

LEGISLATIVE COMMITTEE OBSERVERS

I. STATEMENT:

The legislative committee observers are appointed by the president with the approval of the Appointments Committee. Observers are for the following Legislative Interim Committee meetings: 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 & Taxation/Transportation and Public Safety/Government Operations. They shall be members of the Legislative Study Committee.

II. DUTIES:

- A. To attend all Council general meetings and the Executive Board Meeting.
- B. To be familiar with WSLC Bylaws, General Membership Standing Rules and the Executive Board Standing Rules.
- C. To attend the meetings of the Legislative Interim Study Committee to which observer is assigned and to take notes and/or ask for all handouts from the secretary.
- D. To report to the Executive Board any pertinent information which should be studied in a general Council meeting.
- E. To prepare and to conduct the program of general meeting if requested by the Board.
- F. To deliver a file containing all materials pertaining to the work of this office, including This job description, to the Legislative Study Committee co-chairs.

III. PROCEDURES:

- A. If asked to plan a general Council meeting, meet with the co-chairs and the advisor of the study committee in charge of the meeting to determine the respective duties of those involved.
- B. If requested to do so by the co-chairs in charge, distribute copies of the publicity forms completed in quintuplet to the publicity chairman, the Council president, the recording secretary, and the committee chairman and the reporter.
- C. Write "thank you" letters to each speaker and include a copy of the bulletin that contains summary of his/her remarks if requested by the chairman in charge.
- D. Receive from the legislative bills clerk and/or the internet, copies of bills being submitted to the legislature by the interim committee.

IV. BIENNIAL REPORT:

A written report of the work done by the Legislative Study Committee observer shall be submitted at the biennial business meeting. The report will be handed to the Legislative Study Committee Co-chairs to be included in their reports.

FOR REFERENCE:

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the president; the president-elect; the first and the second vice presidents; the recording secretary; the parliamentarian; and the policy chair.

DATED: June 2009 **Save for future reference jobs comm... not functioning 3/19/2014.**