

LEGISLATIVE STUDY COMMITTEE CO-CHAIR

I. STATEMENT:

The co-chairs of the five legislative committees are to prepare for and conduct the business and program of the study committees, which shall include the committees on Business/Labor/Economic Development/ Public Utilities and Technology; Education; Energy/Natural Resources/Agriculture and Environment; Health and Human Services/Workforce Services; Judiciary/State Law Enforcement and Criminal Justice/ State and Local Affairs/ Political Subdivisions; and Revenue and Taxation/Transportation and Public Safety/ Government Operations. The officers of the committee shall consist of the Director and Co-chair, and an Advisor from the Board of Directors, all appointed by the President and approved by the Executive Board. The Co-chair is a members of the Executive Board.

II. DUTIES:

- A. Attend all meetings of the Council, the Board of Directors and the meetings of the Legislative Interim Committee, the Legislative Committee and the Legislative Joint Appropriation Committee when in session.
- B. To attend seminars and workshops where appropriate.
- C. To prepare for and conduct the program of the Legislative Committee and of the General Membership Meeting when assigned.
- D. To present resolutions passed by their respective committees as prescribed by the bylaws and the printed instructions. These resolutions may be prepared by the chairman, by a registered delegate, or by a small committee appointed by the chair.
- E. To prepare letters approved by the committee for distribution. These are used when there is not time to process resolutions and must be approved by a 2/3rds vote of the committee.
- F. To be familiar with WSLC Bylaws, General Membership Standing Rules and Executive Board Standing Rules.
- G. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the policy chair.

III. PROCEDURES:

- A. Meet with your assigned Director at the beginning of the biennium to determine the respective duties of each one. The director is assigned to check the room designated for her committee before the general session and the properties requested are in place.
- B. Plan joint committee programs or joint general session programs only if the subject is related.
- C. Distribute copies of the publicity information to the Public Awareness Chair, President, Recording Secretary, Directors, and Co-chair.
- D. Check and approve the reporter's report before it is submitted to the bulletin editor.
- E. Remember to write a "thank you" letter to each speaker and include a copy of the bulletin that contains a summary of his/her remarks.
- F. Preparation for meetings:

IV. RESPONSIBILITIES FOR DIRECTORS & CO-CHAIR

A. Preparation for meetings:

1. Become familiar with a bill or issue before asking speakers to discuss it. Have an alternate program for discussion of the issue, if a speaker or speakers don't show. During the legislative session schedule speakers from government and industry along with legislators who can prolong the discussion of an issue if the legislator cannot leave the floor.
2. Call prospective pro and con speakers or those with a variety of approaches, opinions, or ideas on the same issue.
3. Submit to the Executive Board proposed topics and programs for committee meetings and assigned general meeting.
4. Be specific to the speakers concerning the subject to be covered, the date and place of the meeting, the time allocated for the speech, and acquaint them briefly with the purpose of the Council.
5. Obtain a brief biographical sketch concerning the speaker for his/her introduction to the general meeting audience.
6. Confirm by letter and/or telephone calls with the speaker or his/her secretary one day before the meeting, to anticipate an unexpected development.
7. Contact top individuals of companies, organizations or agencies, who generally are cooperative and anxious to come. If they can't come, they may suggest someone else. Sometimes they may suggest a speaker for the opposing side.

B. Conducting the General Membership Meetings:

1. Hand the Reporter and the President the information filled in with the names of the speakers, their political preference (if a legislator), their position in the State Senate, House, or organization.
2. Give the Timekeeper the time allotted to each speaker.
3. Appoint someone, such as the Director, to call late legislators from the floor.
4. Briefly introduce the speakers to the audience. Mention their names frequently to acquaint the delegates with them.
5. Give equal time to both sides of the issue. Allow as much time as possible for questions from the delegates who are to be reminded state their name and organization, and to ask the question without long prefatory remarks.
6. State the time allotted to each speaker and to the question-answer period. Have the time keeper gives warning.
7. If a resolution is to be considered, excuse the speakers, then hold the discussion and disposition of the resolution according to the Bylaws and printed instructions.
8. Keep a file of dated copies of all resolutions and letters proposed by the committee, noting whether or not they passed.

I. Conducting general meetings:

1. Give the timekeeper the time allotted to each speaker.
2. After the president has conducted the business meeting, give the same instructions as in committee meetings concerning time allotment, asking questions, etc.
4. Introduce the speakers and the topic to be discussed.
5. Give equal time to both sides of the issue. Allow as much time as possible for questions from the delegates, who are to be reminded to stand, go to a microphone, state their name and organization, and to ask the question without long prefatory

remarks.

6. State the time allotted to each speaker and to the question-answer period. Have the time keeper give visual warning when time has expired.

IV. BIENNIAL REPORT:

A report of the work done by each committee co-chair is to be submitted at the biennial business meeting. There shall be four (4) copies submitted,, one (1) to remain with the Policy Chair for the Board Handbook , the remaining three (3) copies to be distributed to the President, Recording Secretary, and Historian.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and the second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

DATED: June 2009

Drafted August 2013

This has not been approved. We will up date as the Bylaws are changed, presented and voted in the future. (Aug. 2013) Bette Voorhees

** 1. Changed name to Legislative Committee Co-chairs chairs to Legislative Study Committee Co-chair

** under responsibilities #2 B delete Have ID stamped at the Nov.Dec meeting.
Move all numbers as per order.