

LETTERS OF OPPOSITION, SUPPORT AND NEUTRAL IF AMENDED 0546

(No. 1 January 1998)

Use the proper form of address on letters. Complete the address section to "Honorable Jane Doe " with the salutation being "Dear Assembly Member Doe", or "Dear Senator Doe" as the case may be. Contact the Office of Legislation for the correct address, committee chair or room number. All letters must be drafted for the Director's signature and surnamed through the Office of Legislation. **See Section 0541.3, Legislative Surname Process** ([see section](#)).

Letters of Opposition: Once the department receives approval from the Governor's Office of an "oppose" or "oppose unless amended" position, the Office of Legislation will contact the bill analysis author to write a "letter of opposition." These letters must be drafted for the Director's signature and surnamed through the Office of Legislation. The letter of opposition will be sent to the author of the bill with copies of the letter to the committee that will hear the bill next and to the Resources Agency. **See Sample Letter of Opposition** ([see exhibit](#)).

These letters need not be lengthy, and, in most cases, should not exceed one page. They must be diplomatic and tactful, pointing out the reasons for opposition. If the bill's intent is agreeable in concept but a different approach appears to be more feasible, indicate this.

The first paragraph of the letter should state "The Department of Forestry and Fire Protection (CDF) has reviewed (bill number and amendment date, if appropriate), and regretfully must oppose the bill."; or "The Department of Forestry and Fire Protection (CDF) has reviewed (bill number and amendment date, if appropriate), and we regret to inform you we must oppose the bill unless it is amended."

The second paragraph should briefly describe what the bill does. Subsequent paragraphs should state our reasons for opposing the bill and discuss any proposed amendments, **see Sample Proposed Amendment** ([see exhibit](#)), if appropriate. If the position is "oppose unless amended", the suggested amendments should be double spaced, in underline/strikeout format, and attached to the letter.

Letters of Support: Once the department receives approval from the Governor's Office of a "support" or "support if amended" position, the Office of Legislation will contact the bill analysis author to write a "letter of support." These letters must be drafted for the Director's signature and surnamed through the Office of Legislation. The letter of support will be sent to the author of the bill with copies of the letter to the committee that will hear the bill next and to the Resources Agency. **See Sample Letter of Support** ([see exhibit](#)).

The first paragraph of the letter should be "The Department of Forestry and Fire Protection (CDF) supports your bill (bill number and amendment date, if appropriate)"; or "The Department of Forestry and Fire Protection (CDF) supports (bill number and amendment date, if appropriate), and would like to offer amendments we believe will enhance the bill."

The second paragraph should briefly describe what the bill does. Subsequent paragraphs should state our reasons for supporting the bill and discuss any proposed amendments, if appropriate. If the position is support if amended, the suggested amendments should be double spaced, in underline/~~strikeout~~ format, and attached to the letter. **See *Sample Proposed Amendment* ([see exhibit](#)).**

Letters of Neutral if Amended: Once the department receives approval from the Governor's Office of a "neutral if amended" position, the Office of Legislation will contact the bill analysis author to write a "letter of neutral if amended." These letters must be drafted for the Director's signature and surnamed through the Office of Legislation. The letter of neutral if amended will be sent to the author of the bill along with the suggested amendments. **See *Sample Letter of Neutral if Amended* ([see exhibit](#)) and *Sample Proposed Amendment* ([see exhibit](#)).**

The first paragraph of the letter should be "The Department of Forestry and Fire Protection (CDF) has reviewed (bill number and amendment date, if appropriate), and would like to offer amendments which may enhance the bill."

The second paragraph should briefly describe what the bill does. Subsequent paragraphs should state our reasons for suggesting amendments.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)