State and Local NARPM® chapters can also facilitate networking and training events for their members as follows:

Networking: Successful Property Managers and NARPM® Members make connections. Start by working with the local associations in your area. Many of the national associations will also have a state/local chapter or affiliate association. Local chapters hold mixers, luncheons, fair housing seminars, vendor fairs and many other events. Please keep in mind that other associations WILL NOT always be aligned with our best interests and that is OK. The National Governmental Affairs Committee often works with similar organizations, which include:

- National Association of REALTORS®
- National Apartment Association
- National Real Estate Investors Association
- CCIM
- IREM
- CAI
- MHI
- Local or Regional Chamber Of Commerce

It is best to connect with their local chapter when possible. Depending on the geographic area covered by your chamber, you may have multiple associations to meet with.

NARPM® Legislative Committee
Chapter Chair
Handbook

Training/Communication: NARPM® offers training and education through their website, National and State Conferences, and through local Chapter class offerings. Local chapters are critical in providing members with additional training and class opportunities to pursue designations and CE credits. State and Local Chapters should consider hosting training classes regularly.

6. Continuing to Perform

Sharing Updates: It is important to keep your local and state chapters updated with current information about the issues we are working on. When presenting the issues:

- Try to be brief and bring the emotional side of the argument to the front of the position, when possible.
- Make sure you are able to support those emotions with facts.
- Ask the chapter president for a few minutes (when appropriate) at your monthly meetings to give a quick update on any legislative committee issues. If there is an important issue that needs mobilization, now is a good time to enlist help.
- Email is a secondary way to keep your chapter updated, but as we are inundated with emails, these messages can be easily disregarded. A quick bullet point list at the beginning of the email may help get the reader's attention.

Taking on Issues: Knowing which issues to take on can be tricky as sometimes they appear to come up quickly. To help stay informed it is important to be involved with other local organizations in your community. Many of your local members likely attend jurisdictional meetings and other community meetings and can be a great source of information. During your sharing updates, do the following:

- Ask if anyone has heard of an issue that needs attention.
- Once an issue is identified it is important to start a dialog with the appropriate parties to the issue. If you need to sway city staff, county staff, or elected representatives, set up a meeting with one or two of your colleagues to meet with the appropriate party.
- If you are meeting with the "author" of the issue it is helpful to listen to their side first and then help them see your side of the issue. Be mindful and professional in presenting your position, many issues can be dealt with before they gather momentum if you use tact to get ahead of the issue. Attempt to meet with the "author" as early as possible. If you need to gather support to make sure an issue fails or passes, meet with as many elected officials as possible to garner enough votes in your favor. Other colleagues may be familiar with various elected officials, use different people to speak with each elected official. It is best not to bring too many people to the private meetings. If discussing an issue in a

NARPM® Legislative Committee
Chapter Chair
Handbook

public forum, it is important to get as many people from the community to "fill" the chamber as possible. It is important to have a concise message during public comment as time is usually limited to a couple of minutes per speaker. Some jurisdictions allow for public comment to be consolidated to one speaker in order for that speaker to have more time. Consider the best approach on a case by case basis.

Soliciting help: Forming a small sub-committee that meets for a few minutes before or after your chapter meetings can be a great way to get help. Obtaining help is as easy as asking for help and then following up with your colleagues. Most people will help if the issue will have an impact on their business. Making the issue emotional is a great way to get people to want to help you. If you are having difficulty getting the help you need, reach out to other Legislative Committee Chairs and ask for advice. If you can't get any buy-in, change your message about the issue or try explaining it a different way.

NARPM® Legislative Committee
Chapter Chair
Handbook

7. Available Resources

<https://votesmart.org/>

Website that can look up any politicians complete voting record, bio, positions, ratings, speeches, and funding

[2018 Legislation for Multi Family Housing](#)

Check on the status of state and federal laws that affect our industry

<http://statelaws.findlaw.com/property-and-real-estate-laws.html>

Property and Real Estate Laws by State

<https://www.lawhelp.org/resource/the-differences-between-federal-state-and-loc>

Differences between State and Federal Laws

<https://www.usa.gov/elected-officials>

Find your Federal, State and Local elected officials

<https://www.usa.gov/how-laws-are-made>

How Federal and State laws are made

<http://www.ncsl.org/research/ethics/50-state-chart-lobby-definitions.aspx>

Each States definition of Lobbying and Lobbyist

<http://www.learn-to-lobby.com/Howto.pdf>

How to Lobby State Legislatures

https://ballotpedia.org/State_legislative_elections,_2018

Get information on any States 2018 Elections

8. Mentoring Your Replacement

When you have completed your tenure as the NARPM® Legislative Committee Chapter Chair, you will have made many lifelong connections with influential people in the industry. You will have had the opportunity to improve on the systems that were in place before you and can use these tools to help your successor. While not a complete list, these are some suggestions to help aid the transition:

- Provide introductions to individuals you have good relationships with,
- Avoid any introductions with official(s) you have not had productive relationships with, it is better to let them start anew,
- Update your successor on the training you have conducted with the chapter,

NARPM® Legislative Committee
Chapter Chair
Handbook

- Share any open or pending legislative issues,
- Be available to help with the history behind issues,
- Be careful to not always answer the questions and let your successor establish their own identity within the committee,
- Be supportive and help them find their ground.

Finally, thank you for the time you have given to filling this position.

Please do not hesitate to contact the Governmental Affairs staff at NARPM® for assistance.