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# Staff Contributors

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INTRODUCTION

This Legislative Handbook is designed to provide guidance and assistance to representatives of the New Jersey Association of Mental Health and Addiction Agencies, Inc. (NJAMHAA) member organizations who participate in legislative activities. Specifically, the Legislative Handbook presents the Association’s legislative policy and procedures, simplifies the complexities of the legislative process, and provides an orientation to grassroots lobbying for all members.

On behalf of its members, NJAMHAA meets with legislators, policy makers and business leaders in order to influence legislative, regulatory and funding decisions in ways that have the most positive outcome on its members. Through increased visibility and a stronger presence, NJAMHAA ensures that members’ concerns are expressed and that their interests are represented. This allows members the peace of mind of knowing that legislative or regulatory changes that are made will occur with their views expressed. NJAMHAA is committed to facilitating meaningful exchange both within the Association and with other industry stakeholders to achieve mutual advocacy.

While NJAMHAA aggressively lobbies state and federal legislators on behalf of its members, these lawmakers need to hear from you, their local constituents, those who elect them. The louder and stronger the voice, the more impact that it has on all who hear it.

Please use and refer back to this valuable resource to familiarize yourself with legislative advocacy procedures and to contact key legislators to collectively join other NJAMHAA members in advancing the cause for an improved community behavioral health system.

LOBBYING AND ADVOCACY

Oftentimes, the words “lobbying” and “advocacy” are used interchangeably. The legal definition of lobbying usually involves attempting to influence legislation. Advocacy covers a much broader range of activities, which might, or might not, include lobbying. One way of differentiating between the two terms is to understand that lobbying always involves advocacy, but advocacy does not necessarily involve lobbying.

For example, a group might picket or boycott a store to stop it from selling a particular product. That action is advocacy and it might result in the store discontinuing sale of the product. If that advocacy is not successful, the group might, as a next step, urge the city council to pass an ordinance prohibiting sale of the product. That action, to influence legislation, is lobbying.

Lobbying is only a small part of the advocacy carried out by charities. Almost all social change has started with non-lobbying advocacy, but ended with major lobbying efforts. For example, the civil rights movement included sit-ins, marches, and other forms of protest, which were advocating for equal rights. Ultimately, that advocacy led to the enactment, through extensive lobbying, of the Civil Rights Act of 1964.

The position of NJAMHAA on a legislative bill or resolution is established through the following procedures:

1. NJAMHAA maintains three population-focused practice groups: 1. Adult Mental Health 2. Children’s 3. Addictions. These practice groups are open to all NJAMHAA members and staff. Through these three practice groups, policy issues can be raised and referred to the NJAMHAA Board of Directors for action. Also, every other month, the NJAMHAA Board of Directors holds “Open Board Meetings” which is an opportunity for any regular member of NJAMHAA to give direct input into the policy making decisions of the Board.

2. The NJAMHAA Board of Directors establishes all preliminary and final positions on legislative matters. The board of Directors is the final authority on legislative matters. The action by the Board may be by consensus or, if requested, by vote. The vote is governed by the NJAMHAA By Laws, applicable to the Board of Directors’ meetings.

Advocacy is pursuit of influencing outcomes - including public policy and resource allocation decisions within political, economic, and social systems and institutions - that directly affect people’s lives.

Advocacy consists of organized efforts and actions based on the reality of “what is.” These organized actions seek to highlight critical issues that have been ignored and submerged, to influence public attitudes, and to enact and implement laws and public policies so that visions of “what should be” in a just, decent society become a reality. Human rights - political, economic, and social - are an overarching framework for these visions. Advocacy organizations draw their strength from and are accountable to people - their members, constituents, and/or members of affected groups.

Advocacy has purposeful results: to enable social justice advocates to gain access and voice in the decision making of relevant institutions; to change the power relationships between these institutions and the people affected by their decisions, thereby changing the institutions themselves; and to bring a clear improvement in people’s lives.

Reprinted with permission from Volume I: Reflections on Advocacy by David Cohen, Co-Director, Advocacy Institute from the forthcoming Advocacy Learning Initiative by Oxfam America and the Advocacy Institute.

POLICY AND PROCEDURE
3. Members are encouraged to participate in the NJAMHAA Practice Groups and help shape our public policy. Again, open Board Meetings offer another opportunity for regular members to bring their concerns to the discussion of the Board as it determines public policy positions. When necessary, NJAMHAA will provide guidance as to when special contact may be required from members to legislators on a particular bill as it moves through the legislative process. Upon request, such contact may be required on very short notice as a bill comes up before a committee on which a local legislator may serve, an amendment may need a quick signature, etc. NJAMHAA members should be able to quickly mobilize their resources to ensure that their voice is heard.

In order to solicit support – and ultimately, appropriations, funding or a favorable legislative environment – for the issues and programs on behalf of which NJAMHAA is advocating, it is essential that NJAMHAA’s members consistently represent the stakeholder positions. NJAMHAA produces several publications for the purposes of advocacy. In addition, advocacy trainings are held for members to become well versed on the systemic issues affecting mental health and substance use treatment providers. NJAMHAA will make the membership aware of these resources throughout the year.

The official spokesperson for NJAMHAA regarding all policy and legislative matters are the President and CEO and the Board President, unless either has specifically requested another board member or staffer to represent NJAMHAA. The Board President and the President and CEO are authorized to modify the preliminary or final NJAMHAA position on legislative and policy matters as best judgment may dictate in response to fast-developing circumstances within the legislative process (for example, the adoption of an amendment that significantly changes the effect of a legislative bill). No individual is authorized to act as a representative of NJAMHAA or speak before a legislative body on its behalf without specific knowledge and approval of the Board President Board President and/or the President and CEO.

NOTE: Any individual representing a member agency who presents testimony to a legislative body on any matter is encouraged to notify and coordinate with NJAMHAA.

The New Jersey State Legislature, composed of the State Senate and General Assembly, is the lawmaking branch of State government. The following are a few basics of the Legislature:

- **Organization** - In New Jersey, there are 40 Senators and 80 Assemblypersons. Senators serve for a two-year term to begin a new decade, followed by successive four-year terms. The two-year term allows for re-apportionment of legislative districts following the U.S. Census. Assemblypersons serve two-year terms. The state is divided into 40 legislative districts, each representing an equal portion of the state’s population according to the U.S. Census. Each legislative district is comprised of one State Senator and two Assemblypersons.

- **Leadership** - Presiding officers of the State Legislature are the President of the Senate and the Speaker of the General Assembly. The President and Speaker have considerable influence over legislation because of their power to appoint the chairs and members of committees that consider bills, the fact that they decide the referral of bills to committee and the fact that they control the list of bills scheduled to be voted upon.

- **Legislative Sessions** - Each General Assembly is composed of two legislative sessions. A “legislative day” is any day the House or Senate is convened for business. A regular General Assembly lasts 90 legislative days over a two-year period. Special sessions may be called by the Governor, the Senate President, or Speaker. Special sessions may be called by the Governor, the Senate President, or Speaker. Special sessions are usually limited in subject matter.

- **Legislative Process** - During each two-year term of the New Jersey General Assembly, Senators and Assemblypersons introduce nearly 9,000 bills. Bills are placed on the calendar, which is a list of committee meetings and bills to be considered by the Assembly or Senate for final vote. Once set on the calendar, the bill goes to the floor for consideration. Floor action has three parts known as “readings.” The first reading occurs when the bill is introduced. The second reading is basically for the purpose of referring the bill to committee. The third reading is for the purpose of debating the merits of the bill in its final form. Amendments can be offered on the third reading and are usually adopted by a majority vote. Once passed by the Assembly or Senate, the bill then goes to the other house for consideration. If the bill passes the other house without amendment, it will be sent to the Governor for approval. If it is amended, it then returns to the original house for concurrence, rejection or modification of the amendment(s).
**Legislative Process in New Jersey cont'd.**

- **State Budget Process** - Consideration of the annual State budget is slightly different than the normal legislative process. Since New Jersey’s Constitution does not permit deficit spending, revenues must be adequate to fund appropriations. Because revenues are collected in the same year in which they are spent, the accuracy of revenue estimates can significantly influence the appropriations process. Each State Department prepares a requested budget and submits it to the Governor. The Governor then submits a recommended balanced budget to the State Legislature; this includes financial statements, revenue projections and program expenditures. New Jersey’s Constitution provides the Governor with line item veto power over the general appropriations act, which means that the Governor can veto specific items (lines) within the final State Budget.

- **Appropriations Bills** - Bills relating to the spending or raising of money in both the Senate and the Assembly must be referred to their respective committees — the Senate Budget and Appropriations Committee and the Assembly Appropriations Committee. All bills that will have an impact on the State Budget in excess of $100,000 are referred to the Appropriations Committee of each house.

- **Behavioral Health Bills** - Most bills dealing with behavioral health issues will be referred to the Assembly Health and Senior Services Committee, Assembly Human Services Committee or the Senate Health, Human Services and Senior Citizens Committee.

**Legislative Process in Washington, D.C.**

- **Organization** - The U.S. Congress is composed of the Senate and the House of Representatives. Either house of Congress has the power to introduce legislation on any subject except revenue bills, which must originate in the House of Representatives.

- **Representation** - Each state is represented by two Senators. Senators are elected on a statewide basis to six-year terms. The total number of members of the House of Representatives (currently 435) is divided among the states according to population size. New Jersey, for instance, has 12 representatives in the House of Representatives. State legislatures divide the state into Congressional districts that are substantially equal in population. Each Congressional district then elects a member to the House of Representatives for a two-year term.

- **Leadership** - At the beginning of each new Congress, members of the political parties select floor leaders and other officials to manage the flow of proposed legislation. These officials, along with the presiding officers and committee chairpersons, exercise strong influence over the making of laws. The House of Representatives chooses its own presiding officer, the Speaker of the House.

- **Legislative Process** - Bills are introduced by a variety of methods. Some are drawn up by standing committees; others, by special committees created to deal with specific legislative issues; and still others, by suggestion of the President or other executive officers. Citizens and organizations outside the Congress may suggest legislation to members and individual members themselves may initiate bills. After introduction, bills are sent to designated committees, which, in most cases, schedule a series of public hearings to permit presentation of views by persons who support or oppose the legislation. The hearing process, which can last several weeks or months, opens the legislative process to public participation. Once passed by both houses, the bill is sent to the President for his signature. The President has the option to either sign or veto the bill. A bill vetoed by the President must be reapproved by a two-thirds vote of both houses to become law.

- **Committees** - Currently, the Senate has 21 standing committees; the House of Representatives has 21 standing committees; there are three select committees; and there are four joint committees. The majority party in each house controls the committee process. A caucus of party members of specially designated groups selects committee chairpersons. Minority parties are proportionally represented on the committees according to their strength in each house. When a committee has acted favorably on a bill, the proposed legislation is then sent to the floor for open debate. When debate is ended, members vote to approve the bill, defeat it, table it or return it to committee. A bill passed by one house is sent to the other for action. If the second house amends the bill, a Conference Committee composed of members of both houses is formed to try to reconcile the differences.

- **Federal Budget Process** - The first step in the budget process is the President’s budget, while not binding, recommends to Congress how federal revenue should be spent.

  - House and Senate committees then must determine and recommend changes in laws or bills that will achieve the constraints determined by the overall size of the fiscal pie. The instructions to a committee specify the amount a committee must attain and leave to the discretion of the committee the specific changes to laws or bills that must be made. The second step involves the combination of the committee recommendations into an omnibus reconciliation bill, which is reported by the Committee on the Budget and considered by the entire House. Congress aims to complete action on a reconciliation bill or resolution by June 15 each year.

- **Behavioral Health Bills** - Most bills dealing with behavioral health are referred to the following Committees: Education and the Workforce (House); Veterans’ Affairs (House); Labor and Human Resources (Senate); Veterans’ Affairs (Senate); and Banking, Housing and Urban Affairs (Senate).
Getting to know your State and federal legislators is essential for effective advocacy. Know your legislator’s record, interest, and colleagues. As with a job interview, in finding out about a company, find out everything you can about your legislator; what his/her causes are, give recognition for past votes, etc. NJAMHAA staff track the legislative record of State and federal legislators through a variety of means and will identify key lawmakers for its membership to contact.

In 2012, NJAMHAA established the Partners in Advocacy Network. This group of individuals is comprised of representatives from member agencies. Individuals involved in the effort receive detailed advocacy packets with information that will guide them in their advocacy endeavors.

Since NJAMHAA cannot visit with all 120 legislators -- although it does usually see at least 75 percent to 80 percent of them -- it depends on these Partners in Advocacy to speak to legislators in their districts.

If you would like more information on how you can become part of this influential group, please contact NJAMHAA’s Director of Public Affairs, Mary Abrams at (609) 838-5488, ext. 221 or by e-mail at mabrams@NJAMHAA.org.

Getting to know your legislator, follow this checklist:

✔ Know special interest areas, and previous legislation that your State Assemblypersons/Senators and U.S. Congressional members have developed. One way to do this is to keep track of press releases and newspaper clippings.

✔ Know which committees your elected legislators serve on. A selected list of State Legislative committees and their members is included in the back of this handbook.

✔ If you have not already done so, request that your name be added to your legislators’ mailing lists.

✔ Get to know your legislators on a personal level. Foster personal contact with your State Assemblypersons/Senators and your U.S. Congressional members. When they come home to their districts, set up meetings and invite them to events to make contact with them personally.

✔ Make yourself known as a resource. Establish ongoing relationships with your State legislators and U.S. Congressional members. Speak in layman’s terms to discuss behavioral health issues. Provide information and statistics clearly, concisely and simply. Make sure that your representative is aware of your area of expertise and knowledge so that when he/she is formulating his/her opinions, you can be a resource.

Foster your relationship. If one of your State Assemblypersons/Senators or U.S. Congressional members should ever request information from you regarding a bill or hearing, make sure that your response is prompt and informative.

Develop a cordial relationship with your legislators’ staff. When calling to make an appointment with your representative, always be pleasant to the legislative aide and/or the scheduler. As legislators often depend on their staff members, being responsive and courteous to these persons can be your key to successfully educating your legislators on mental health and substance abuse issues. Allow the legislators’ staff to suggest a time for the meeting, and let his/her staff know that you understand the pressures of the hectic schedule of the legislator, as well as the staff members.

Keep up-to-date on current issues and know the status of bills. NJAMHAA specifically tracks bills relating to mental health and substance abuse, children’s issues and other issues of importance to the industry. Updates are provided on NJAMHAA’s Website (www.njamhaa.org). Members are welcome to contact Randy Thompson for more information about legislation of interest. You can also call the New Jersey State Office of Legislative Services’ Bill Room at (800) 792-8630, or visit the New Jersey Legislature website at www.njleg.state.nj.us/, to find out the status of a bill. NJAMHAA also closely tracks federal legislation that is important to its members.

Know the facts supporting your assertions or arguments. Particularly in oral contacts, make certain you are well prepared. Uninformed or misinformed presentations can be very detrimental and can hurt your credibility.

Use other providers and stakeholders for support. There is power in numbers. Be able to show that the legislation you are advocating for is in the public’s best interest, not just to benefit mental health and substance use treatment providers. The opinions and influence of other organizations are very important. These people can help to positively influence legislation at crucial times. Mobilize your resources and take advantage of the strength of numbers within the NJAMHAA organization.

Document your position. If you are arguing that a piece of legislation works to the detriment of the public, be able to provide documentation from the general public. Be prepared to cite statistics that document the negative impact that would likely result from the passage of the proposed legislation.

Know the effects of your proposed legislation.
• How much will it cost?
• How does this serve the immediate and long-term behavioral health community’s needs?
• Who will not be receiving adequate services as a result of this legislation?

Know the opposition. Know the major arguments of the opposition and how they can be countered or addressed.
**Educating Legislators**

Education is the key to making intelligent, informed choices. Since legislators cannot be all things to all people and since they cannot be expected to be experts in all areas, it is necessary to provide them with information. The following guidelines on lobbying apply to personal visits, telephone calls, faxes, e-mails and letter writing.

**Who are you?** — Be sure to let legislators know who you are and the organization you represent. Be sure they have your name, address and phone number. Never send anonymous letters or cards.

**What does it cost?** — Many legislative battles are over money — either with the distribution of tax dollars or between special interest groups. Be prepared on this point. What does a legislator hear from every group? “This is a priority and it will save tax dollars in the long run!” Spell out your position, the benefit of the funding and how the dollars will be saved.

**Be brief.** — Concisely state your purpose for contacting your legislators. Understanding their time constraints will help them appreciate you.

**Be timely.** — The earlier that you contact legislators about an issue, the better. Even if they will not commit, at least they will know that there are some differing views on the issue and they may keep their options open. Once a legislator has promised a constituent or another legislator support on an issue, it becomes increasingly difficult for them to change his/her position.

**Be honest.** — Do not conceal important facts or give legislators misleading information. This will cause more harm than good in the long run by compromising the issue, your credibility and your relationship.

**What is important?** — While your bill is very important to you, it may not be to the legislator. Keep in mind that legislators are generalists, dealing with hundreds of issues. No one can fully understand all the issues that come before the State Legislature or the U.S. Congress. Your best strategy is to provide them with information to keep them informed on important issues and to make your issue stand out in the crowd.

**Avoid using industry jargon.** — As generalists, legislators and staff are not up on the jargon of hundreds of professions. Do not use technical terms, acronyms or industry jargon that only a professional understands, and do not be condescending or talk down to them either. Be concise and straightforward.

**Do not neglect the staff.** — Staff often not only have strong input on bills, but also may actually draft them. Treat meetings or telephone contact with staff aides with equal importance as contact with the legislators.

**Go beyond self-interest.** — Legislators know that the majority of individuals who come to them have vested interest in the legislation at hand. Tell them how the legislation affects the behavioral health community, but also emphasize why you believe that your position will benefit the general public.

**Apply the Golden Rule.** — Do not be sarcastic, insulting, abusive or threatening. Remain polite and straightforward at all times. Treat legislators with respect and dignity. Try not to become defensive or angry. Be careful about humor unless you know the legislator well. Remember that today’s opponent can be tomorrow’s ally.

**Never assume.** — If a legislator is opposed to your position, that does not mean that they lack intelligence. They really may just believe that you are wrong. It is your job to educate them to your point of view by using facts and convincing evidence. The majority of legislators are trying to do a good job for all of their constituents under very difficult pressures.

**Spare the Flattery.** — Do not go overboard on telling a legislator how great he/she is, how you voted for him/her, etc. Intelligence dictates that a patronizing stance is false.

**Be prompt and generous with thanks.** — Everyone likes to be thanked. Be sure to thank legislators and staff for their time, for their support, for their response and for serving in public office.

**Expect form responses.** — Legislators meet with many constituents and like to keep their options open. Do not be put off by a “will consider your position when the bill comes to the floor” letter.

**Work with NJAMHAA.** — Keep NJAMHAA informed about your contacts, the legislators’ positions and any other relevant information. Let NJAMHAA know when your organization needs help — we will help to make your voice stronger and louder.

**Stay focused!** — Try not to cover more than one or two issues in one contact. There are several ways in which to communicate with legislators - usually the more personal, the better.
CONTACTING LEGISLATORS

One-on-One
The most effective way to lobby a legislator or staff member is through one-on-one conversations. Set up a meeting with your legislators when they are out of session. You should request meetings with the legislators well in advance of the dates you would like to meet them. Always contact the legislators’ offices a few days before the date of each scheduled meeting to verify your appointment. It is important to be on time for your meeting. Being on time demonstrates to the legislators that you believe that the meetings are important and that the legislators’ time is valuable. Legislators’ schedules are often unpredictable; it is important to be patient if you are kept waiting for a legislator.

The first meeting should be viewed as a chance to get acquainted. It is important to have an agenda prepared and to be concise and direct. Discuss some of the mental health and substance use treatment community’s concerns. Let the legislators and staff know that they can contact you as behavioral health questions arise; become a resource for your legislators.

Follow-up is very important. You should plan follow-up visits to establish ongoing working relationships. You can provide information on mental health and substance use treatment issues and political support. The legislators need you just as you need them. Follow up all visits with thank you letters.

If you meet a legislator socially, or by chance, introduce yourself, but do not attempt to blatantly use the opportunity to lobby, unless the legislator asks. He/she may resent the intrusion.

Telephone Contacts
Telephone contacts are not as effective as face-to-face contacts, but are also very important. Prepare what you want to say. Keep calls focused and brief, especially during legislative sessions. Identify yourself, state your position, stick to one subject, ask for a response and thank the legislator. Be prepared to answer questions. Follow up with a written letter explaining your position and thanking the legislator and/or staffer.

Letters/Faxes/E-Mail
Faxes and e-mail are, obviously, much quicker than letters; however, all forms of communication can be very effective. For members of the New Jersey Congressional Delegation, write to either their Washington, D.C. offices or to their New Jersey-based offices. Sometimes it is a good idea to send correspondence to both offices. You should try to limit the length of letters to one page, including a summary sheet if more information is needed, or offer to provide more information. You should stick to one subject, avoid using form letters and avoid handwritten letters unless you have perfect, clear handwriting.

When preparing correspondence, it is important to refer to your legislators by the proper title and correct names, and to make sure that you send your correspondence to the correct addresses. District addresses, telephone numbers, fax numbers and e-mail addresses are provided in this handbook for your reference. When preparing correspondence, please use the following greeting:

For Members of the New Jersey Legislature:
The Honorable (Name)
Legislator’s Address

Dear Senator/Assembly (man or woman):

For Federal Representatives:
The Honorable (Name)
Representative’s Address

Dear Senator/Congress (man or woman):
**District 1** - (Atlantic, Cape May and Cumberland) Avalon, Cape May, Cape May Point, Commercial, Corbin City, Dennis, Downe, Estell Manor, Fairfield (Cumberland), Greenwich (Cumberland), Hopewell (Cumberland), Lawrence (Cumberland), Lower, Maurice River, Middle, Millville, North Wildwood, Ocean City, Sea Isle City, Shiloh, Stone Harbor, Stew Creek, Upper, Vineland, West Cape May, West Wildwood, Weymouth, Wildwood, Wildwood Crest, Woodbine

**District 2** - (Atlantic) Absecon, Atlantic City, Brigantine, Buena, Buena Vista, Egg Harbor City, Egg Harbor Township, Folsom, Hamilton (Atlantic), Linwood, Longport, Margate City, Mullica, Northfield, Pleasantville, Somers Point, Ventnor City

**District 3** - (Cumberland, Gloucester and Salem) Alloway, Bridgeton, Carneys Point, Clayton, Deerfield, East Greenwich, Elk, Elmer, Elsinboro, Franklin (Gloucester), Glassboro, Greenwich (Gloucester), Logan, Lower Alloways Creek, Mannington, National Park, Newfield, Oldmans, Paulsboro, Penns Grove, Pennsville, Pilesgrove, Pittsgrove, Quinton, Salem, South Harrison, Swedesboro, Upper Deerfield, Upper Pittsgrove, West Deptford, Woodbury Heights, Woodstown, Woolwich

**District 4** - (Camden and Gloucester) Chelshurst, Clementon, Gloucester Township, Laurel Springs, Lindenwold, Monroe (Gloucester), Pitman, Washington (Gloucester), Winslow

**District 5** - (Camden and Gloucester) Audubon, Audubon Park, Barrington, Bellmawr, Brooklawn, Camden, Deptford, Gloucester City, Haddon Heights, Harrison (Gloucester), Lawnside, Magnolia, Mantua, Mount Ephraim, Rummmede, Wenonah, Westville, Woodbury, Woodlynne

**District 6** - (Burlington and Camden) Berlin Township, Cherry Hill, Collingswood, Gibbstown, Haddon, Haddonfield, Hi-Nella, Maple Shade, Merchantville, Oaklyn, Pennsauken, Somerdale, Stratford, Tavistock, Voorhees

**District 7** - (Burlington) Beverly, Bordentown, Bordentown Township, Burlington, Burlington Township, Cinnaminson, Delanco, Delran, Edgewater Park, Fieldsboro, Florence, Moorestown, Mount Laurel, Palmyra, Riverside, Riverton, Willingboro

**District 8** - (Atlantic, Burlington and Camden) Berlin Borough, Eastampton, Evesham, Hainesport, Hammonton, Lambertville, Mansfield (Burlington), Medford, Medford Lakes, Mount Holly, Pemberton Borough, Pemberton Township, Pine Hill, Pine Valley, Shamong, Southhampton, Springfield (Burlington), Waterford, Westampton, Woodland

**District 9** - (Atlantic, Burlington and Ocean) Barnegat, Barnegat Light, Bass River, Beach Haven, Beachwood, Berkeley, Eagleswood, Galloway, Harvey Cedars, Lacey, Little Egg Harbor, Long Beach, Ocean Gate, Ocean Township (Ocean), Pine Beach, Port Republic, Seaside Park, Ship Bottom, South Toms River, Stafford, Surf City, Tabernacle, Tuckerton, Washington (Burlington)

**District 10** - (Ocean) Bay Head, Brick, Island Heights, Lakehurst, Lavallette, Manchester, Mantoloking, Point Pleasant Beach, Seaside Heights, Toms River

**District 11** - (Monmouth) Allenhurst, Asbury Park, Colts Neck, Deal, Eatontown, Freehold Borough, Freehold Township, Interlaken, Loch Arbour, Long Branch, Neptune, Neptune Township, Ocean Township (Monmouth), Red Bank, Shrewsbury Borough, Shrewsbury Township, Tinton Falls, West Long Branch

**District 12** - (Burlington, Middlesex, Monmouth and Ocean) Allentown, Chesterfield, Englishtown, Jackson, Manalapan, Matawan, Millstone (Monmouth), New Hanover, North Hanover, Old Bridge, Plumsted, Roosevelt, Upper Freehold, Wrightstown

**District 13** - (Monmouth) Aberdeen, Atlantic Highlands, Fair Haven, Hazlet, Highlands, Holmdel, Keansburg, Keyport, Little Silver, Marlboro, Middletown, Monmouth Beach, Oceanport, Rumson, Sea Bright, Union Beach

**District 14** - (Mercer and Middlesex) Cranbury, East Windsor, Hamilton (Mercer), Hightstown, Jamesburg, Monroe (Middlesex), Plainsboro, Robbinsville, Spotswood

**District 15** - (Hunterdon and Mercer) East Amwell, Ewing, Hopewell Borough (Mercer), Hopewell Township (Mercer), Lambertville, Lawrence (Mercer), Pennington, Trenton, West Amwell, West Windsor

**District 16** - (Hunterdon, Mercer, Middlesex and Somerset) Branchburg, Delaware, Flemington, Hillsborough, Manville, Millstone (Somerset), Montgomery, Princeton Borough, Princeton Township, Raritan (Hunterdon), Readington, Rocky Hill, Somerville, South Brunswick, Stockton

**District 17** - (Middlesex and Somerset) Franklin (Somerset), Milltown, New Brunswick, North Brunswick, Piscataway

**District 18** - (Middlesex) East Brunswick, Edison, Helmetta, Highland Park, Metuchen, South Plainfield, South River

**District 19** - (Middlesex) Carteret, Perth Amboy, Sayreville, South Amboy, Woodbridge

**District 20** - (Union) Elizabeth, Hillside, Roselle, Union (Union)


**District 22** - (Middlesex, Somerset and Union) Clark, Dunellen, Fanwood, Green Brook, Linden, Middlesex, North Plainfield, Plainfield, Rahway, Scotch Plains, Winfield
**District 23** - (Hunterdon, Somerset and Warren) Alexandria, Alpha, Bedminster, Bethlehem, Bloomsbury, Bound Brook, Bridgewater, Califon, Clinton, Clinton Township, Franklin (Hunterdon), Franklin (Warren), Frenchtown, Glen Gardner, Greenrich (Warren), Hackettstown, Hampton (Hunterdon), Harmony, High Bridge, Holland, Kingwood, Lebanon Borough, Lebanon Township, Lopatcong, Mansfield (Warren), Milford, Peapack-Gladstone, Phillipsburg, Pohatcong, Raritan (Somerset), South Bound Brook, Tewksbury, Union (Hunterdon), Washington Borough (Warren), Washington Township (Warren)


**District 25** - (Morris and Somerset) Bernardsville, Boonton, Boonton Township, Chester Borough, Chester Township, Denville, Dover, Mendham Borough, Mendham Township, Mine Hill, Morris, Morristown, Mount Arlington, Mountain Lakes, Netcong, Randolph, Rockaway Borough, Roxbury, Victory Gardens, Washington (Morris), Wharton

**District 26** - (Essex, Morris and Passaic) Butler, Fairfield (Essex), Jefferson, Kinnelon, Lincoln Park, Montville, Morris Plains, North Caldwell, Parsippany-Troy Hills, Rockaway Township, Verona, West Caldwell, West Milford

**District 27** - (Essex and Morris) Caldwell, Chatham Township, East Hanover, Essex Fells, Florham Park, Hanover, Harding, Livingston, Madison, Maplewood, Millburn, Roseland, South Orange, West Orange

**District 28** - (Essex) Bloomfield, Glen Ridge, Irvington, Newark, Nutley

**District 29** - (Essex) Belleville, Newark

**District 30** - (Monmouth and Ocean) Avon-by-the-Sea, Belmar, Bradley Beach, Brielle, Farmingdale, Howell, Lake Como, Lakewood, Manasquan, Point Pleasant, Sea Girt, Spring Lake, Spring Lake Heights, Wall

**District 31** - (Hudson) Bayonne, Jersey City

**District 32** - (Bergen and Hudson) East Newark, Edgewater, Fairview, Guttenberg, Harrison (Hudson), Kearny, North Bergen, Secaucus, West New York

**District 33** - (Hudson) Hoboken, Jersey City, Union City, Weehawken

**District 34** - (Essex and Passaic) Clifton, East Orange, Montclair, Orange

**District 35** - (Bergen and Passaic) Elmwood Park, Garfield, Haledon, North Haledon, Paterson, Prospect Park

**District 36** - (Bergen and Passaic) Carlstadt, Cliffside Park, East Rutherford, Little Ferry, Lyndhurst, Moonachie, North Arlington, Passaic, Ridgefield, Ridgefield Park, Rutherford, South Hackensack, Teterboro, Wallington, Wood-Ridge

**District 37** - (Bergen) Alpine, Bogota, Cresskill, Englewood, Englewood Cliffs, Fort Lee, Hackensack, Leonia, Northvale, Palisades Park, Rockleigh, Teaneck, Tenafly

**District 38** - (Bergen and Passaic) Bergenfield, Fair Lawn, Glen Rock, Hasbrouck Heights, Hawthorne, Lodi, Maywood, New Milford, Oradell, Paramus, River Edge, Rochelle Park, Saddle Brook


### Senate Leadership

#### Democratic Leadership

**Senate President:**
- Brown, Chris A. - Chair
- Stack, Brian P. - Vice-Chair

**Senate Majority Leader:**
- Kean, Thomas H. - Chair
- Stack, Brian P. - Vice-Chair

**Senate President Pro Tempore:**
- Greenstein, Linda R. - Chair
- Stack, Brian P. - Vice-Chair

**Deputy Majority Leader:**
- Oroho, Steven V. - Chair
- Stack, Brian P. - Vice-Chair

**Assistant Majority Leaders:**
- Brown, Chris A. (District 2)
- Stack, Brian P. (District 24)
- Stack, Brian P. (District 25)

**Republican Leadership**

**Republican Leader:**
- Stack, Brian P. - Chair
- Stack, Brian P. - Vice-Chair

**Deputy Minority Leader:**
- Kean, Thomas H. - Chair
- Stack, Brian P. - Vice-Chair

**Republican Conference Chair:**
- Kean, Thomas H. - Chair
- Stack, Brian P. - Vice-Chair

**Republican Whip:**
- Stack, Brian P. - Chair
- Stack, Brian P. - Vice-Chair

**Deputy Whip:**
- Stack, Brian P. - Chair
- Stack, Brian P. - Vice-Chair

**Secretary of the Senate:**
- McQuaid, Jennifer A.

### Senate Committees

#### Budget and Appropriations

- Sarlo, Paul A. - Chair
- Stack, Brian P. - Vice-Chair
- Addiego, Dawn Marie
- Bucco, Anthony R.
- Cruz-Perez, Nilsa
- Cunningham, Sandra B.
- Diegnan, Patrick J.
- Greenstein, Linda R.
- O'Scanlon, Declan J.
- Oroho, Steven V.
- Ruiz, M. Teresa
- Singleton, Troy
- Thompson, Samuel D.

#### Community and Urban Affairs

- Van Drew, Jeff - Chair
- Rice, Ronald L. - Vice-Chair
- Connors, Christopher J.
- Stack, Brian P.

#### Economic Growth

- Cruz-Perez, Nilsa - Chair
- Singleton, Troy - Vice-Chair
- Gopal, Vin
- Oroho, Steven V.
- Pennacchio, Joseph

#### Education

- Ruiz, M. Teresa - Chair
- Turner, Shirley K. - Vice-Chair
- Beach, James
- Doherty, Michael J.
- Thompson, Samuel D.

#### Environment and Energy

- Smith, Bob - Chair
- Greenstein, Linda R. - Vice-Chair
- Bateman, Christopher
- Codey, Richard J.
- Oroho, Steven V.

#### Health, Human Services and Senior Citizens

- Vitale, Joseph F. - Chair
- Madden, Fred H. - Vice-Chair
- Codey, Richard J.
- Gopal, Vin
- Holzapfel, James W.
- Lagana, Joseph A.
- Singer, Robert W.

#### Higher Education

- Cunningham, Sandra B. - Chair
- Pou, Nellie - Vice-Chair
- Brown, Chris A.
- Kean, Thomas H.
- Sarlo, Paul A.

#### Judiciary

- Scutari, Nicholas P. - Chair
- Gill, Nia H. - Vice-Chair
- Bateman, Christopher
- Cardinale, Gerald
- Corrado, Kristin M.
- Doherty, Michael J.
- Pou, Nellie
- Sarlo, Paul A.
- Smith, Bob
- Stack, Brian P.
- Weinberg, Loretta

#### Labor

- Madden, Fred H. - Chair
- Vitale, Joseph F. - Vice-Chair
- Addiego, Dawn Marie
- Bucco, Anthony R.
- Cunningham, Sandra B.

#### Legislative Oversight

- Stack, Brian P. - Chair
- Weinberg, Loretta - Vice-Chair
- Kean, Thomas H.
- Sarlo, Paul A.
- Singer, Robert W.
- Singleton, Troy

#### Military and Veterans’ Affairs

- Singleton, Troy - Chair
- Van Drew, Jeff - Vice-Chair
- Connors, Christopher J.
- Lagana, Joseph A.
- Pennacchio, Joseph

#### Rules and Order

- Members to Be Announced

#### Select Committee on School Funding Fairness (Special Committee)

- Members to Be Announced

#### State Government, Wagering, Tourism & Historic Preservation

- Beach, James – Chair
- Turner, Shirley K. - Vice-Chair
- Brown, Chris A.
- Cruz-Perez, Nilsa
- Thompson, Samuel D.

#### Transportation

- Diegnan, Patrick J. - Chair
- Gopal, Vin – Vice-Chair
- Gill, Nia H.
- Holzapfel, James W.
- Sacco, Nicholas J.
- Singer, Robert W.
Agriculture and Natural Resources
Andrzejczak, Bob - Chair
Houghtaling, Eric - Vice-Chair
Calabrese, Clinton
Dancer, Ronald S.
Space, Parker
Taliaferro, Adam J.

Appropriations
Burzichelli, John J. - Chair
Schaer, Gary S. – Vice-Chair
Conaway, Herb
DeAngelo, Wayne P.
Mosquera, Gabriela M.
Peters, Ryan
Pintor Marin, Eliana
Rooney, Kevin J.
Tucker, Cleopatra G.
Webber, Jay
Wirths, Harold J.

Bipartisan Leadership Committee
Members to Be Announced

Budget
Pintor Marin, Eliana - Chair
Burzichelli, John J. - Vice-Chair
Benson, Daniel R.
Clifton, Robert D.
DiMaio, John
Johnson, Gordon M.
Jones, Patricia Egan
McKeon, John F.
Mukherji, Raj
Munoz, Nancy F.
Murphy, Carol A.
Thomson, Edward H.
Wimberly, Benjie E.

Commerce and Economic Development
Johnson, Gordon M. - Chair
Karabinchak, Robert J. - Vice-Chair
Armato, John
Atha, Robert
Bucco, Anthony M.
Calabrese, Clinton
Chiaramavallotti, Nicholas
DiMaio, John
Freiman, Roy
Kennedy, James J.
Space, Parker

Consumer Affairs
Moriarty, Paul D. - Chair
Mukherji, Raj - Vice-Chair
Chaparro, Annette
Kean, Sean T.
Reynolds-Jackson, Verfina
Rooney, Kevin J.

Education
Lampitt, Pamela R. - Chair
Jasey, Mila M. – Vice-Chair
Caputo, Ralph R.
Danielsen, Joe
DiMaso, Serena
Schaer, Gary S.
Schepisi, Holly T.
Thomson, Edward H.
Timberlake, Britnee N.
Wolfe, David W.
Zwicker, Andrew

Environment and Solid Waste
Pinkin, Nancy J. - Chair
Gusciora, Reed - Vice-Chair
McKeon, John F.
Rooney, Kevin J.
Wolfe, David W.

Republican Leadership
Bramnick, Jon M. (District 21)
Bucco, Anthony M. (District 25)
Munoz, Nancy F. (District 21)
Dancer, Ronald S. (District 12)
Handlin, Amy H. (District 13)
Wolfe, David W. (District 10)

Assistant Republican Leaders:
DeCroce, BettyLou (District 26)
Schepisi, Holly T. (District 39)

Auxiliary Committees

Assemblers:
Burley, Dana M.
FINANCIAL INSTITUTIONS AND INSURANCE
McKeon, John F. - Chair
Lampitt, Pamela R. - Vice-Chair
Auth, Robert
Danielsen, Joe
DeCroce, BettyLou
Downey, Joann
Freiman, Roy
Lopez, Yvonne
Murphy, Carol A.
Peters, Ryan
Quijano, Annette
Schaer, Gary S.
Webber, Jay

HUMAN SERVICES
Downey, Joann - Chair
Chiavaralli, Nicholas - Vice-Chair
DiMaso, Serena
Gove, DiAnne C.
Lopez, Yvonne
Tucker, Cleopatra

JUDICIARY
Quijano, Annette - Chair
Barclay, Arthur
Carroll, Michael Patrick
Johnson, Gordon M.
Murphy, Carol A.
Petersen, Erik

LABOR
Egan, Joseph V. - Chair
Vainieri Huttle, Valerie - Vice-Chair
Auth, Robert
Gusciora, Reed
Houghtaling, Eric
Moriarty, Paul D.
Space, Parker
Sumter, Shavonda E.
Wriths, Harold J.

LAW AND PUBLIC SAFETY
Taliaferro, Adam J. - Chair
Barclay, Arthur - Vice-Chair
DiMaso, Serena
Howarth, Joe
Mazzego, Vincent
Petersen, Erik
Pinkin, Nancy J.
Sumter, Shavonda E.

GENERAL ASSEMBLY COMMITTEES cont’d.

HIGHER EDUCATION
Jasey, Mila M. - Chair
Karabinchak, Robert J. - Vice-Chair
Calabrese, Clinton
Carroll, Michael Patrick
Giblin, Thomas P.
Gove, DiAnne C.
Handlin, Amy H.
Jones, Patricia Egan
Mosquera, Gabriela M.

HOMELAND SECURITY AND STATE PREPAREDNESS
Vainieri Huttle, Valerie - Chair
Holley, Jamel C. - Vice-Chair
Chaparro, Annette
Jimenez, Angelica M.
McGuirkin, Gregory P.
Webber, Jay

MILITARY AND VETERANS’ AFFAIRS
Tucker, Cleopatra G. - Chair
DeAngelo, Wayne P. - Vice-Chair
Andrejezczak, Bob
Armato, John
Dancer, Ronald S.
Gove, DiAnne C.

OVERSIGHT, REFORM AND FEDERAL RELATIONS
Danielsen, Joe - Chair
Houghtaling, Eric - Vice-Chair
Dancer, Ronald S.
Lopez, Yvonne
Quijano, Annette
Rumpf, Brian E.

REGULATED PROFESSIONS
Giblin, Thomas P. - Chair
Jimenez, Angelica M. - Vice-Chair
DePhillips, Christopher P.
Handlin, Amy H.
Kean, Sean T.
Land, R. Bruce
Moriarty, Paul D.
Zwicker, Andrew

SCIENCE, INNOVATION, AND TECHNOLOGY
Zwicker, Andrew – Chair
Kennedy, James J. – Vice-Chair
Conaway, Herb
DeCroce, BettyLou
DePhillips, Christopher R.
Eustace, Tim
Timberlake, Britnee N.

STATE AND LOCAL GOVERNMENT
Mazzego, Vincent – Chair
Sumter, Shavonda E. – Vice-Chair
Carroll, Michael Patrick
Peters, Ryan
Reynolds-Jackson, Verlina

TRANSPORTATION AND INDEPENDENT AUTHORITIES
Benson, Daniel R. – Chair
Jones, Patricia Egan - Vice-Chair
Bucco, Anthony M.
Chiavaralli, Nicholas
Clifton, Robert D.
DeCroce, BettyLou
Freiman, Roy
Giblin, Thomas P.
Karabinchak, Robert J.
Kennedy, James J.
Lopez, Yvonne
McGuirkin, Gregory P.
Wimberger, Benjie E.

WOMEN AND CHILDREN
Mosquera, Gabriela M. - Chair
McKnight, Angela V. - Vice-Chair
Chaparro, Annette
Munoz, Nancy F.
Speight, Shanique

EXECUTIVE BRANCH

NEW JERSEY GOVERNOR:
Philip D. Murphy
Office of the Governor, P.O. Box 001
Trenton, NJ 08625
Ph. (609) 292-6000 Fax: (609) 292-3454

NEW JERSEY LIEUTENANT GOVERNOR:
Sheila Y. Oliver
Office of the Governor, P.O. Box 001
Trenton, NJ 08625

GENERAL ASSEMBLY COMMITTEES cont’d.
<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDIEGO, Dawn Marie</td>
<td>(R) – District 8</td>
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<tr>
<td>BATEMAN, Christopher</td>
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<td>BEACH, James</td>
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<td>BUCCO, Anthony R.</td>
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<td>CARDINALE, Gerald</td>
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<td>CRUZ-PEREZ, Nilsa</td>
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<td>CUNNINGHAM, Sandra B.</td>
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<td>DIEGNAN, Patrick J.</td>
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<td>GREENSTEIN, Linda R.</td>
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<td>HOLZAPFEL, James W.</td>
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<td>KEAN, Thomas H., Jr.</td>
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<tr>
<td>LAGANA, JOSEPH A.</td>
<td>(D) - DISTRICT 38</td>
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<td>MADDEN, Fred H., Jr.</td>
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<td>OROHO, Steven V.</td>
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<td>O’SCANLON, Declan, Jr.</td>
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<td>PENNACCHIO, Joseph</td>
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<td>VAN DREW, Jeff</td>
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<td>BENSON, Daniel R.</td>
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<td>PINKIN, Nancy J.</td>
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<td>REYNOLDS-JACKSON, Verlina</td>
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<td>SPACE, Parker</td>
<td>(R) – District 24</td>
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<td>SPEIGHT, Shanique</td>
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<td>SUMTER, Shavonda E.</td>
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<td>TALIAFERRO, Adam J.</td>
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<td>THOMSON, Edward H.</td>
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<td>TIMBERLAKE, Britnee N.</td>
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<td>TUCKER, Cleopatra G.</td>
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<td>VAINIHER HUTTLE, Valerie</td>
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<td>WIMBERLY, Benjie E.</td>
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<td>WIRTIS, Harold</td>
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<td>WOLFE, David W.</td>
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<tr>
<td>ZWICKER, Andrew</td>
<td>(D) – District 16</td>
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</tbody>
</table>
DISTRICT 1

JEFF VAN DREW (D)
NJ State Senate
School House Office Park
211 South Main Street, Suite 104
Cape May Court House, NJ 08210
Phone: (609) 465-0700 Fax: (609) 465-4578

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DISTRICT 2

Chris A. Brown (R)
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DISTRICT 3

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### District 35

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### District 37

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### New Jersey U.S. Senators

<table>
<thead>
<tr>
<th>Senator</th>
<th>Office Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cory A. Booker</td>
<td>141 Hart Senate Office Building</td>
<td>(202) 224-3224</td>
<td>(202) 228-4054</td>
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<tr>
<td></td>
<td>Washington, D.C. 20510</td>
<td></td>
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<tr>
<td>Robert Menendez</td>
<td>528 Hart Senate Office Building</td>
<td>(202) 224-4744</td>
<td>(202) 228-2197</td>
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<td></td>
<td>Washington, D.C. 20510</td>
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<tr>
<td></td>
<td>Camden District Office</td>
<td>(856) 338-8922</td>
<td>(856) 338-8936</td>
</tr>
<tr>
<td></td>
<td>One Port Center, 2 Riverside Drive, Suite 505</td>
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<td></td>
<td>Camden, NJ 08101</td>
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<tr>
<td></td>
<td>Newark District Office</td>
<td>(973) 639-8700</td>
<td>(973) 639-8723</td>
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<tr>
<td></td>
<td>One Gateway Center, 23rd Floor</td>
<td></td>
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<tr>
<td></td>
<td>Newark, NJ 07102</td>
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### New Jersey U.S. Representatives

<table>
<thead>
<tr>
<th>Congressional District</th>
<th>Office Address</th>
<th>Phone</th>
<th>Fax</th>
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<tbody>
<tr>
<td>1st</td>
<td>Congressman Donald Norcross (D)</td>
<td>(202) 225-6501</td>
<td></td>
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<tr>
<td></td>
<td>1531 Longworth House Office Building</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20515</td>
<td></td>
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<tr>
<td></td>
<td>Cherry Hill District Office</td>
<td>(856) 427-7000</td>
<td>(856) 427-4109</td>
</tr>
<tr>
<td></td>
<td>10 Melrose Avenue, Suite 210</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cherry Hill, NJ 08003</td>
<td></td>
<td></td>
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<tr>
<td>2nd</td>
<td>Congressman Frank LoBiondo (R)</td>
<td>(202) 225-3318</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2427 Rayburn House Office Building</td>
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<tr>
<td></td>
<td>Washington, D.C. 20515</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Mays Landing District Office</td>
<td>(800) 471-4450 or (609) 625-5008</td>
<td>(609) 625-5071</td>
</tr>
<tr>
<td></td>
<td>5914 Main Street, Suite 103</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mays Landing, NJ 08330</td>
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</table>

### Federal Government

<table>
<thead>
<tr>
<th>President of the United States:</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald J. Trump</td>
<td>The White House, 1600 Pennsylvania Avenue</td>
<td>(202) 456-1414</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Washington, D.C. 20500</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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Phone: (973) 523-5152
Fax: (973) 523-0637

Passaic District Office
330 Passaic Street
1st Street
Passaic, NJ 07055
Phone: (973) 472-4510

Lyndhurst District Office
367 Valley Brook Ave
Lyndhurst, NJ 07071
Phone: (201) 935-2248

Englewood District Office
2-10 North Van Brunt St.
Englewood, NJ 07631
Phone: (201) 935-2248

10th Congressional District
CONGRESSMAN DONALD PAYNE, JR. (D)
132 Cannon House Office Building
Washington, DC 20515
Phone: (202) 225-3436
Fax: (202) 225-4160

Newark District Office
60 Nelson Place, 14th Floor
LeRoy F. Smith, Jr. Public Safety Building
Newark, NJ 07102
Phone: (973) 645-3213
Fax: (973) 645-5902

Jersey City District Office
253 Martin Luther King Drive
Jersey City, NJ 07305
Phone: (201) 369-0392
Fax: (201) 369-0395

11th Congressional District
CONGRESSMAN RODNEY FRELINGHUYSEN (R)
2306 Rayburn House Office Building
Washington, D.C. 20515
Phone: (202) 225-5034

Morristown District Office
30 Schuyler Place
2nd Floor
Morristown, NJ 07960
Phone: (973) 984-0711

12th Congressional District
CONGRESSWOMAN BONNIE WATSON COLEMAN (D)
1535 Longworth House Office Building
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Ewing, NJ 08628
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