

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION LEGISLATIVE COMMITTEE POLICY AND PROCEDURES MANUAL

I. Membership

A. Structure

The Legislative Committee is generally composed of 15 – 20 members plus the Chairperson. Members should include a cross-section of FGFOA to include state, county, city, special purpose governments, and other FGFOA representation.

The Chairperson is appointed by the President and serves as overall Committee coordinator. The Chairperson may appoint subcommittees as appropriate to legislative issues and subject areas to be addressed.

B. Purpose, Goals and Action Plan

The Legislative Committee provides for a geographically based information network to assist in promoting, sponsoring and opposing proposed legislation before the State Legislature.

Purpose: To identify issues of importance that should be brought to the attention of the Florida legislature for their consideration.

Short Range Goals: To perform research on topics of interest for the upcoming session and to inform the FGFOA membership of Committee actions through the quarterly FGFOA newsletter.

Long Range Goals: To prepare an annual legislative policy statement booklet for distribution to members of the legislature, FGFOA leadership, and interested members. To identify issues on the horizon that will affect FGFOA member and to begin research and proposed legislative policy statements to address identified issues.

Plan of Action: To establish relationships with other professional organizations having similar interest and to gain knowledge of legislative processes and legislative committee responsibilities.

C. Chairperson Responsibilities

The Chairperson is responsible for coordinating all major aspects of the Committee including: establishing meeting times, chairing Committee meetings, assisting Subcommittee Chairs with coordination of duties and assignments, reporting activities and results to all Committee members, preparing quarterly reports for the FGFOA President and Board of Directors, and coordinating the publication of quarterly articles in the FGFOA Newsletter.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, short-range goals, long-range goals, and the plan of action listed in the Associations Membership directory. The Committee as a whole should review recommendations and any changes forwarded to the Board of Directors for approval and inclusion in the next membership directory.

The Chairperson attends all FGFOA Board meetings and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chairperson is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

The Chairperson is responsible for presenting an annual report to the membership at the annual conference business luncheon. The report should summarize all Committee activities for the year.

The Chairperson should meet with the incoming Chairperson and the President to communicate any incomplete projects or concerns to facilitate an orderly transition. The meeting should occur either before or during the Annual Conference.

D. Subcommittee Chair Responsibilities

Each subcommittee chair is responsible for preparing and presenting reports to the committee chair on the progress of the respective subcommittee. Any meetings or conference calls necessary to accomplish the duties of the subcommittee are the responsibility of the respective chair.

E. Member Responsibilities

Committee members are responsible for assisting their subcommittee chair with developing legislative issues of importance.

F. Meetings and Attendance

The Committee holds an organizational meeting at the annual conference to discuss goals and objectives for the year. Additional meetings are scheduled as needed to discuss the progress on tasks assigned to each subcommittee. Attendance is expected of all Committee members. The use of conference calls and e-mail to conduct the business of the subcommittees is strongly encouraged.

- G. All members are appointed for three-year term. Members are encouraged to continue on the Committee to provide the institution knowledge necessary for successful operation.

H. Membership Roster

A listing of each Committee member including name, title, employing organizations, address, telephone number, FAX number, and e-mail address will be compiled and distributed to all Committee members.

I. Budget

An allocation is included in the annual budget for expenses associated with Committee meetings. This allocation may be used for meals and other incidental expenses related to committee meetings and subcommittee.

J. Changes to Purpose, Goals, and Action Plan

This should be accomplished at the organizational meeting during the annual conference. Any changes will need to be expedited in order to meet the deadline for the membership directory.

II. Committee Program

A. Tasks

1. Committee Chair

- a. Quarterly reports to the Board
- b. Monthly conference calls with the president, administrative staff, and committee chairs to discuss the status of each committee
- c. Coordination of FGFOA Quarterly Newsletter
- d. Coordination with FGFOA administrative staff to accomplish publication of the annual Legislative Policy Statements
- e. Communication with Committee members on all issues of importance to Committee goals and objectives

B. Timeline

1. Organizational Meeting – Normally held at the annual conference. Early organization is a key element to the success of the Committee.
 2. The first substantive meeting should be scheduled in early August to discuss new and continuing issues for the upcoming session.
 3. First Quarter Board Meeting is held at the end of July. A quarterly report is due for this meeting. Administrative staff will provide a submission time for this report.
 4. Second Quarter Board Meeting is held at the School of Governmental Finance in November.
 5. Committee work to develop the Legislative Policy Statements should be concentrated in November, December, and January in order to publish the Statements prior to the Legislative Session.
 6. Third Quarter Meeting is held in February. The Chairperson should communicate with the President to determine wishes on whether the Policy Statements will be approved for publishing and distribution prior to, at, or after the Third Quarter meeting.
 7. Fourth Quarter Meeting is held at the Annual Conference in May.
- III. Minutes – Minutes of each meeting should be maintained for use by the next Chair and Committee.
- IV. Reports – A report is required for each Board meeting and at the discretion of the President.
- V. Correspondence – copies of all correspondence should be maintained in the Committee notebook.
- VI. Newsletters – An article about the progress of the Committee is needed for each issue of the Newsletter. The FGFOA administrative staff will provide the deadlines for submission.
- VII. Appendix – this section contains any forms used to accomplish the transmittal of information and articles from the Newsletter.