



2010
Legislative Manual
Charleston/Dorchester/Berkeley County

www.affa-sc.org

Dear Members and Friends of The Alliance For Full Acceptance,

On behalf of the Board, Leadership Group, and the Executive Director of AFFA, I am proud to present to you AFFA's legislative manual for the tri-county area. We tried to make this an inclusive manual with Federal, State, and Local members of the US congress, state legislature, and city and town mayors and council persons. We hope that it will make it easier in contacting your representatives and expressing your 1st amendment right to your views on legislation that is pending, and also to thank them when they do something you favor. If your city or town is not included, please contact AFFA and we will help you identify your mayors and councilmember(s).

If you have any questions on how to contact your representatives, or questions on legislation please feel free to contact the AFFA office and we will get the requested information and/or answers to you.

Jason Guerra
President

Warren Redman-Gress
Executive Director

Mission Statement

AFFA is a social justice organization achieving equality and acceptance for gay, lesbian, bisexual and transgender people.

AFFA Contact Info

Telephone: 843-883-0343

Fax: 843-723-3859

Postal address:

AFFA

PO Box 22088

Charleston, SC 29413-2088

Email: info@affa-sc.org

<u>INDEX</u>	<u>Page</u>
United states Senators and Representatives	3
South Carolina Governor's Office	3
Charleston County Legislative Delegation	4
South Carolina State Senators	5
South Carolina House of Representatives	6
Charleston County Council	7
Dorchester County Council	8
Berkeley County Council	9
City of Charleston	10
Town of Mt. Pleasant	11
City of North Charleston	12
Town of James Island	13
City of Hanahan	13
City of Goose Creek	14
Summerville	14
Town of Monks Corner	15
How to write letters to Elected Officials	16
Sample letter concerning Legislation	18
Sample letter of Support	19
Sample letter of Concern	20

United States Senators and House of Representatives

Senator DeMint, Jim - (R - SC)

340 RUSSELL SENATE OFFICE BUILDING
WASHINGTON DC 20510 (202) 224
Regional Director Charleston Office
Ashley Holbrook
112 Custom House
200 East Bay St
Charleston, SC 29401
P: 843-727-4525
F: 843-722-4923

Notes:

Senator Graham, Lindsey - (R - SC)

290 RUSSELL SENATE OFFICE BUILDING
WASHINGTON DC 20510 (202) 224-5972
Lowcountry Regional Office
530 Johnnie Dodds Boulevard, Suite 202
Mt. Pleasant, SC 29464
Main: (843) 849-3887

SC 1st district Congressman Henry E. Brown, Jr. (R)

Washington, DC Office
103 Cannon House
Office Building
Washington, DC 20515
Phone: (202) 225-3176
Fax: (202) 225-3407
Charleston Office
5900 Core Avenue
Suite 401
North Charleston, SC 29406
Phone: (843) 747-4175
Fax: (843) 747-4711

SC 6th District Congressman James E. Clyburn (D)

WASHINGTON

*2135 Rayburn House Office Building
Washington, 20515
Phone: (202)225-3315
Fax: (202)225-231*

NORTH CHARLESTON

Berkeley, Charleston, Dorchester Council of Governments Bldg.
1362 McMillan Ave, Suite 100
N. Charleston, SC 29405
Phone: (843)529-2708

South Carolina Governor's Office

Governor Mark Sanford
Office of the Governor
P.O. Box 12267
Columbia, SC 29211
Fax: 803-734-5167

**Charleston County
Legislative Delegation**

2500 City Hall Lane
North Charleston, SC 29406

Phone: (843) 740-5855

Fax: (843) 308-4794

Mailing address:

Post Office Box 190016
North Charleston, SC 29419-9016

<http://www.scstatehouse.net/> (State Web Site)

Functions

The Charleston County Legislative Delegation Office serves as a liaison between the public, governmental agencies and the 21 elected state legislators who represent Charleston County. Seven state senators and 14 representatives comprise the delegation. This Office processes all Notary Public applications filed by Charleston County residents and provides information about Notary commissions to residents of other counties. Though state-mandated, the Delegation Office is County-funded.

This Office Does

- Serve as liaison between citizens, agencies and the Legislative Delegation members
- Process all Notary Public applications for Charleston County residents
- Assist the public with information about other government agencies
- Coordinate administrative functions and meetings of the Legislative Delegation
- Provide public information on the status of South Carolina legislation, via the Internet

Officers

Sen. Glenn McConnell, Chairman

Rep. Chip Limehouse, Vice-Chairman

Sen. Chip Campsen, Chairman, Senate Delegation

Rep. Seth Whipper, Chairman, House Delegation

SC State Senate

34

Ray Cleary

3577 Marion Lane
Murrells Inlet, SC 29576
843-650-5100 (O)
843-357-2234 (H)
803-212-6100 (Cola)
843-650-0689 (Fax)

37

Larry Grooms (R)

131 Indian Field Drive
Bonneau, SC 29431
803-212-6400 (Cola)
843-825-4671 (Fax & H)

38

Mike Rose (R)

409 Central Avenue
Summerville, SC 29483
843-871-1821 (Office/Home)
803-212-6056 (Cola)
843-875-6856 (Fax)

41

Glenn McConnell (R)

101 Gressette Building
Columbia, SC 29202
571-3921 (H)
803-212-6610 (Cola)
803-212-6600 (Fax-Cola)

42

Robert Ford (D)

P. O. Box 21302
Charleston, SC 29413
852-0777 (H)
803-212-6127 (Cola)

43

Chip Campsen (R)

360 Concord Street, Suite 201
Charleston, SC 29401
722-0123 (O)
886-8454 (H)
803-212-6016 (Cola)
881-2960 (Fax)

45

Clementa Pinckney (D)

P. O. Box 142
Columbia, SC 29202
843-726-6010 (H)
803-212-6056 (Cola)

Notes:

SC House Of Representatives

94

Jenny A. Horne
107 South Main Street
Summerville, SC 29483
821-6496 (H)
873-1721 (O)
803-212-6871 (Cola)
875-4696 (Fax)

98

Annette Young
410 Barfield Drive
Summerville, SC 29485
821-4990 (O)
875-2870 (H)
803-734-2953 (Cola)
875-9014 (Fax)

99

James Merrill
2401 Daniel Island Drive
Daniel Island, SC 29492
884-9108 (O)
849-7306 (H)
803-734-3138 (Cola)
849-7307 (Fax)

108

Vida Miller
P. O. Box 3157
Pawleys Island, SC 29585
843-237-2578 (O)
843-237-8603 (H)
803-734-2957 (Cola)
843-235-3554 (Fax)
843-237-7052 (Fax)

109

David Mack, III (D)
P. O. Box 70337
North Charleston, SC 29415
225-4866 (O)
760-0198 (H)
803-734-3192 (Cola)
225-4869 (Fax)
803-734-8711 (Fax-Cola)

110

H. B. "Chip" Limehouse, III (R)
8 Cumberland Street
Charleston, SC 29401
577-6242 (O)
853-8781 (H)
803-734-3104 (Fax-Cola)

111

Wendell G. Gilliard
Post Office Box 31641
Charleston, SC 29401
402-9710 (Home, Office, Fax)
805-2345 (Pager)
803-212-6793 (Cola)

112

Mike Sottile
132 Sparrow Drive
Isle of Palms, SC 29451
886-8759 (H)
884-3159 (O)
881-8891 (Fax)
803-212-6880 (Cola)
803-212-7334 (Cola Fax)

113

J. Seth Whipper (D)
P. O. Box 70070
North Charleston, SC 29405
740-7777 (O)
744-1976 (H)
803-734-3191 (Cola)
740-9108 (Fax)

114

Robert W. Harrell, Jr.
8316 Rivers Avenue
North Charleston, SC 29406
572-1500 (O)
556-9075 (H)
803-734-3125 (Cola)
803-734-9488 (Cola Fax)
553-9408 (Fax)

115

Anne Peterson Hutto (D)
Post Office Box 30157
Charleston, SC 29417
571-5000 (O)
406-0000 (H)
803-212-6872 (Cola)
852-9860 (Fax)

116

Robert Brown
5925 Highway 162
Hollywood, SC 29449
889-6440 (O)
889-8835 (H)
803-734-3170 (Cola)
889-9035 (Fax)

117

Timothy E. Scott (R)
1405 Ashley River Road
Charleston, SC 29407
727-6192 (H)
763-2007 (O)
803-212-6879 (Cola)
766-5772 (Fax)

119

Leon Stavrinakis (D)
1 Cool Blow Street, Bldg. 200
Charleston, SC 29403
724-1060 (O)
853-7816 (F)
803-734-3039 (Cola)
803-753-9244 (E-Fax)

Charleston County Council Contacts

Lonnie Hamilton, III Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405
(843) 958-4030
(843) 958-4035 (Fax)

District 1

Joe McKeown (R)
1246 West Vagabond Lane
Mount Pleasant, SC 29464
(843) 343-4991 (H)
jmckeown@charlestoncounty.org
Term Expires 12/10

District 2 (R)

Dickie Schweers
931 Shellmore Lane
McClellanville, SC 29458
(843) 513-9229 (C)
dickieschweers@tds.net
Term expires: 12/10

District 3

J. Elliott Summey (D)
4975 Centre Pointe Drive
North Charleston, SC, 29418
(843) 200-4244 (C)
esummey@charlestoncounty.org
Term expires: 12/12

District 4

Henry Darby (D)
4743 Ezekiel Avenue
North Charleston, SC 29405
(843) 697-7715 (C)
henrydarby@msn.com
Term expires: 12/12

District 5

Teddie E. Pryor, Sr., Chairman (D)
2700 Crestline Drive
North Charleston, SC 29405
(843) 744-5308 (O)
(843) 744-3256 (H)
tpryor@charlestoncounty.org
Term expires: 12/10

District 6

A. Victor Rawl (D)
2835 Preakness Stakes
Charleston, SC 29414
(843) 766-7334 (H)
vrawl@charlestoncounty.org
Term expires: 12/12

District 7

Colleen T. Condon (D)
3 Gamecock Avenue, Suite 301
Charleston, SC 29407
(843) 225-7288 (O)
(843) 225-7289 (Fax)
colleen@colleencondon.com
Term expires: 12/12

District 8

Curtis Inabinett (D)
P.O. Box 279
Ravenel, SC 29470
(843) 889-3949 (H)
Term expires: 12/10

District 9

Paul Thurmond, Vice Chairman (R)
15 Middle Atlantic Wharf
Charleston, SC 29401
(843) 937-8000 (O)
pthurmond@ktlawfirm.com
Term expires: 12/10

County Administrator

Allen O'Neal
Lonnie Hamilton, III Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405
(843) 958-4000 (O)
(843) 958-4004 (Fax)

Clerk of Council

Beverly Craven
Lonnie Hamilton, III Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405
(843) 958-4030 (O)
(843) 958-4035 (Fax)
bcraven@charlestoncounty.org

Notes:

Dorchester County Council Contacts

Kenny Waggoner Services Building
201 Johnston Street
St. George, SC 29477

District 1: Willie Davis (D)

201 Johnston St.
St. George, SC 29477
843-832/563-0196
843-563-2739 (H)
wdavis@dorchestercounty.net

Current Term:
01/01/07 - 12/31/10
VICE CHAIRMAN

District 2: Chris Murphy (R)

136 West Richardson Avenue
Summerville, SC 29483
843-832-1120
cmurphy@dorchestercounty.net

Current Term:
01/01/07 - 12/31/10

District 3: Kenneth Waggoner (D)

201 Johnston St.
St. George, SC 29477
843-200-6934
843-832/563-0196
kwaggoner@dorchestercounty.net

Current Term:
01/01/07 - 12/31/10

District 4: Larry Hargett (R)

615 Fairington Drive
Summerville, SC 29485
843-514-7135
lhargett@dorchestercounty.net

Current Term:
01/01/09 - 12/31/12

District 5: Richard Rosebrock (R)

P.O. Box 1902
Summerville, SC 29484
843-871-9877 (H)
843-200-6946 (C)

Current Term:
01/01/09 - 12/31/12

District 6: William R. Hearn ()

1712 Congressional Blvd., Summerville, SC
29483
Office: 851-8383
Cell: (843) 442-5787
bill.wrhearn@gmail.com

Current Term:
01/01/09 - 12/31/12

District 7: Jamie Feltner

500 N. Main Street, Suite 2
Summerville, SC 29483
843-832/563-0196
843-832/563-0043
Cell: 843-200-0869
jfeltner@dorchestercounty.net

CHAIRMAN

Notes:

Berkeley County Council Contacts

Phone numbers:

(843) 719-4234 (Moncks Corner)
(843) 723-3800 ext. 4234 (Charleston)
(843) 567-3136 ext. 4234 (St. Stephen)
1003 Highway 52
Moncks Corner, SC 29461

Supervisor and Council Chairman

Dan W. Davis

1003 Hwy 52
Moncks Corner, SC 29461
Extension 4094

District Number 1

Phillip Farley

1305 Egllet Lane
Hanahan, SC 29410
Home: 553-1447
Business: 747-2486

District Number 2

Timothy J. Callanan

7009 Schooner Street
Daniel Island, SC 29492
Home: 628-6363

District Number 3

Robert O. Call

105 Goose Creek Drive
Goose Creek, SC 29445
Home: 693-2001

District Number 4

Cathy S. Davis

244 Trestlewood Drive
Summerville, SC 29483
Home 875-9541

District Number 5

Dennis Fish

703 North Main Street
Summerville, SC 29483
Home 764-0069
Business 871-9028

District Number 6

Jack H. Schurlknight

P.O. Box 1582
Moncks Corner, SC 29461
Home: 761-4303

District Number 7

Caldwell Pinckney, Jr.

2509 Highway 311
Cross SC 29436
Home-753-7377

District Number 8

Steve C. Davis

431 East Main Street
Moncks Corner, SC 29461
Home: 825-4558
Business: 761-7727

Notes:

City of Charleston

www.charlestoncity.info

Mayor Joseph P. Riley Jr.

P. O. Box 652
Charleston, SC 29402
rileyj@ci.charleston.sc.us

Luana Balog, Council Secretary Clerk of Council

80 Broad Street
Charleston, SC 29401
Phone (843) 724-3728
Fax (843) 720-3959
balogl@ci.charleston.sc.us

District 1 - Councilmember

F. Gary White, Jr., who was elected in November, 2007.
E-Mail: whiteg@ci.charleston.sc.us
P.O. Box 599
Charleston, SC 29402
(843) 364-1876

District 2 - Councilmember Blake Hallman

Serving as Councilmember for District 2 is W. Blake Hallman, Jr., who was elected in November, 2010.
2245 Ashley Crossing Drive, PMB# 118
Charleston SC 29414
hallmanb@ci.charleston.sc.us

District 3 - Councilmember James Lewis, Jr

Serving as Councilmember for District 3 who was first elected in November, 1995.
292 Sumter Street
Charleston, SC 29403
Phone: Pager: (843) 219-8018

District 4 - Councilmember Robert M. Mitchell

Councilmember Mitchell also served as councilmember for District 2 1998-2002. Elected: November, 2005
728 King Street
Charleston SC 29403
Home Phone: (843) 853-2057
Pager: (843) 937-7663

District 5 - Councilmember Jimmy S. Gallant, III

Serving as Councilmember for District 5 is Jimmy S. Gallant, III who was first elected in November, 1999.
PO Box 20247
Charleston SC 29413-0247

District 6 - Councilmember William D. Gregorie

Serving as Councilmember for District 6, William D. Gregorie was recently elected to office on February 17, 2009.
17 Maranda Holmes Street
Charleston SC 29403
(843) 720-1232
gregoriemd@ci.charleston.sc.us

District 7 - Councilmember Louis L. Waring

District 7 Councilmember Louis L. Waring has served since April, 1994.
Office Phone: (843) 763-5388

Michael S. Seekings District 8 - Councilmember

Serving as Councilmember for District 8 is Michael S. Seekings, who was recently elected November, 2009.
29 Montagu Street
Charleston SC 29401
Email: mseekings@leathbouchlaw.com

District 9 - Councilmember Aubry Alexander

District 9 Councilmember Aubry Alexander was recently elected to office November, 2007.
1400 Park Shore Drive
Charleston, SC 29407
Phone: (843) 723-7150 (W)
E-mail: alexandera@ci.charleston.sc.us

District 10 - Councilmember Dean C. Riegel

Serving as Councilmember for District 10 is Dean C. Riegel, who was recently elected November, 2009
2113 Virginia Oak Court
Charleston SC 29414
email: riegeld@ci.charleston.sc.us

District 11 - Councilmember Timothy S. Mallard

District 11's Councilmember Timothy S. Mallard was recently elected in November, 2007
3095 South Shore Drive
Charleston, SC 29407
Phone: (843) 270-5618

District 12 - Councilmember Kathleen G. Wilson

Newly elected Councilmember Wilson is serving her first term as councilmember for District 12.
692 Travers Court
Charleston SC 29412
Home Phone: (843) 795-7507

You may contact the Clerk of Council for any questions regarding your councilmember if you need to contact them by telephone and there is not a number listed

Notes:

Town of Mt. Pleasant.
www.townofmountpleasant.com/

Mayor Billy Swails

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

(843) 884-8517

Council Member John Burn

elected to Mount Pleasant Town Council in 2009.

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Elton Carrier

elected to Mount Pleasant Town Council in 2009

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Nick Collins

elected to Council on September 2006

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Paul S. Gawrych

elected to Council in September 2002 and in September 2006

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Ken Glasson

elected in September 2006

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Linda Page

elected to Mount Pleasant Town Council in 2009

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Craig Rhyne

elected to Mount Pleasant Town Council in 2009

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Council Member Thomasena Stokes-Marshall

elected on September 1998 and re-elected in 2002, and in 2006

councilclk@townofmountpleasant.com

Town of Mount Pleasant

P.O. Box 745

Mount Pleasant, SC 29465

843.884.8517

Notes:

City of North Charleston

www.northcharleston.org

Mayor R. Keith Summey

October 1994 – Present
(843) 554-5700
Post Office Box 190016
North Charleston, SC 29419-9016

District 1 Councilmember Ed Astle

northcharleston@edastle.us
7709 Quest Drive
North Charleston, SC 29418
(843) 760-1856
Tenure: 7/12/07 - 11/08/11

District 2 Councilmember Rhonda Jerome

ncdist2@comcast.net
P.O. Box 61413
North Charleston, SC 29419
(843) 574-9127
Tenure: 7/10/03 - 11/08/11

District 3 Councilmember Bobby Jameson

ncdist3@comcast.net
8965 Deerwood Drive
North Charleston, SC 29406
(843) 824-1500
Tenure: 7/10/03 - 11/08/11

District 4 Councilmember Phoebe Miller

p.miller06@comcast.net
4337 Briarstone Court
North Charleston, SC 29418
(843) 552-1261
Tenure: 1/24/02 - 11/08/11

District 5 Councilmember Steve Ayer

5318 Smokey Street
North Charleston, SC 29418
(843) 552-9528
Tenure: 4/10/97 - 11/08/11

District 6 Councilmember Dorothy Williams

dwilliams0521@yahoo.com
2502 Jonah Street
North Charleston, SC 29406
(843) 926-1752
Tenure: 7/11/91 - 11/08/11

District 7 Councilmember Sam Hart

ellenclark@northcharleston.org
4789 Hassell Street
North Charleston, SC 29406
(843) 554-1249
Tenure: 7/11/91 - 11/08/11

District 8 Councilmember Robert King

bob1408.king@comcast.net
1408 Hartford Circle
North Charleston, SC 29405
(843) 744-1041
Tenure: 1/22/98 - 11/08/11

District 9 Councilmember Kurt Taylor

NCDist9@comcast.net
1023 Delsey Street
North Charleston, SC 29405
(843) 744-2305
Tenure: 4/10/97 - 11/08/11

District 10 Councilmember Michael A. Brown

bmichaelchr@aol.com
2202 Becker Street
North Charleston, SC 29405
(843) 747-3531
Tenure: 7/12/07 - 11/08/11

Clerk of Council Ellen Clark

ellenclark@northcharleston.org
2500 City Hall Lane
North Charleston, SC 29406
(843) 740-2502

Mailing Address

Post Office Box 190016
North Charleston, SC 29419-9016

Notes:

Town of James Island
www.townofjamesislandsc.org

Mayor Mary Clark
maryclark@townofjamesislandsc.org
1238 Camp Rd.
James Island, SC 29412
(843) 762-7744
PO Box 12240
James Island, SC 29422

Councilmember Joseph K. Qualey

Councilmember Rev. Parris L. Williams

Councilmember Bill “Cubby” Wilder

Councilmember Leonard Blank.

To contact any of the above James Island councilmember’s use the mailing and phone number for the town hall above.

Notes:

City of Hanahan
www.cityofhanahan.com/

Mayor Minnie Blackwell
1255 Yeamans Hall Road
Hanahan, SC 29410
(843) 554-4221
Fax (843) 747-3220

Mayor Pro Tem Jeff Chandler

Councilman Tim Baker

Councilman Kevin Cox

Councilman Mike Dyson

Councilman Joel Hodges

Councilman Mark Stokes

To contact any of the above City of Hanahans councilmember’s use the mailing and phone number for the town hall above.

Notes:

City of Goose Creek
www.cityofgoosecreek.com

Mayor Michael J. Heitzler
mheitzler@cityofgoosecreek.com
P.O. Drawer 1768,
Goose Creek, SC 29445-1768
(843) 797-6220 x 111

Councilmember Marguerite H. Brown
klovette@cityofgoosecreek.com
PO Drawer 1768,
Goose Creek, SC 29445
843-797-6220 x 113

Councilmember Kimo Esarey
kesarey@cityofgoosecreek.com
843-797-6220 x 113
PO Drawer 1768,
Goose Creek, SC 29445

Councilmember Sal Gandolfo
klovette@cityofgoosecreek.com
843-797-6220 x 113
PO Drawer 1768,
Goose Creek, SC 29445

Councilmember John McCants
klovette@cityofgoosecreek.com
843-797-6220 x 113
PO Drawer 1768
Goose Creek, SC 29445

Councilmember Mark Phillips
mphillips@cityofgoosecreek.com
843-797-6220 x 113
PO Drawer 1768,
Goose Creek, SC 29445

Councilmember Jerry Tekac
jtekac@cityofgoosecreek.com
(843) 797-6220 x 113
P.O. Drawer 1768,
Goose Creek, SC 29445-1768

Notes:

Summerville
www.summerville.sc.us

Mayor Berlin G. Myers
200 South Main Street
Summerville, SC 29483
(843) 871-6000

Council District 1 Aaron Brown
abrown@summervillesc.gov
(843) 261-9677

Mayor Pro Tem, Council District 2 Ricky Waring
(843) 873-6218 or (843) 514-7379

Council District 3 Walter Bailey
wbailey@summervillesc.gov
(843) 509-7744

Council District 4 Mike Dawson
swampgenius@sc.rr.com
(843) 875-4314

Council District 5 Kima Garten-Schmidt
kgarten-schmidt@summervillesc.gov
(843) 821-9337

Council District 6 Bob Jackson
bjackson@summervillesc.gov
(843) 851-2024

Mailing address is the same as the mayor's.

Notes:

Town of Moncks Corner
www.townofmonckscorner.sc.gov

Notes:

Mayor William W. Peagler, III

Town of Moncks Corner Municipal Complex
118 Carolina Avenue
Post Office Box 700, Town of Moncks Corner, SC 29461
Telephone: (843) 719-7900

Mayor Pro Tem David R. Kizer

Councilmember William W. Blanchard

Councilmember Michael A. Locklear

Councilmember David A. Dennis, Jr

Councilmember Tonia Aiken Taylor

Councilmember Johna Bilton

To contact the MC Mayor & councilmember's use the
Municipal phone and mailing address.

How to Write Letters to Elected Officials

Letters from constituents are very important to elected officials, but they get thousands of them every day. Here are some tips to help your letters get attention -- and action. **These also apply if seeing your representative in person or if you are telephoning them.**

Here's How:

1. Always be **courteous** and **respectful**, but avoid being 'gushy' or overly flattering.
2. **Clearly** and **simply state the purpose** of your letter. If it's about a certain bill, identify it correctly.
3. **Identify yourself. Anonymous letters go nowhere.** Even in email, include your correct name, address, phone number and email address. If you don't include at least your name and address, you will not get a response.
4. State any professional **credentials or personal experience** you may have, especially those pertaining to the subject of your letter.
5. Keep your letter short -- **one page letters are best.**
6. Provide **specific** rather than general information about how the topic affects you and others.
7. Be sure to address your letter correctly. Use specific examples or evidence to support your position.
8. **Clearly state** what it is you want done or recommend a course of action.
9. **Thank** the official for taking the time to read your letter.
10. **NEVER use vulgarity, profanity or threats.** Simply stated, don't let your passion get in the way of making your point.
11. **NEVER** demand a response.

Tips:

1. When writing members of your local elected officials, state legislature, or the U.S. Congress, it is usually best to write only to the council members, mayors, Representatives and Senators from your district or state. Mass-mailings to all Members of Legislatures rarely have much impact.
2. Each letter should address a single topic or issue.

So, you're going to write your Congressman? Good idea. Make it a good letter.

People who think members of Congress pay little or no attention to constituent mail, are plain wrong. Concise, well thought out personal letters are one of the most effective ways Americans have of influencing law-makers. But, members of Congress get hundreds of letters and emails every day. Whether you choose to use the Postal Service or email, here are some tips that will help your letter have impact.

Think Locally

It's usually best to send letters to the representative from your local Congressional

District or the senators from your state. Your vote helps elect them -- or not -- and that fact alone carries a lot of weight. It also helps personalize your letter. Sending the same "cookie-cutter" message to every member of Congress may grab attention but rarely much consideration.

Keep it Simple

Your letter should address a single topic or issue. Typed, one-page letters are best. Many PACs (Political Action Committees) recommend a three-paragraph letter structured like this:

1. Say why you are writing and who you are. List your "credentials." (If you want a response, you must include your name and address, even when using email.)
2. Provide more detail. Be factual not emotional. Provide specific rather than general information about how the topic affects you and others. If a certain bill is involved, cite the correct title or number whenever possible.
3. Close by requesting the action you want taken: a vote for or against a bill, or change in general policy.

The best letters are courteous, to the point, and include specific supporting examples.

Addressing your elected officials

To Your Senator:

The Honorable (full name)
(Room #) (Name) Senate Office Building
United States Senate
Washington, DC 20510

Dear Senator:

To Your Representative:
The Honorable (full name)
(Room #) (Name) House Office Building
United States House of Representatives
Washington, DC 20515

Dear Representative:

The above addresses should be used in email messages, as well as those sent through the Postal Service.

The same salutations and form should be used whether writing your county council member, mayor, and state elected officials. Just substitute their title, and mailing address.

Sample Letter on legislation

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 18, 2010

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am writing to ask you to support Bill 1234. This bill will soon come to a vote in the state senate. For the past five years, it has been working its way through various committees and has been approved by each one.

The purpose of this bill is to help non-dedicated subdivisions in this state. It proposes that one-half of the road and bridge taxes that we now pay be credited to the subdivision in which that taxpayer lives. For example, \$250 of my current tax bill is for roads and bridges. Bill 1234 would specify that one-half, or \$125, be placed in a special fund to help maintain roads in my non-dedicated subdivision.

I think that this is an important bill. It will benefit the community at large by assisting in maintaining roads that are not normally maintained by a city or county government.

Thank you for your support.

Sincerely,

[Your Name]

Sample Letter of Support

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 18, 2010

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am a long-time resident of our city, and I am writing to express my full support for the pending decision to remove the trees along the Main Street corridor.

I understand that some in our community have voiced concern over the possibility of removing trees to enable street widening that will accommodate increasingly heavier traffic.

However, I am one of hundreds of citizens who have to drive down Main Street each morning and evening as part of my daily commute. The traffic is already so heavy that I often spend 20 minutes on a stretch of road that spans less than five miles.

Commuters like me would benefit greatly. Not only would we save time in our workday, we would save money on fuel and the increased maintenance that a vehicle needs when driven routinely in heavy traffic.

Widening Main Street so that traffic could flow more smoothly would benefit others besides commuters. Surrounding property owners would benefit because the rush hours would be quieter and less congested. And everyone in our city would benefit from the increased growth and resulting improved economy that widening Main Street would bring.

I urge you to move forward on the decision to remove the trees from Main Street and widen the road to accommodate more traffic.

I am looking forward to your response.

Sincerely,

[Your Name]

Sample Letter of Concern

[Your Name]
[Street Address]
[City, ST ZIP Code]
January 18, 2010

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I am a long-time resident of our city, and I am writing to express my concern about recent discussion and the pending decision to remove the trees along the Main Street corridor. I understand that the decision is being considered to enable street widening that will accommodate increasingly heavier traffic.

However, I do not believe that the benefits of widening Main Street for more traffic compare favorably to the benefits of keeping the trees. Consider: Trees make for a more natural, less artificial, and therefore less stressful, environment. The sight and sound of traffic, on the other hand, are not pleasant, and can leave us feeling more stressed. Furthermore, it is well known that trees improve air quality; leaves filter the air we breathe, absorb pollution, and give off oxygen. It is also well known that traffic gives off myriad pollutants that decrease air quality.

It would seem that widening our roads would bring increased growth, and thus a better economy, to our city. However, consider that trees bring energy savings by moderating heat in commercial areas, and that landscaping with trees increases property values. Traffic, on the other hand, will increase energy costs by increasing temperatures and air pollution, and will decrease surrounding property values.

Are these tradeoffs that we really want to make? I am looking forward to your response.

Sincerely,

[Your Name]