



## “Participating in the Legislative Process”

### Section/WSBA Proposed Legislation:

#### The Early Bird Gets the Worm – Starting the process

**Step 1 – Before May:** Identify stakeholders for early and broad vetting, within & without the WSBA.

**Step 2 --** Update your section’s website to identify proposals that are under consideration. *Best practice:* Solicit comments from the entire section.

**Step 3 -** Obtain formal approval from your Executive Committee (75%+ agreement required).

**Step 4 – May-?:** Work with stakeholders to perfect your proposal(s). Expect new stakeholders to emerge during session.

### Section/WSBA Proposed Legislation:

#### Process, Process, Process – Submitting Bills

**Step 1 – May:** Give the Legislative Division notice of your proposal(s) and who the Section contacts will be for each bill. Continue to work with stakeholders.

**Step 2 - June:** Submit your draft proposals, and an explanatory memo, to the Legislative Division and they will get your proposal to the Code Reviser and help with identifying any additional stakeholders and bill sponsors. Early on-boarding of stakeholders is critical.

**Step 3 –July–Sept+:** Work with the Code Reviser and stakeholders to perfect the proposal.

**Step 4 – Sept/Oct/Nov:** Present your proposal to the Legislative Committee at one of the 3 scheduled meetings in the fall.

**Step 5 - Nov:** If approved by the Legislative Committee, section-proposed legislation is presented through the Legislative Committee to the BOG.

- The section lead on the bill will either attend the meeting or be on call to answer questions.

---

#### For questions, please contact:

Kathryn Leathers,  
WSBA Legislative Liaison  
(360) 259-2044 | [kathrynl@wsba.org](mailto:kathrynl@wsba.org)

### WSBA & Non-WSBA Bills: In for a Dime, in for a Dollar

#### January through April/May

**WSBA Bills:** If legislation is WSBA-sponsored it enters the rigorous legislative process of hearings and questions from various interest groups.

**Step 1 –** Inform section liaisons of the bills the section is sponsoring. Liaisons will post links to bills on the website for section membership awareness.

**Step 2 -- Be prepared for the demands of session,** which includes testifying in Olympia (at least twice), answering questions by phone and email, and working with new stakeholders – all on short notice.

- **Have a back-up for your designated lead.**
- **Lobbying:** The WSBA Legislative Liaison is the section’s advocate on the ground, and will work with you throughout the session to achieve passage of the section’s bill(s).

#### Non-WSBA Bills: Referrals

Bills move quickly and are referred out within 24 hours. The WSBA Legislative Liaison has no control over the timing. **If we submit concerns about a bill, we need to see it through all the way, which usually involves testifying, answering questions, submitting written comments, and often helping to redraft or “fix” a bill.**

**Step 1 -** Inform section liaisons which bills the section is reviewing. Liaisons will post link to bills on the website for section membership awareness.

**Step 2 –** As a **first step** to your analysis, determine whether the bill meets **GR-12:** Does it relate to or affect the practice of law or administration of justice?

**Step 3 –** If the proposal meets GR-12, review and comment on the bill quickly. This may be the most challenging aspect of the process. **All official section positions must be based on 75+% agreement of your executive committee.** The position must not be in opposition to the WSBA position without prior written notice to the BOG.

**Step 4 -** Inform the Legislative Division and your section liaison when you complete your review and come to a decision. Section liaisons should also be provided with a copy of any official comments submitted to the Legislature.