

**CALIFORNIA STATE FEDERATION EXECUTIVE BOARD
POLICY NO. 6 (B)
STATE LEGISLATION COMMITTEE**

I Article II, Section 2. (2) of the Federation By-Laws outlines the basic duties of this Committee. Executive Board Guideline No. 6, “Policy for Standing Committees” and these Guidelines provide more detail. The Chairman and each Committee member should become thoroughly familiar with these directives.

II DUTIES & RESPONSIBILITIES (CHAIR)

- A. Provide each Committee member has a copy of the State Legislative Manual and State publications listed therein.
- B. Keep lines of communication open with all Committee members. Copies of written or e-mail messages should be shared with other members.
- C. Stay knowledgeable of legislation of importance to NARFE members and the Federal Community.
- D. Maintain a rapport with legislative aides who are an excellent source of information regarding pending legislation.
- E. Communicate with State legislators as necessary.
- F. When particularly urgent legislation of interest to NARFE is pending, assign Committee members within a reasonable distance from Sacramento to visit legislators to lobby for or against the bill.
- G. Committee members should be notified by the Chair during legislative alerts to request every constituent chapter to contact the district offices of the involved legislators as appropriate.
- H. Keep Federation Officers, DVPs, and Committee members informed on all pending legislation of interest to NARFE members.
- I. Brief Federation Officers on all resolutions affecting state legislation to be considered at the State Convention.
- J. Ensure that all committee members meet on the morning of the day the convention convenes, unless specifically authorized by the CSFC President to arrive and meet a day earlier. Those so authorized must submit an Expense Report (CSFC Form 15) through the Chair, with a receipt for reimbursement. The code for this expense is 506K under “State Convention”.

III DUTIES & RESPONSIBILITIES (COMMITTEE MEMBERS)

- A. Make visits to local offices of legislators within their respective District, and

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motivate Chapter Legislative Officers to make such visits.

- B. Prepare and provide a report to the Chair of each such visit.
- C. Answer questions, assist in seminars and help Chapters to establish and carry out an effective State Legislation Program.
- D. Perform other duties as assigned.