



THE LIBERIAN LEGISLATURE



Legislative Advocacy Handbook

Produced by Naymote Partners for Democratic Development
and the Legislative Information Service (LIS),
Republic of Liberia

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FORWARD

The development of this Legislative Advocacy Handbook is inspired by Naymote Partners for Democratic Development decade-long advocacy to promote democratic accountability and transparency in Liberia's governance processes as well as increasing legislators' responsiveness to the needs and aspirations of the people who elected them. The handbook is keened on practical experiences, best practices and strategies that have proven to be successful and effective during legislative advocacy and civic engagement.

The primary objective of this handbook is to promote the culture of legislative openness and responsiveness in Liberia. Additionally, the handbook endeavors to promote transparency of public finance, safeguards freedoms of expression and assembly, and ensure engagement of civil society organizations and citizens in the legislative process in Liberia.

This handbook is a conscripted tool that can be used to engage the Liberian Legislature as the fulcrum of Liberia's democracy because of its constitutional responsibilities to enact laws, represent citizens' interests, oversee executive policy implementation and performance. It is also intended to improve young people's skills to engage in constructive legislative advocacy and monitoring from an informed perspective, being knowledgeable of its structures and functions as well as strategies to get the Legislature working in the interest of the people.

This handbook provides an in-depth analysis of legislative advocacy highlighting the steps and tools to be used when advocating for the passage of a bill or to influence a legislation. Moreover, this handbook also comes in handy when engaging lawmakers to deliver on their campaign promises after being elected which they rarely do, especially in African nations of which Liberia is no exception.

It is my ardent hope that development partners as well as ordinary Liberian citizens, especially the youth, women and other marginalized groups will use the information herein and advocate for a people-centered governance process in Liberia by fostering legislative accessibility, accountability and responsiveness.

Eddie Jarwolo
Executive Director



ACKNOWLEDGEMENTS

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To the thousands of Liberians who, since the formation of NAYMOTE in 2001, have sought to be educated, empowered and engaged in democratic processes: a profound "thank you!"

Most importantly, we wish to thank the hardworking and support staff of Naymote Partners for Democratic Development and our innovative team leader, Mr. Eddie D. Jarwolo, who provides unending inspiration.

ABOUT THE PUBLISHERS

Naymote Partners for Democratic Development is a prime democratic advancement institution in Liberia with over 17 years of professional experience. We have trained some of the most prominent young politicians in Liberia. The institution was established in 2001 by students' leaders and activists to promote citizens' understanding of democratic processes and the long-term benefits of their participation in these processes. The institution has initiated several programs to foster political accountability, thereby, making elected leaders more accessible, responsive and accountable to the electorates. Naymote has built the capacity of local leaders to be more effective in-service delivery, increase youth and women participation in decision-making processes, etc.

The institution has been one of the leading national institutions promoting democracy, peace building, human rights and civic engagement in Liberia and is a member of the World Movement for Democracy, the World Youth Movement for Democracy, the African Movement for Democracy, the Election Coordinating Committee, the Natural Resource Management Coalition and the National Civil Society Council of Liberia.

The institution's executive director holds a Master's degree of Public Administration, the Finance and Administrative Officer, holds a Master's degree of Finance both from the Cuttington University Graduates School in Liberia, while the Program Director holds a Master's Degree in Conflict and Dispute Resolution from the University of Oregon, School of Law, USA. Our management team has benefitted from national and international trainings and has developed skills that enabling the institution be effective in leading and managing multiple tasks, making good decisions, building strong team, motivating the team members, and communicating very well with partners, and beneficiaries. The institution has creative, critical and innovative thinkers making the institution Liberia's prime democratic advancement institution.

For more information about the institution and its interventions and contributions toward sustaining and promoting the culture of democracy in Liberia, please visit our website at www.naymote.com.

About the LIS:

The *Legislative Information Service (LIS)* is a joint service department established in 2011 out of the Legislature's modernization program. The department serves as the **information repository** (knowledge bank) and **research resource** for the Legislature of Liberia and works exclusively for the Legislature by and through provision of credible and authoritative information. It is obliged to deliver objective and nonpartisan research and analysis to Members and Committees. The LIS provides mainly (knowledge-based) information to lawmakers for informed decision making and better public policy formulation. The LIS *is charged with the responsibility to providing information and other related services to 103 Members' Offices, 60 statutory and standing committees, 26 departments and/or sectional offices; and as well to the general public.*

In summary, the Bi-camera Department:

- ✓ Ensures that lawmakers and staff have access to variety of up-to-date and accurate sources of information on almost any topic;
- ✓ Provides research services, manages the library collection and maintains the legislative archives – using its trained professionals; *and*
- ✓ Provides information that will enable lawmakers to make decisions and legislate based on informed opinions about issues affecting the Liberian people and others in the territorial limits of Liberia.

The department is headed by a Director General (B. McCarthy Weh, II) and assisted by three Directors of Research, Library and Archives (Topelee Nardor, Charles Sonpon & Jayflay Saydee), respectively, and a Deputy Director for Administration and Quality Control Services (Madam Hawa Lombeh).

INTRODUCTION

"Rule of the majority" is sometimes referred to as **democracy**. Liberia, like the United States of America, Canada, India, and the United Kingdom, practices a form of **representative democracy**. A representative democracy is a system where citizens of a country vote for **government representatives**, who in return develop laws and rule the country on their behalf.

In a representative **democracy**, citizens elect representatives from among themselves. These representatives meet to form a governing body, known as the Legislature, which is made up of the House of Representatives and Senate. Their main responsibility is to create or make laws.

Liberia has a bicameral Legislature. It consists of a Senate, the upper house and the **House of Representatives** which is the lower house. The House of Representatives, and the **Senate** make up the Liberian Legislature. For the House of Representatives, the number of seats is fixed by law at 73, with each county being apportioned a number of seats based on its population. Meanwhile, there are 30 seats at the House of Senate, with each county having two senators.

Legislators are elected by a simple majority. Members of the House of Representatives are elected once every six years, the House of Representatives elects a Speaker as the presiding officer, a deputy speaker, and other officers to head its functions. The Senate, on the other hand, elects a President Pro-Tempore who works along with the Vice President of the Republic of Liberia as President of the Senate to steer the affairs of the Senate.

The Liberian Constitution, in Article 34, provides the Legislature with the following functions:

- I. To create new counties and other political subdivisions, and readjust existing counties boundary;
- II. To provide for the security of the Republic;
- III. To provide for the common defense, to declare war and authorize the Executive to conclude peace, to raise and support the Armed forces of the Republic, etc.;
- IV. To levy taxes, duties, imposts, excise and other revenues to borrow money, issue currency, mint coins, and make appropriations for the fiscal governance of the Republic;
- V. To constitute courts inferior to the Supreme Court, including circuit courts, claims courts and such other courts with such prescribed jurisdictional functions as may be deemed necessary for the proper administration of justice throughout the Republic;
- VI. To approve treaties, conventions and other international agreements negotiated or signed on behalf of the Republic;
- VII. To regulate trade and commerce between Liberia and other nations;
- VIII. To establish laws for citizenship, naturalization and residence;
- IX. To enact the election laws;
- X. To establish various categories of criminal offenses and provide for the punishment thereof;
- XI. To enact laws providing pension scheme for various categories of government officials and employees in accordance with age and tenure of service; and
- XII. To make all other laws which shall be necessary and proper for carrying into execution the foregoing functions, and all other functions vested by this Constitution in the Government of the Republic, or in any department or officer thereof.

PART I: KNOW YOUR LEGISLATURE

1. What are the key functions of members of the Legislature?

The Legislature of Liberia is bicameral, comprises of the Senate and the House of Representatives. It consists of 103 members, elected from the 15 political subdivisions (counties) and 73 electoral districts, as direct representatives of the people.

There are 30 senators elected, two from each of Liberia's 15 counties, whose service staggered nine-year term, with a midterm election held every six years. The 73 representatives are elected from the 73 electoral districts for a term of six years. According to Articles 29 and 34 of the Liberian Constitution, the legislative power of the Republic of Liberia shall be vested in the Legislature with three cardinal functions: lawmaking, representation, and oversight.

- **LAWMAKING:** they make laws that address the concerns of the citizens of Liberia through the submission of bills from the Executive, members of the Legislature or petitions from citizens.
- **REPRESENTATION:** the representative function requires that lawmakers attend sessions regularly and participate in deliberations and decision-making.
- **OVERSIGHT:** Lawmakers monitor activities of the Executive Branch to ensure that government programs are implemented efficiently, effectively and in a manner that reflects the best interest of the citizens.

Members of the House of Representatives represent single-member districts within the counties drawn up by the National Elections Commission and serve a term of six (6) years.

The primary purpose of the House of Representatives is to pass bills in conjunction with the Senate, so that they may be sent to the President for signature or veto. The House of Representatives also holds the exclusive right to introduce revenue bills, as well as to impeach the President, the Vice President and judges upon the concurrence of two-thirds of its members.

Article 30 of the Constitution of Liberia sets four requirements for citizens to become members of the House of Representatives.

1. Possess Liberian citizenship;
2. Be at least twenty-five years of age;
3. Be domiciled in the district which they represent for at least one year prior to their election; and
4. Be a taxpayer.

Article 38 of the Liberian Constitution empowers both Houses of the Legislature to create committees and sub-committees, with the only caveat being that the Committee on Ways, Means, Finance and Budget is required to consist of one representative from each county. The Speaker appoints all chairpersons and members of the House's committees and the President Pro Tempore appoints all chairpersons and members of the Senate's committees.

2. How a bill becomes a law?

A bill is a draft of a proposed law presented to the Plenary for discussion. In order to become a law, a bill must be passed by a majority vote in both chambers and signed by the President or if a presidential veto has been overridden. The following steps are taken for a bill to become a law:

1. A bill is introduced to the Plenary through or by a lawmaker;
2. The Plenary then sends the bill to the relevant committee(s) for review;
3. The committee(s) makes a report to the Plenary;
4. The Plenary votes on the committees report;
5. A bill passed from the originating House is then sent for concurrence to the other House;
6. After concurrence, the bill is sent back to the originating house;
7. The bill is then forwarded to the President for approval;
8. Upon approval, the bill is then sent to the Foreign Ministry to be printed into a handbill.

3. How many votes are needed to pass a bill into law?

A simple majority, comprising of 50 percent plus one vote of members in session is required for the passage of a bill. In the case of a bill of impeachment, a two-thirds majority of members present in the House of Representatives in session is needed.

4. What happens when a bill is introduced?

When a bill is introduced, it is recorded and numbered. When the session is convened, the plenary conducts the first reading of the bill and forwards it to the appropriate committee.

5. How does a bill differ from a resolution?

A bill differs from a resolution in that a bill is a draft of a proposed law presented to the Plenary for discussion, while a resolution reflects the general opinion of the Plenary.

6. What are the various types of legislations?

There are four types of legislations: bills, joint resolutions, concurrent resolutions, and simple resolutions.

7. How is the House of Representatives structured?

The House of Representatives is structured into four committees:

1. Statutory Committee
2. Standing Committee
3. Ad-hoc Committee
4. Committee of the Whole (Plenary)

8. What are the House of Representatives' Standing Rules?

Article 38 of the Liberian Constitution provides for the Legislature to adopt its own rules of procedure. It states: "Each House shall adopt its own rules of procedures, enforce order, and with the concurrence of two-thirds of the entire membership, may expel a member for cause..."

9. What are the various legislative committees in the House of Representatives?

Legislative committees are established by the Legislature to help in the running of the body. There are Statutory, Standing, and Special (ad-hoc) committees. A sitting or assembly of the Legislature in quorum is referred to as a Plenary or Committee of the Whole, the highest decision-making body of the Legislature.

10. What are committee hearings processes?

The committee hearings processes are as follows:

Upon receipt of a bill from the Plenary, the Committee Chair instructs his/her Secretary (Chief-of-Office-Staff) to draw up the agenda for the public hearing, which includes a list of witnesses to be invited for the hearing, the time and the venue.

The time and venue of the hearing are communicated to the Press and Public Affairs Department for announcement to the public.

- I. (Expert) Witnesses are invited for the hearing;
- II. The Committee Chair, Co-Chair and members, as well as involved members of the public, are seated; and
- III. The hearing is held, at times using media coverage.

11. What is the Relevance and Functions of Committees?

Committees are organized to decentralize the functions of the Legislature for the purpose of ensuring efficiency and effectiveness. A great deal of the Legislature's work is accomplished through the legislative committees. Each legislator serves on several different committees.

12. What is a Conference Committee?

A Conference Committee consists of selected members of both Houses of the Legislature to reach a settlement on a proposed legislation, or disagreement arising between both Houses on a given matter.

13. What is Legislative Session?

A legislative session is the time the Legislature assembles within a legislative sitting for the purpose of executing its constitutional mandate as provided for under Article 32(a) of the Constitution.

14. What is a Special Session?

A special session is a period when the legislature convenes outside of the normal legislative session in order to complete unfinished tasks for the year or may convene in 'closed door' to address special topics, or emergencies such as natural disasters or security matters.

15. Procedure for Speaking in Session.

As required by parliamentary procedures and applied by our legislature, a lawmaker has to be recognized by the presiding officer and may be allotted a specific time in which to speak.

16. How Does the Legislature Track Its Voting Records?

The legislature currently tracks its voting records manually through the Office of the Stenographer. However, modern practice dictates the use of an electronic voting system, which is effective given that it guarantees a transparent, secured, accurate and faster vote count but the legislature currently lacks such system.

17. What are unicameral and bicameral departments?

The main difference between bicameral and unicameral legislatures is that bicameral legislatures pass laws out of two chambers while unicameral legislatures do so out of one. The Liberian Legislature follows a bicameral system by dividing the Legislature into the House of Representatives and the Senate. A unicameral department serves one house, either the House of Representatives or the Senate, while a bicameral department serves both Houses.

18. What are the functions of the office of the Chief Clerk of the House?

The Chief Clerk is the chief administrative officer of the House of Representatives. He or she serves all 73 members of the House of Representatives. Primary duties include numbering and printing of all legislations introduced, and recording all votes taken on the floor or in session. He/she is assisted by the Deputy Chief Clerk.

19. What are the functions of the Secretary of the Liberian Senate?

The Secretary of the Senate is the chief scribe or copyist, head of administration, and custodian of properties of the Senate.

20. What are the functions of the Legislative Information Service (LIS) and the Legislative Budget Office (LBO)?

The LIS and LBO are bicameral departments of the Legislature. They were established in 2011 under the Legislative Modernization Program (LMP). The Legislative Budget Office was established through an Act of Legislature in **September 2010** and became operational in May 2011, while the Legislative Information Service was established by a joint resolution of the Legislature in 2009.

The LIS serves as the knowledge-based information center of the Legislature. It:

- Ensures that legislators, staff, committees and members of the public have access to a variety of up-to-date and accurate sources of information about the legislative developments on, possibly, any topic;
- Provides reliable legislative research and analysis; and
- Assists members with reliable and authoritative information for informed decision-making and improved public policy formulation.

The LBO performs the following: The Legislative Budget Office (LBO) is the Bicameral, Non-partisan, Professional & Technical arm of the Liberian Legislature.

The mission of the Legislative Budget Office is to provide the technical staff support necessary to enable the Joint Legislative Budget Committee and the Legislature to adopt a balanced state budget, and to provide the data processing support necessary to the proper functioning Budget Committee and the Legislature. The Legislative Budget Office serves as the fiscal support agency for both the Joint Legislative Budget Committee and the Legislature. The bicameral legislative support office consists of three functional units, namely:

- 1. Revenue Unit: Conducts research and provides analysis on tax policy, tax measures, revenue estimates and forecasts.
- 2. Expenditure Unit: Conducts analysis of government appropriations as against spending and evaluates budget performance by Line Ministries and Agencies.
- 3. Macro-Economic Analysis Unit: Conducts macro-economic surveys and fiscal impact analysis of legislations. LBO also has an Information Technology Department.

21. How do citizens petition their lawmakers to pass a bill or resolution?

In reference to Article 17 of the Constitution, a bill may emanate from a legislator, the executive or private citizens. A group of citizens who desire of presenting a bill to the legislators can do so through petitioning. The bill is presented in the form of a petition to the Claims and Petition Committee of either House. When presented, the bill must be sponsored by a legislator.

22. How long does a bill or resolution take to be passed?

The time for a bill or resolution to undergo the legislative process depends on several factors. These include but are not limited to the magnitude of the contents of the bill; that is whether more research is required, duration of consultation with stakeholders, number of hearings, and the benefit the bill seeks to derive. Therefore, the duration for a bill or resolution to be passed into law depends on how soon the due process required thereof can be completed. Bills that have significant public benefit may undergo speedy passage, while others may be delayed due to lack of enough interest, compliance, and check and balance by interested groups.

23. How does Legislative Committee(s) work/function?

Legislative committee(s) work by providing oversight responsibilities on tasks assigned to them by either the Constitution or legislative rules and report to the plenary of the House or Senate. Oversight can include requesting officials of government or concerned individuals to provide testimonies on a given matter.

For instance, the Committee on Health provides oversight on all health-related matters and may request stakeholders of the health sector to appear before it and provide testimony when necessary.

24. What does Agriculture/Legislative Break mean?

An agriculture/legislative break is the time when the Legislature is officially closed for one session as provided for under Article 32 of the Constitution. Traditionally, this break is observed between August to the second working Monday of January, the following year.

Moreover, section one (1) of this law was amended by the 52nd Legislature of the Republic of Liberia to be called “Constituency Break”, which starts 31st of August of each year and ends 10 a.m. on the second working Monday in January of each year. The Legislature, however, may extend this time for any given reason deemed necessary.

25. What are the functions/workings of Lawmakers during agriculture/legislative break?

Lawmakers usually use their agriculture/legislative/constituency break to visit and interact with their constituents through town hall meetings, tours to inspect some ongoing projects, jointly plan developmental programs and provide annual working reports to their constituents.

26. How do lawmakers provide oversight for community/district projects?

Lawmakers provide oversight by engaging and bringing together stakeholders from their constituencies to identify projects for implementation. They are required to conduct town hall meetings, seek funding for projects and programs in their constituencies, and review and respond to concerns of the people they represent. They also monitor the implementation of projects and programs within their constituencies.

27. How do lawmakers apportion surplus of revenue collected?

Research has proven that there has been no case of surplus revenues at any time in our fiscal history.

28. What is the role of legislators in the management and oversight of the County Social Development Funds (CSDF)?

The role of legislators in the management and oversight of the CSDF is to monitor the performance of activities to ensure that maximum results are achieved. The legislative caucus works closely with the county authority in ensuring that development programs are initiated and implemented.

29. What are the roles of the lawmakers in the oversight of county sittings?

The scope of the lawmakers' oversight roles at the county sitting are as follows:

1. To guide and supervise the process;
2. To make a report to the delegates;
3. To receive reports from coordinators supervising government programs within the county; and
4. To receive and sign resolutions reached by the delegates.

30. Impeachment Power of the Legislature

Article 43 of the Liberian Constitution

The power to prepare a bill of impeachment is vested solely in the House of Representatives, and the power to try all impeachments is vested solely in the Senate. When the President, Vice President or an Associate Justice is to be tried, the Chief Justice shall preside; when the Chief Justice or a judge of a subordinate court of record is to be tried, the President of the Senate shall preside. No person shall be impeached but by the concurrence of two-thirds of the total membership of the Senate. Judgements in such cases shall not extend beyond removal from office and disqualification to hold public office in the Republic; but the party may be tried at law for the same offense. The Legislature shall prescribe the procedure for impeachment proceedings which shall be in conformity with the requirements of due process of law.



PART II – ADVOCACY TOOLS & STEPS

1. What is Advocacy?

Advocacy is the act of giving support to a cause and persuading those with power to act in support of that cause. Advocacy is the act of supporting a cause or issue to achieve a desired result. It is action directed at changing policies, positions or programs.

It is a tool used to focus attention on specific issues that address citizens' concerns. For instance, domestic violence act, rape law, electoral reform, the stand alone law for the County Social Development Fund and amendments to the budget law, amongst others. Successful advocacy leads to a change in the way that a cause or issue is dealt with in policy, law or practice. Even though this handbook is primarily aimed at legislative advocacy, it also contains practical advice for more general advocacy aimed at other policy makers and officials.

2. Why Advocate?

Advocacy is also **important** because of its ability to draw attention to issues. Example, the National Youth Act, the electoral reform and the budget law reform, etc. Many people do not have the time or access to the information necessary to understand all the aspects of any issue and any legislation that might affect it.

Successful advocacy can produce results that help ensure policy is reflective of citizen priorities. It can also allow for a citizen, constituency, community or electoral district to:

- Build grassroots support for an issue or cause;
- Enhance understanding and enforcement of existing rights (social, economic and political); and
- Influence decision and new legislation through lawmakers and policymakers.

3. What is Legislative Advocacy?

Legislative advocacy refers to efforts by citizens to influence the introduction, enactment, amendment or modification of legislation. The most common means of legislative advocacy is direct lobbying, which entails contacting a legislator, sharing your views on an issue, and asking him or her to vote a specific way on a bill. For instance, the introduction of both the Local Government and Land Rights acts saw a group of CSOs working with lawmakers to ensure the passage.

4. Legislative Advocacy Tools and How to Use Them

A local voting constituent or CSOs advocacy groups have the right to meetings and the power to influence the outcome of legislation. The most effective way to affect the outcome of legislations is to directly communicate your view to your lawmakers. In order of effectiveness, tips on successfully communicating with your elected officials follow:

5. MEETING WITH YOUR LEGISLATOR ONE-ON-ONE AT THEIR LOCAL (DISTRICT) OFFICE OR CAPITOL BUILDING

The most effective way to articulate your views to your elected official and to affect the outcome of legislation is, *by far*, to sit down and speak with your lawmaker(s) face-to-face. While these personal visits are extremely productive, they also require the most amount of planning to ensure success.

There is no more effective way to communicate with your legislator than by a face-to-face personal visit. Such visit can be somewhat difficult to arrange with current members of the House of Representatives and Senators. Address your concerns first to lawmakers who represent you, being mindful that you will likely deal first with his/her legislative staff, who often play a key role in this process and have major input regarding the lawmakers decision.

When planning a personal visit, you may choose to refer to the guidelines that follow:

- **Schedule an appointment.** Elected officials have extremely hectic schedules. Call their district offices in advance to schedule an appointment
- **Explain how the proposed legislation will directly affect you.** Use specific examples to show your lawmaker how the bill (or proposed measure) will strengthen our rights or benefits; cite these examples to support this position.
- **If your lawmaker is unavailable, meet with his/her staff.** Your representative may not always be available for a meeting. In such case, try to schedule an appointment with the staff member responsible for the related issues. Legislative staff will bring your concerns to your legislator's attention, and often have great influence on legislator's voting decisions, as well as, expertise on related issues. Following this meeting, send a letter to the staff member you met with as well as the legislator.
- **Be Courteous!** Nothing is more harmful to a visit with a lawmaker than a constituent who is rude, vulgar, or threatening. Be polite at all costs, even if you disagree with the position of your legislator.
- **Dress appropriately.** The proper attire will convey the seriousness of your visit, business suit or traditional attire will be recommended for such a visit.

- **Bring documentation and materials to share with your lawmaker and his staff.** These supporting materials will strengthen your point and serve as valuable reference materials after your meeting has concluded. Example of supporting materials could include photos, newspapers' stories, minutes from community meetings, letter of support from other groups, video recording, etc.
- **Send a letter in follow-up to your visit.** Regardless of how your meeting goes, send a letter to your legislator thanking him for his time, and repeating the points you discussed. This gesture will go a long way, and possibly set the pace for future meetings or future engagements.

6. WRITING EFFECTIVE LETTERS

Writing a letter is the most common method of communicating with lawmakers. As a voting constituent, a letter is an easy method for you to let lawmakers know your views on specific issues, encourage them to vote your way, and let them know you will watch how they vote on particular issues and keep those votes in mind on Election Day. Personally written letters, give you an opportunity to present your position to your lawmakers without interruption. Some basic letter writing tips follow:

- Keep your letter short and to the point (i.e., no more than 1 page).
- Always be courteous!
- Use facts and figures to further enhance your statement and campaign.
- Only make statements you can back-up with evidence.
- State how this legislation you advocating for affects you personally.
- Reiterate that you live and vote in his/her district or state.
- If you own or operate a business, use your company's letterhead.
- Mention any civic group or organizations you are a member of.
- Always ask for a response to your letter.



Sample letter you can use to write to your lawmaker

[Your Name]
[Community/ Street Address]
[District, County]
[Country]

Date: (Month) (Day) (Year)

The Honorable' s Title (Mr. / Mrs. / Dr.) and (Surname/ Full Name)
The Honorable Position on (Assigned Committee) and (Name of Committee)
(Representative/ Senator), (District, County)
Republic of Liberia

RE: (state the topic or include the bill number, author and subject, if you are writing to support or oppose a particular legislative bill)

Dear Hon. (Last name):

My name is (your full name) and I am an (your profession/ position) who resides in your district.

State why you support or oppose your issue here. Choose up to three of your message points that support your position and state them clearly.

Include a personal story. Tell your Representative/ Senator why the issue is important to you and how it affects you, your institution/ minority groups and/or your community.

Tell your Representative/ Senator how you want him or her to vote on this issue or support it and ask for a response. Be sure to include your name, your electoral district and county and address on both your letter and envelope.

Sincerely,

SIGN YOUR NAME

Print your name

Email address

Contact Numbers

7. E-MAIL

E-mail is becoming an increasingly popular way to communicate to lawmakers. While not all lawmakers can receive e-mail messages, most do, and more elected officials now utilize e-mail. Follow the tips for writing an effective letter when putting together an email, but note that this format is usually less formal and allows you to slightly abbreviate your message. A major advantage of e-mail versus a personally written letter is the speed at which your message will be received.

8. EFFECTIVE TELEPHONE CALLS

As a bill moves through the legislative process, often times, there isn't enough time to write to your legislators in time for them to receive the correspondence, prior to a key vote. When you need to get in touch with your lawmakers immediately to let them know of your position on issues, and if you do not have access to e-mail, your telephone calls become the most effective means for you to communicate your views. There are several tips to use when placing your calls: check in this handbook for the email address and contact number of your lawmaker.

- **Identify yourself as a constituent.** As someone who lives and votes in the district or county of the lawmaker you are contacting, your phone calls carry the most weight. Calls to lawmakers outside your district or county can be helpful as well. However, be sure to always contact your own lawmakers on issues of concern to your community/electoral district first.
- **State your point quickly and clearly.** Be sure to limit your telephone conversation to one issue concerning the district. Be specific on issues you want your lawmaker to address that will develop your district. ***Your phone call should last for at least 5 minutes.***
- **Always be polite and respectful to your lawmaker.** Never threaten or use abusive language.

9. PETITION

Liberian Constitution of 1986, Article 17 states, "All persons, at all times, in an orderly and peaceable manner, shall have the right to assemble and consult upon the common good, to instruct their representatives, to petition the Government or other functionaries for the redress of grievances and to associate fully with others or refuse to associate in political parties, trade unions and other organizations.

Petition is one of the most traditional legislative processes, being a means by which individuals can directly place requests of grievances before the Legislature. Each sitting day in the House of Representatives, the Clerk reports the receipt of petitions from Members.

Important!

Petitions can only be presented to Members of the National Legislature. Petitioners should contact their lawmaker or representative to request presentation of their petition.

a. Form - a petition **MUST:**

- Be addressed to "the Speaker and Members of the National Legislature through the Committee on Claims and Petition".
- Contain the names and addresses of the petitioners and their original signatures.
- State the facts which the petitioners wish to bring to the notice of the House of Representatives (this is the 'grievance').

- Conclude with a request that the House should do, or should not do, something or take some course of action (this is known as the 'prayer'). Each page of a petition seeking signatures must be headed with the words of the request.
- Be clearly written, typed or printed and not have anything attached to it
- Be respectful, decorous and temperate in its language.
- Be in an original document format, not a postcard, leaflet or the like.

Signatures

- A petition must contain at least one signature
- Every signature must be original hand-writing, and signatures must not be pasted on, photocopied or transferred in any way.
- Every person signing a petition must write his full address after his signature.

Members' Responsibilities

- It is the responsibility of the Member to ensure that the petition conforms with the rules.
- Members do not have to agree with/support the subject matter of a petition.
- Members must sign the front sheet of the petition they are presenting and, if applicable, certify that the petition has 500 or more signatures.

Content - a petition must **NOT**:

- Contain irrelevant statements or information, including logos, photos, slogans etc
- Include headings that refer to an individual member, or which contain photographs of a member or similar information judged as 'additional' to the subject of the petition
- Contain material of a political campaigning nature.
- Be altered in any way from the petition as signed by the petitioners.
- Be signed (as a petitioner) by the Member presenting the petition.



10.ADVOCACY CAMPAIGN – STEP BY STEP

STEP ONE: Define policy issue: Where is change needed?

The issue that your groups or community residents will advocate for must be defined. Ask yourself: What do you want to change within your community? What are the important issues facing your constituency? What do your constituents think is the most important issue? It is generally advisable to focus your work on a selected number of issues that are realistically manageable. Advocates who attempt to fix everything at once run the risk of fixing nothing. Identify the issue that will have the greatest impact and bring about the most significant change to your community.

STEP TWO: Define your objective: What is the change needed?

Your objectives are the changes in legislation that you hope to achieve through your advocacy. These objectives are based on what the community thinks will bring about the most change. Legislative advocacy is a fluid process and you should be willing to be flexible in your approach and in determining your objectives. To achieve that, here are some tips:

- Set a clear, specific and realistic goal at the beginning of the advocacy campaign.
- Consider the political environment and the likelihood of success.
- Focus your advocacy primarily on the needs of your community. For example, advocacy for safe drinking water or crime prevention.
- Identify your issue of concern. Find out if there is any resources available to support your efforts
- Be well informed about the legislative process, who to contact, which committee to target and the issues you are addressing.
- Seek guidance from other actors that have conducted legislative advocacy campaigns and succeeded.

STEP THREE: Define your message: Why is change needed?

- Create a message that is simple, easily understandable as possible. While different members of your group may have different concerns or priorities, your message should be coherent and general.
- The message should not be too technical.
- Don't create too many messages. You may need to refine your message according to your audience's self-interest but the basic principle underlying the message should be the same.
- The message must always be truthful.

STEP FOUR: Develop your strategy: How will change happen?

Your strategy is the critical component of your advocacy campaign. A strategy is a well-thought-out plan of action with concrete steps and activities. Development of a strategy requires a thorough analysis of the issue, the political context, and the general environment. Legislative advocacy often has an inside strategy that focuses on directly influencing decision-makers and an outside strategy that focuses on creating public awareness, mobilizing those outside the Legislature and those who can influence decision-makers.

11. QUESTIONS TO ASK WHEN DEVELOPING YOUR STRATEGY:

- Are there any government policy statements on your advocacy issue?
- Are there legislators interested in your issue? Is there a sub-committee or committee in the government's legislature that is responsible for your issue?
- Have the political parties taken a position on that issue?
- How can you access policy makers? Are there any formal mechanisms of access?
- What or who influences the government's position on the issues? I.e. businesses, other countries, financial institutions?
- Is the media influential on the issue? Which media outlet is most influential? Are there particular journalists who cover this issue? Will the media care about this issue?
- How important is public opinion in the political process? Will working on this issue strengthen the role of the public in determining policy?
- Are there particular individuals who could influence this issue, such as educationists, retired government officials, religious community or community leaders?

At minimum, your strategy must answer these points:

- What can make objective happen?
- How can you influence those individuals?
- Who will support you in the effort?
- Who will oppose you in the effort?

12. Visiting Legislators: What Do We Do When We Get There?

Lobbying in person

Talking to an elected official on his or her position in person can be extremely helpful in getting the vote we want on a bill. Creating a delegation that is a two-part community team is also an effective strategy:

Guidelines for lobbying in person include:

1. Find out which legislators are members of the committee that will be hearing the bill.
2. Set up appointments with committee members to discuss the bill. Because of time pressure on legislation, it is often easier for a constituent to get in to see him or her than for a non-constituent.
3. Be honest with the scheduling person on the amount of time you need for the appointment.
4. If a member is unavailable, ask to speak to his or her key aide.
5. Bring materials that can be left with the office to support or summarize your position.
6. When the meeting with the legislator occurs, highlight the bill quickly. List other supporters and discuss the issues that concern the opposition.
7. Stick to the message and try not to get off track.
8. If the legislator doesn't agree, be gracious about the difference in views and ask if there are any amendments that would make the bill acceptable to him or her. If amendments are suggested, take them back to other supporters of the bill. After a decision is made on the amendment, make sure you get back to the member who suggested the amendment. If the member doesn't have suggestions for amendments, thank him or her for spending the time to listen to your views.

13. Improving your advocacy

Nothing thrives like success. Constant evaluation and adaption of your advocacy effort is the best way to ensure success. The idea behind self-assessment is to provide useful feedback and alter your strategies or goals as necessary. Adaptability, creativity and persistence are characteristics of successful CSOs advocates. If one strategy does not work, try another. Legislative advocacy is a gradual process that takes time, effort, and persistence. Always remember the following useful guidelines:

- Knowing the legislative process and the procedures of the legislative body counts. Such knowledge helps CSOs and advocacy groups negotiate the corridors of power, while also enhancing CSOs ability to anticipate an opponent move.
- CSOs must seek strong and effective champion within the legislature. Make sure your supporters in the legislature receive ample public credit – when such credit is desired – and that they receive that credit home, among their colleagues and within civil society.
- A successful advocacy campaign remains true to its principles but is often flexible on other details, such as timing, the scope of the legislation’s provisions or its method of implementation.
- Advocacy campaigns have patterns. They have highs and lows, and flat moments in between. Campaigns need leaders who have skills and respect. A campaign can be quiet and still very effective. Campaigns that methodically build support and intensity often end in major and lasting change.
- Knowing how to count votes is essential, even if it seems tedious. Understand how the votes of particular members of the legislature may impact other members or how the position of one political party affects the position of other political parties. Legislative bodies have their own characteristics which may change with each election. Learning the legislative body’s culture through experience is essential. It is important to follow the voting and to use those vote tallies to mobilize constituent calls for the accountability of elected officials.
- Effective advocates establish themselves as authoritative information resources, thereby gaining access, credibility and standing.
- Activist have special responsibilities to help make the work done in the legislature understandable to people working at grassroots.
- Activists must continually refine tactics and strategies so that ineffective strategies are discarded and new approaches are incorporated into evolving campaigns. To mitigate these challenges, activists must be careful listeners, and hear what the grassroots, the legislators, the media, the international community and other civil society actors are saying about their issues. Listening means paying attention to what they say, weighing it and making strategic changes as needed.

14. TAKING ACTION:

Since executing a successful advocacy campaign can be a long complex process, it may be helpful for CSOs and CBOs to organize their advocacy strategies into individual components. Many CSOs have had success by concentrating efforts on the following elements of a comprehensive campaign:

1. Research and analysis
2. Coalition or alliance building with other civil society organizations, community based organizations and non-governmental organizations.
3. Constituency / community mobilization
4. Using the media
5. Influencing legislators
6. Long-term planning
7. Planning for implementation after the advocacy campaign

15. Research and Analysis:

Information is power. Time spent gathering information on the legislative process in the beginning can help you avoid simple mistakes and save you time in the long run. The more you understand the formal rules and procedures of the decision-making process, the more power you will have to influence it.

Information on your issue is important to understanding the process. The initial step in any campaign is informing decision-makers about why your issue is important. The more compelling details you can provide, the more likely you are to raise interest in your issue. You should also undertake an inventory of what resources and advantages you have that will help the campaign:

- Collect detailed information, statistics, research, testimonies, and other important information on your issue, the quality and amount of information you are able to provide to decision-makers directly influences the amount of credibility you will have.
- If a draft law exists, obtain it, read and analyze it. If possible, learn the history of the draft law.
- If the issue has been before the legislature in the past, research what happened. Focus on what impeded the process.
- Read and analyze other laws that relate to your issue.
- Anticipate and know the arguments against your position and develop responses that address those arguments. Use reason and facts to persuade.
- Anticipate and take advantage of situations as they arise by having the information needed to predict potential events.
- Develop a list of how others, including legislators, will benefit from supporting your issue or position.
- Identify those decision-makers who will likely support your position or take an interest in the issue.

16. Coalition or Alliance Building with other CSOs, CBOs and NGOs:

Coalitions offer important opportunities to broaden the call for reform of existing legislation or adoption of new legislation. Coalitions demonstrate broad-based support among civil society organizations, strengthen your ability to reach decision-makers, and lead to more comprehensive strategies. Coalitions are a way to limit cost, they can increase legitimacy, power, efficiency and support. Here are few useful tips in coalition building:

- Contact other CSOs, CBOs and NGOs in your area, electoral districts, community, county or region about their priorities. Cooperate with CSOs, CBOs, and NGOs in working on similar issues, including those that may not be able to send their representative to the meeting. Don't limit yourself to your traditional partners.
- There is strength in numbers – demonstrate that you have broad –based support for your position by counting and securing the buy –in of the other civil society organizations. It can be difficult to manage large coalitions but the benefits of demonstrating broad-based support often outweigh the disadvantage.
- Coalition often work best when one CSO, CBO, or NGO takes the lead and is in charge of coordinating the schedule, notifying the coalition members of meetings and other events, and sharing information. These responsibilities can be rotated as long as the delineation of responsibilities is clear.

17. Using the Media:

The media can be very influential in setting the government agenda by drawing attention to your issue and raising public awareness. Media, by its nature, reaches audiences that may be difficult or impossible for you to reach on your own. Public officials who are unresponsive may find it necessary to respond to public pressure created by media coverage.

- Provide clear factual evidence to the media in a timely manner.
- The media's attention span is short. Be quick in responding, but also carefully consider your responses.
- Develop good relationship with the reporters responsible for your issue or for covering the legislature.
- Consider using press releases, background briefings, letters to the editors and opinion pieces. Remember that for these efforts to be successful, you may need a news hook, such as a timely event, a public policy conflict that is in the news or some other link to a hot topic or controversy.

18. Influencing Legislators or Other Policymakers:

One of the most important moments in any advocacy campaign is the short time you have to interact one-on-one with a policymaker. To make the best use of this time, prepare well in advance and prepare for the worst case scenario.

- Determine what information you want to highlight in your meeting, the purpose of the meeting and what outcomes you hope to achieve.
- Before the meeting, send an advance position paper or information to help present your issue. Keep the information to a manageable length. Send documentation a few days before the meeting so the individual has time to read it, but do not assume that it has been read. Bring extra copies to the meeting.
- If possible, know the position of the policy makers before the meeting. It can be helpful to role play with each other activists in preparation for the meeting, and to anticipate questions or concerns that the representative may have.
- Develop a concise and understandable message to be delivered at the meeting. It should not take you longer than three minutes to deliver your message and it should include your specific desired action for the legislator to take. Practice delivering your message.
- If more than one person attends the meeting, make very short introductions and explain the role of each individual in the meeting.
- Listen to what the policy maker is saying and, if possible, address any concerns or questions in your position.
- If you do not have the information requested or needed, offer to send it. Make sure you send the information you have offered.
- Be aware that the meeting is not the only opportunity to influence a decision-maker.
- Follow up on all meetings with a letter of thanks that outlines any understandings or commitments that were agreed upon at the meeting and repeat your message.
- Keep in touch with supportive individuals.

19. Long-Term Planning:

The time schedule for legislative advocacy varies. Even when a bill is scheduled to be on the agenda or addressed by a committee, various political processes can delay or stall the process. Finally, success in the adoption of an acceptable law does not mean that your long-term goal has been met. Legislation, once enacted, requires careful monitoring. It is always important to think about a long-term strategy with short-term goals.

- Be persistent in your advocacy. The legislative process can be long and difficult. When developing a strategy, factor in the amount of time and effort needed to sustain your effort and prepare your supporters.
- Share victories with your supporters no matter how small. This build support and commitment to the issue and can begin developing a culture of legislative accountability.
- Always be willing to reassess your strategy based on conditions and positions change. Be prepared to capitalize on changes in the situation. Be flexible.

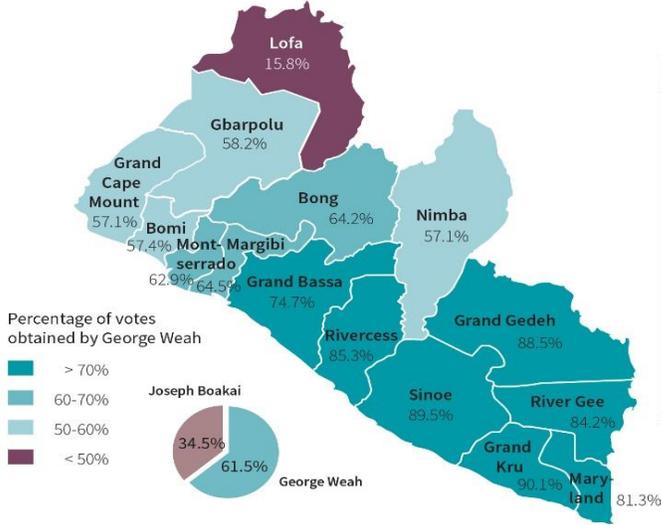


19. Planning for implementation after the advocacy campaign:

Even when you win, the role of the activist is not finished. Monitoring the implementation of the legislation or policy you have successfully advocated for is a crucial element of effective advocacy. Provide oversight of how it is implemented. Activists, through their monitoring, should ensure that policy – implementers do not simply ignore or misread the legislative intent of the lawmakers. Monitoring the implementation of a law may reveal new issues that still need to be addressed or outcomes that were never anticipated. Monitoring may also reveal the need for education of government officials, particularly the Police, Judiciary and administrations, on how the law or policy is to be implemented.

If successful, CSOs, CBOs and NGOs can play an important role in disseminating information about the law or policy to the general public. Remember to generously share the credit when you are successful.

LIBERIA'S 2017 PRESIDENTIAL ELECTION

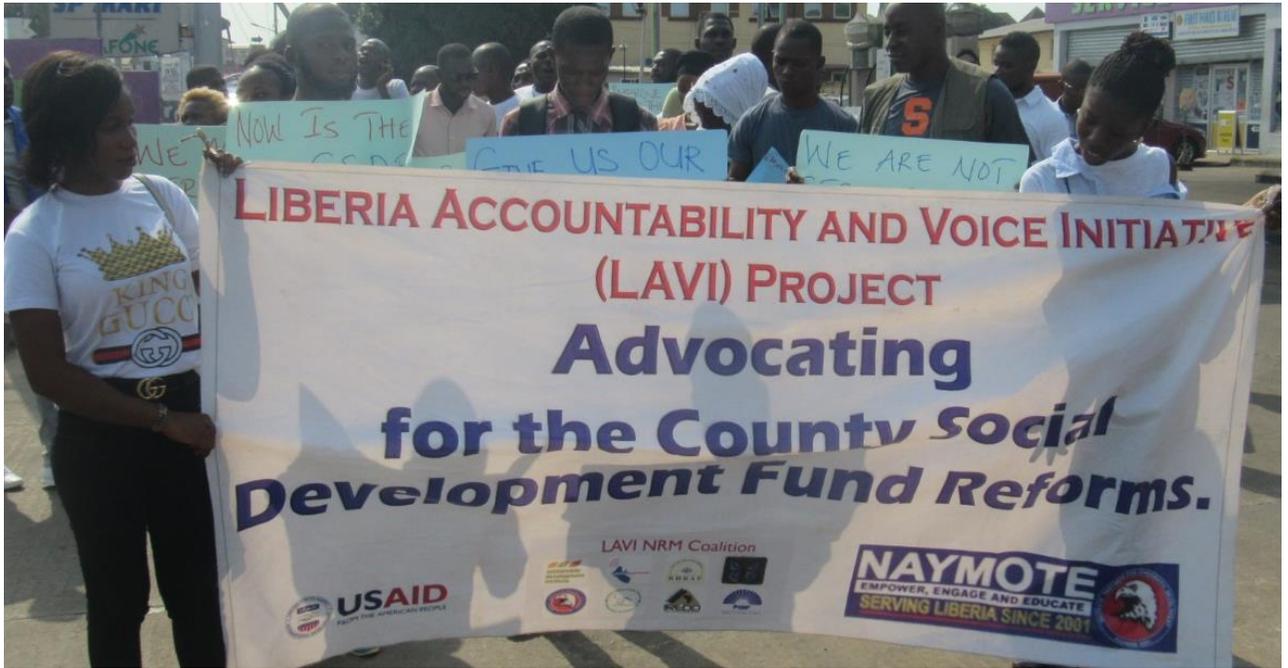


Votes obtained by candidate and turnout (%)

County	Weah	Boakai	Turnout
Bomi	17 850	13 268	52.0
Bong	70 668	39 371	54.5
Gbarpolu	12 702	9 126	46.1
Grand-Bassa	42 600	14 437	40.6
Grand Cape Mount	18 386	13 818	50.1
Grand Gedeh	26 130	3 402	48.0
Grand Kru	16 033	1 753	52.2
Lofa	79 258	14 860	57.8
Margibi	55 403	30 509	57.1
Maryland	22 884	5 271	50.9
Montserrado	314 594	185 174	65.3
Nimba	73 434	55 083	47.3
Rivercess	11 390	1 966	38.8
River Gee	14 041	2 644	48.6
Sinoe	21 210	2 489	50.8
National	732 185	457 579	55.8

Source: National Elections Commission, Republic of Liberia, 26 December 2017 Presidential Run-off Final Election Results.

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PART III: PROMOTING THE CULTURE OF LEGISLATIVE OPENNESS

www.OpeningParliament.org

1. Recognizing Public Ownership of Legislative Information.

Legislative information belongs to the public, citizens should be allowed to reuse and republish legislative information, in whole or in part.

2. Advancing a Culture of Openness through Legislation:

The Legislature has a duty to enact legislation, as well as internal rules of procedure or codes of conduct, that foster an enabling environment guaranteeing the public's right to government and legislative information, promoting a culture of open government, providing for transparency of political finance, safeguards freedoms of expression and assembly, and ensuring engagement of civil societies and citizens in the legislative process.

3. Protecting a Culture of Legislative Openness through Oversight

In fulfilling its oversight function, the Legislature shall guarantee that laws ensuring government openness are implemented effectively, that the government acts in a fully transparent manner, and that government also works to promote a culture of openness.

4. Promoting Civic Education

The Legislature has a responsibility to actively promote civic education of the public, particularly youth, by promoting understanding of the Legislature rules and procedures, legislative's work and the role of legislature and its members.

5. Engaging Citizens and Civil Society

The Legislature has a duty to actively engage citizens and civil society, without discrimination, in legislative processes and decision-making in order to effectively represent citizens' interests and to give effect to the right of citizens to petition their government.

6. Ensuring Accurate Information

The Legislature shall ensure a process to retain authoritative records and guarantee that the information it releases to the public is accurate.

7. Engaging Citizens on Draft Legislation

Draft legislation shall be made public and published upon its introduction. Recognizing the need for citizens to be fully informed about and provide input into items under consideration, the legislature shall seek to provide access to preparatory analysis and background information to encourage broad understanding of policy discussion about the proposed legislation.

8. Recording Legislator Votes

To ensure member's accountability to their constituents for their voting behavior, legislature shall minimize the use of voice voting in plenary and shall use roll call or electronic voting in most cases, maintaining and making available to the public a record of the voting behavior of individual members in plenary and in committee. Similarly, legislature shall minimize the use of proxy voting and ensure that it does not undermine norms of transparency and democratic accountability.

9. Publishing Records of Plenary Proceedings

The Legislature shall create, maintain and publish readily accessible records of its plenary proceedings, preferably in the form of audio or video recordings, hosted online in a permanent location, as well as in the form of a written transcripts.

10. Publishing Reports Created by or Provided to the Legislature

All reports created by Legislature or that are requested or required to be submitted to the Legislature, its offices or committees, shall be made public in their entirety, except in narrowly defined circumstances identified by law.

11. Guaranteeing Access to the Media

The Legislature shall ensure that the media and independent observers are given full access to legislative proceedings; the criteria and process for providing media access shall be clearly defined and publicly available.



PART IV: KNOW YOUR LAWMAKERS (ELECTED OFFICIALS)

LAWMAKER	POSITION	COMMITTEE (S)	CONTACT DETAILS
BOMI COUNTY			
Sen. Sando D. Johnson	Senator	Chair , Concession and Investment; Co-Chair , Public Works & Rural Development; Member , Defense, Intelligence, Security & Veteran Affairs; Internal Affairs, Good Governance & Reconciliation; Commerce, Trade & Industry.	0886516644
Sen. Cllr. Morris G. Saytumah	Senator	Chair , Ways, Means, Finance and Budget; Co-Chair , Youth & Sport; Member , Executive; Foreign Affairs; Judiciary; Autonomous Commissions; Lands, Mines, Energy, Natural Resources & Environment; Modernization Project.	0886511697 0777511697
Hon. Edwin M. Snowe, Jr.	Rep. Dis # 1	Chair , Foreign Affairs; Head of Delegation: ECOWAS Parliament; Member , Rules, Order & Administration; Public Account & Expenditure; Youth & Sports;	0777660800
Hon. Manah B. Johnson, Jr.	Rep. Dis # 2	Chair , Internal Affairs; Member , Ways, Means, Finance & Development Planning; Peace, Religion & Reconciliation; Posts & Telecommunications; Contracts, Monopolies, Public Procurement & Concessions	0886478350/07 76577384
Hon. Haja Fata Siryon	Rep. Dis # 3	Co-Chair , Maritime Affairs, Member, ECOWAS Parliament Delegation; Commerce & Industry	0886580493
GRAND CAPE MOUNT COUNTY			
Sen. Edward B. Dagoseh	Senator	Chair , Agriculture, Forestry and Fisheries; Co-Chair , Ways, Means, Finance & Budget, Member , Rules, Order & Administration; Internal Affairs, Good Governance & Reconciliation; Banking & Currency; Social Security, Pension & Insurance; Public Account & Audits;	0886556298
Sen. Cllr. H. Varney G. Sherman	Senator	Chair , Judiciary; Member , Foreign Affairs; Defense, Intelligence, Security & Veteran Affairs; Concession & Investment; Lands, Mines, Energy, Natural Resources & Environment; Social Security, Pension & Insurance; Maritime; Labor; Commerce, Trade & Industry; Modernization Project.	0886511734 0777511734
Hon. Bob H. Sheriff	Rep. Dis # 1	Co-Chair , Elections and Inauguration; Member , Peace, Religion & Reconciliation; Lands, Mines, Natural Resources & Environment; Posts and Telecommunications	0886556442 0777151618

Hon. Mambu M. Sonii	Rep. Dis # 2	Member , Ways, Means, Finance & Budget; Hydro Carbon; Resettlement, Repatriation, Relief and Re-Adjustment;	0886432292
Hon. Emerson V. Kamara	Rep. Dis # 3	Chair , Transport; Co-Chair , Gender Equity, Child Development and Social Services Member , , Contracts, Monopolies, Public Procurement and Concessions;	0886488840 0776892993
GBARPOLU COUNTY			
Sen. Armah Z. Jallah	Senator	Chair , Public Works and Rural Development; Co-Chair , Gender, Health, Social Welfare, Women and Children Affair; Member , Judiciary; Ways, Means, Finance & Budget; Banking & Currency; Autonomous Commissions; Education & Public Administration; Transport; Lands, Mines, Energy, Natural Resources & Environment; Social Security, Pension & Insurance;	0886518595
Sen. Daniel F. Naatehn	Senator	Chair , Transport; Co-Chair , Gender, Health, Social Welfare, Women and Children Affair; Member , Defense, Intelligence, Security & Veteran Affairs; Concession & Investment; Youth & Sports	0886513285
Hon. Alfred G. Koiwood	Rep. Dis # 1	Chair , National Security; Member , Labor; National Defense;	0886558392 0770558392
Hon. Cllr. A. Kanie Wesso	Rep. Dis # 2	Co-Chair , Judiciary; Co-Chair , Labor; Member , Peace, Religion & Reconciliation; Commerce & Industry; Labor,	0886518474
Hon. Joseph M. Matthews, Jr	Rep. Dis # 3	Member , Ways, Means, Finance & Development Planning; Posts and Telecommunications; Contracts, Monopolies, Public Procurement and Concessions; Public Utilities;	0886536252 0777563389
LOFA COUNTY			
Sen. George T. Tengbeh	Senator	Chair , Land, Mines, Energy, Natural Resource and Environment; Member , Executive; Rules, Order & Administration, Information, Broadcasting, Culture & Tourism, Public Accounts and Audits; Labor;	0886534976 0770151311
Sen. Stephen H.J. Zargo	Senator	Member of ECOWAS Parliamentary Delegation; Member , Defense, Judiciary, Posts & Telecommunications; Intelligence, Security & Veteran Affairs; Concession & Investment; Youth & Sports; Public Works and Rural Development; Concession & Investment; Autonomous Commissions; Youth & Sports; Labor;	0886512246 0777434272

Hon. Francis S. Nyumalin, Sr.		Chair , Contracts, Monopolies, Public Procurement and Concessions, Member , Internal Affairs;	0777515287 0886515287
Hon. Julie Fatorma-Wiah		Chair , Gender Equity, Child Development and Social Services; Member , Health; State Enterprises & Autonomous Commissions	0777511375 0888511375
Clarence K. Massaquoi		Co-Chair , Youth and Sports; Member of ECOWAS Delegation; Member , Public Account & Expenditure;	0888966966
Hon. Mariamu B. Fofana		Chair , Rules, Order & Administration; Member , Health; Information, Broadcasting, Cultural Affairs & Tourism; Human & Civil Rights	0770306132
Hon. Beyan D. Howard		Chair , Human & Civil Rights; Member , Judiciary, Maritime Affairs; Information, Broadcasting, Cultural Affairs & Tourism;	0777515649 0886515649
BONG COUNTY			
Sen. Henry Willie Yallah	SENATOR	Chair , Public Account and Audits; Co-Chair , Autonomous Commissions; Member , Posts & Telecommunications; Ways, Means, Finance & Budget; Public Works and Rural Development; Maritime;	0777223300
Sen. Henrique F. Tokpa	SENATOR	Chair , Information, Broadcasting, Culture and Tourism, Member , Executive; Defense, Intelligence, Security & Veteran Affairs; Transport;	0886753642
Hon. Albert B. Hills, Jr.	DIST. 1	Chair , Public Utilities	0886888814 0777888814
Hon. Prince K. Moye	DIST. 2	Deputy Speaker	0777574978 0886574978
Hon. Josiah Marvin Cole	DIST. 3	Co-Chair , Rules, Order and Administration	0886529267
Hon. Robert F. Womba	DIST. 4	Member , Foreign Affairs, Gender Equity, child Development & Social Services, National Security, Transport, Human & Civil Rights	0777552620 0886552620
Hon. Edward Wormeh Karfiah	DIST. 5	Chair , Public Account and Expenditure; Member , Labor; Modernization	0886547600
Hon. Moima Briggs-Mensah	DIST. 6	Co-Chair , Posts and Telecommunications, Member State Enterprises, & Autonomous Commissions, African Parliamentary Union (APU)	0886510222 0776510222
Hon. Joseph Papa Kolleh	DIST. 7	Member , Banking and Currency, Member , Inter Parliamentary Union	0886406973 0777310165

NIMBA COUNTY

Sen. Prince Y. Johnson	SENATOR	Member of ECOWAS Parliament Delegation; Member Executive; Labor;	07776630004
Sen. Thomas S. Grupee	SENATOR	Chair , Defense, Intelligence, Security, Veteran Affairs; Member , Social Security, Pension & Insurance; Ways, Means, Finance & Budget; Internal Affairs, Good Governance & Reconciliation; Social Security, Pension & Insurance; Modernization Project.	0886703500 0776589755
Hon. Jeremiah Kpan Koug	DIST. 1	Co-Chair , Ways, Means, Finance and Development Planning; Member , Labor; Claims & Petition	08865115122 0770511512
Hon. Prince O.S Tokpah	DIST. 2	Chair , Agriculture, Forestry and Fisheries; Member , National Defense; Good Governance & Government Reform	0886451534 0770451534
Hon. Joseph Nyan Somwarbi	DIST. 3	Co-Chair , Health, Member Judiciary, Member Education & Public Administration	0886416861 0776313763
Hon. Gunpue L. Kargon	DIST. 4	Member on Gender Equity, Child Development & Social Services	0886445444
Hon. Samuel Gongben Kogar	DIST. 5	Chair , Commerce and Industry Co-Chair , National Security, Member Modernization	0886515790 0770118868
Hon. Dorwohn T. Gleekia	DIST. 6	Chair , Peace, Religion, & National Reconciliation, Member , Post & Telecommunication, Member Public Utilities	0777444066
Hon. Roger S.W.Y Domah	DIST. 7	Member Transport, Human & Civil Rights, Inter Parliamentary Union, Claims & Petition	0886583257 0770188124
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Hon. Hans M. Barchue	DIST. 1	Chair , Modernization Head of Delegation: Pan Africa Parliament	0886845110/08 86520722/0770 537699
Hon. Mary M. Karwor	DIST. 2	Co-Chair , Transport	0770738540
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