

TIME TABLE FOR THE PRESIDENT

THE FIRST YEAR

APRIL

1. Renew the incorporation of the Women's State Legislative Council as a non-profit organization each year before April 1st with the Lieutenant Governor's Office.
Check with immediate past president as to action taken.

MAY

1. Notify and meet with Appointments Committee and the Executive Committee prior to the Executive Board meeting.
2. Check the letters to be sent out with the corresponding secretary and make necessary changes.
 - a. To membership
 - b. To Legislators
 - c. To spouses of Legislators
 - d. To past Presidents
 - e. To honorary members
3. Call an Executive Board meeting and have the following reports presented; Treasurer, Membership and Credentials Committee, Past President, Lobbying/public awareness chair, bulletin editor, physical arrangements chair who should have rooms scheduled for the biennium.
4. Check with the past president about ordering new biennium delegate handbooks and membership cards.

JUNE/JULY

1. Call an Executive Board meeting for reports and planning.
2. Obtain a tree to be planted in the name of the immediate past president.

AUGUST

1. Compose a welcoming letter which will include the date, time, place of the September meeting with theme and subject.
2. Check with the corresponding secretary concerning the mailing of the above letter, a brief history and delegate card to all delegates and past presidents.
3. Compose a letter to all legislators and the spouses of the Governor, the Chief Justice of the Supreme Court and include an honorary non-voting membership card.
4. Compose a letter to the spouses of all legislators and include a guest card.
5. All letters to be sent by September 1st.
6. Check plans with lobbying/public awareness chair.

SEPTEMBER

1. Present a patriotic program at the Council general meeting.
2. Present during the business part of the meeting:
 - a. A report of the Membership and Credentials Committee by the president-elect.
 - b. A report from the immediate past president on proposed amendments to the bylaws.
 - c. An orientation by the immediate past president.

OCTOBER

1. At the general meeting:
 - a. Present a budget for the biennium.
 - b. Have the Membership and Credentials Committee report.
 - c. Vote on any bylaw amendments, if there are any.
 - d. Distribute at this meeting the new handbooks that the immediate past president has had printed, if there have been no amendments.

NOVEMBER/DECEMBER

1. Distribute at the general meeting the new handbook containing the amendments, if there have been any.
2. Check in the legislative bill clerk regarding any bills or reports that are available from the internet. Check also for reports, etc. from the senate and house staff.

JANUARY

1. Be aware that the legislative session begins the 3rd Monday in January.
2. Renew the fee for the bulk mailing permit #2734 with the U. S. Post Office.
3. Contact the legislative bill clerk to collect lists of pre-filed bills from the internet; do so at the beginning of each session thereafter. Make them available to the legislative study committee co-chairs. Encourage them to check senate and house committee members for bills relevant to their committees.
4. Check with the physical arrangements chair concerning the scheduling of the rooms for the next year.
5. Alert Auditing Committee chair for annual audit of treasurer's books.
6. Check for the renewal of lobbying fee at the Lieutenant Governor's Office. The fee was discontinued in 1991, but could be re-instated.

THE SECOND YEAR

SEPTEMBER

Audit report is given at the Executive Board meeting, Council meeting and published in the bulletin.

OCTOBER

1. Call at the general meeting for at least twelve names of persons to serve on the ballot for the Nominating Committee.
2. Announce that seven of the above nominations presented by the delegates will be elected by ballot by the Executive Board at the next Board meeting as the Nominating Committee.
3. Check with the corresponding secretary concerning the mailing of the letters to newly elected legislators and spouses; and spouse of Chief Justice of the Supreme Court following November elections.

4. Distribute to membership delegate interest forms.

NOVEMBER

1. Vote on the Nominating Committee members at the Board meeting.
2. Announce the names of the seven persons elected to the Nominating Committee at the Council meeting.
3. Check with the immediate past president to ensure that the Nominating Committee receives a copy of each job description for elected officers, the delegate list, and the delegate interest forms. A current list of officers is available in the hand book.

DECEMBER

Announce at the general meeting that the legislative session begins the third Monday in January.

JANUARY

1. Renew the fee for the bulk mailing permit #2734 with the U. S. Post Office.
2. Check for the renewal of the incorporation of the WSLC as a non-profit organization before April 1st at the Lieutenant Governor's office. (This is usually mailed to the president).
3. Have the physical arrangements chair reserve the rooms for the next biennium.
4. Check for the renewal of lobbying fee at the Lieutenant Governor's Office. The fee was discontinued in 1991, but could be re-instated.

FEBRUARY

1. Check with the historian concerning the collection of material to date.
2. Remind all elected officers and chairmen that four copies of written reports of their activities during the biennium are to be completed by the biennial business meeting. Three (3) copies shall be given to the recording secretary to be distributed to the president, the historian, and the recording secretary. One (1) copy is to be handed to the policy chair with their Board Handbooks.
3. Confer with the advisor to the Installation Luncheon Committee, as well as the chairman.
4. Check with the second vice president concerning the election arrangements.
5. Announce the names of the candidates presented by the Nominating Committee, three meetings before the biennial business meeting.
6. Post the names of the nominees at the general meeting two meetings before the biennial business meeting.
7. Post the candidates' names, have the candidates' speeches presented, and hold the elections at the general meeting one meeting before the biennial business meeting.
8. Call each candidate concerning the results of her individual candidacy - however not the results of the total election.
9. Have oral reports by the co-chairs of the Legislative Study Committees.

FEBRUARY / MARCH

1. Have the following oral reports presented at the biennial business meeting:
 - a. President's report (may be given at the luncheon)

3.

Time Table for President – page 4

- b. Auditor's report
- c. Treasurer's report

- d. Reports from affiliates by the second vice president or the affiliate presidents
These may be spread out during the previous weeks.
- 2. All written reports four (4) copies from the elected officers, chairmen of the Legislative Study committees, chairmen of standing committees, appointed officers are due at the biennial business meeting. Three (3) copies are to be handed to the recording secretary and one (1) copy and the copy of the job description will be handed to the policy chair.
- 3. At the biennial business meeting, the minutes may be read: at the luncheon that same day, or at the first board meeting following, or at the first general meeting of the new biennium, or assign an ad hoc reading committee for errors before approval and filing.
- 4. Deliver pertinent material, with the historian, to the University of Utah Special Collections Library.

Dated June 2009

Adopted March 19, 2015