

Interagency Committee of State Employed Women (ICSEW)
Committee Policies and Procedures

5.05 Legislative Committee

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Date Modified: None

PURPOSE

This policy provides guidelines for the committee's responsibilities, which include reviewing new and revised laws proposed during Legislative Sessions. This policy also outlines procedures for the committee to provide information, general guidance and expectations to engage ICSEW members in the Legislative process.

INTENT

The intent of this policy is to provide guidelines, expectations, and a method for proposing to the Governor's office bills of interest to ICSEW members.

SCOPE

This policy applies to the Legislative Committee Chair and committee members.

POLICY

The Legislative Committee shall:

- Coordinate with the Governor's Office to ensure this committee's work is in alignment with the Governor's priorities.
- Track bills of interest through the legislative sessions and report to the ICSEW Executive Board and ICSEW General Membership.
- If appropriate, sponsor legislation that will better the lives of state-employed women.
- Identify and research topics of interest prior to the commencement of each legislative session, enabling the committee to advise the Governor's office as appropriate.
- Track issues affecting women when the legislature is not in session and report to the ICSEW Executive Board and General Membership.
- Understand, follow, and comply with relevant board bylaws, policies, and the Ethics Board.

PROCEDURE

The Legislative Committee may provide information to the ICSEW Executive Board and ICSEW General Membership in many different ways and may include:

- Researching and tracking legislative topics and providing relevant and up-to-date information as needed through the LISTSERV, ICSEW website, and General Membership meetings.
- Sponsoring guest speakers who can present information about legislative topics to the General Membership.
- Providing to the Communications Committee Chair news articles for the *InterAct* newsletter, and cultivating interest with ongoing, relevant articles.
- Partnering with agencies and outside organizations to support legislation and policies.

Committee Chair

In addition to leading the committee as referenced above, the committee chair shall be responsible for:

- Working with the ICSEW Chair and Governor's Office representative.
- Submitting to the ICSEW Chair an updated Business Plan representing the committee goals, activities, and budget.
- Maintaining an up-to-date Legislative Committee Policy.
- Providing the ICSEW Executive Board a Committee Report for each board meeting.
- Providing General Membership with a Committee Report, as needed.
- Understanding the purchasing policy.
- Approving payment for purchases from the committee budget.
- Encouraging and assigning committee members to submit articles for the *InterAct* newsletter.
- Acknowledging and recognizing the work of committee members.
- Providing resources for training of the chair and committee members.

RELEVANT LAW AND OTHER RESOURCES

ICSEW Bylaws
ICSEW General Membership Guidelines
ICSEW *InterAct* Newsletter Policy
ICSEW Membership Roles and Responsibilities
ICSEW Web Site Development Policy
Robert's Rules of Order

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