

Legislative Concerns Committee Charter
As proposed by the 2010 Legislative Concerns Chair, Chad Foerster

Committee Purpose

1. The Legislative Concerns Committee monitors pending federal legislation, recommends advocacy efforts, issues policy statements, provides analysis, issues calls to action when needed, and coordinates grassroots efforts to support the legislative mission of the Association. The Committee coordinates the development of its Legislative Platform each year at the National Membership Meeting.

Operating Procedures

1. A week preceding a committee meeting, the Legislative Concerns Chair will post the meeting agenda on the NAGPS Legislative Concerns web page.
2. The agenda will normally follow the order: status updates, recommended action items, other matters, and next meeting date. The Legislative Concerns Chair has the discretion to change the order as needed.
3. Committee members should call for a motion on an action item following Robert's Rules (parliamentarian procedures) in the discussion of the item.

Authorization

1. Article VI Section 4 and 7 of the By-Laws of NAGPS

Membership and Leadership

1. Each year the NAGPS membership will elect a Legislative Concerns Chair at the National Membership Meeting.
2. Regional Chairs elected at the National Membership Meeting will solicit volunteers for the Legislative Concerns Committee within their region and recommend at least one person per region to serve on the committee.
3. Committee membership is open to all NAGPS members in good standing.

Roles and Responsibilities

1. Legislative Concerns Chair
 - a. Responsible for the coordination of Association efforts regarding their Committee issues at the national level.
 - b. Advise the NAGPS Board of Directors on issues of concern to their Committees.
 - c. Represent the interests of the members of their Committee to the NAGPS Board of Directors.
 - d. Provide regular updates on Association activities to the members of their Committee via their electronic Committee discussion list, and/or the production of a Committee newsletter.
 - e. Serve on the Advocacy Board.
2. Committee Members
 - a. Preview presentations/materials provided by the staff before the meeting and come prepared to discuss or take appropriate action on items brought before the committee.
 - b. Attend meetings regularly.

c. Review committee meeting minutes.

Reporting Requirements

1. All committee meetings are noticed and recorded per open meetings and open records requirements.
2. All meetings must have agendas.
3. Minutes are taken at each meeting and reviewed by the Committee Chair before being posted on the NAGPS Legislative Concerns web page.
4. Minutes from the committee meetings are considered permanent records and are to be retained in the official NAGPS archive.

Meeting Schedule and Process

1. Committee meetings are to be held on a monthly basis at a pre-defined time of the month that will be decided during the first official committee meeting of any given year.
2. Special meetings maybe called at the discretion of the Chair of the Committee.

Approval Process

1. Legislative committee members vote to move a recommended motion forward to the full NAGPS Board of Directors.
2. A quorum vote of five committee members can advance an item forward.
3. Motions passed by the committee do not become officially part of the record until approved in a formal NAGPS Board of Directors meeting.