

POLICIES HANDBOOK: LEGISLATIVE COMMITTEE

RESPONSIBILITIES

The Legislative Committee:

Arranges to represent the North Dakota Library Association (NDLA) before legislative interim and standing committees considering issues pertinent to libraries.

Develops and supports library-related legislation as needed.

Works with the State Library on legislative matters.

Coordinates legislative priorities from all NDLA sections, roundtables, and committees.

Executes other charges as directed by the executive board. (Article XI, Section 3).

MEMBERSHIP

The legislative committee chair shall be appointed by the president and serve a term concurrently with that of the president. The chair assembles a committee of at least four persons who represent academic, public, school, and special libraries.

PROCEDURES

Tracking Legislation

The committee follows proposed and adopted legislation related to library issues. The chair apprises NDLA members of proposed and enacted legislation.

With assistance from the committee members, the chair initiates and coordinates lobbying activities during an interim or a legislative session.

Communicating with NDLA Members

- Communicates to the NDLA membership by submitting reports at the Association's executive board meetings and at the annual conference.
- Members are also reached through *The Good Stuff*, NDLA's web site, and various electronic mailing lists.
- Uses NDLA's membership database to communicate with NDLA members.
- Works with the State Library to obtain and distribute the biennial biographical guide to legislators entitled *Lawmakers of North Dakota*.
- Develops a plan for rapid response by NDLA members concerning legislative matters. This includes identifying a contact in each legislative district. The calling tree (or other system employed) starts with the contact then reaches a person from each library type in the legislative district.
- Prepares and distributes with assistance from the Executive Secretary the following information:
 - A list of all NDLA members including phone numbers, mail, and email
 - addresses.

- o Materials which describe the legislative process.
- o A list of legislators and their committee assignments.
- o A list of legislative leadership.
- o A legislative district map.
- o Information on how to communicate with legislators either individually or before a legislative standing or interim committee.
- o The toll-free number to reach the legislators during the legislative session.
- The chair attends all NDLA Executive Board meetings and submits reports at each.
- Solicits information from all NDLA sections, roundtables, and committees regarding their legislative concerns both during legislative and non-legislative years.
- Encourages NDLA sections, roundtables, and committees to draft resolutions concerning legislative issues prior to the NDLA annual conference.
- Arranges educational sessions at the annual conference to train NDLA members on the techniques of testifying before legislative committees and on making contact with individual legislators.
- Activates the calling tree or uses e-mail and electronic mailing lists to communicate information and to solicit rapid responses by members to legislative issues.
- Coordinates with the Executive Secretary and others about the publicizing pending and enacted legislation.
- Ensures that persons officially representing NDLA before legislative committees are registered as lobbyists through the Secretary of State.
- Works with the NDLA President to prepare an NDLA fact sheet for distribution to legislators.

REIMBURSEMENT

The NDLA Treasurer will make payments to NDLA members to reimburse expenses made on behalf of NDLA. Members must submit the “Request for Personal Reimbursement” form when requesting reimbursement. Receipts must accompany personal requests for reimbursement as indicated on the reimbursement form. The form is available on the NDLA web site in pdf format.

The reimbursement for travel to Executive Board meetings is as follows:

- NDLA will cover hotel cost when a board member must travel the night before a meeting or, in the case of post conference meeting, stay the night after.
- NDLA will cover mileage cost at the state employee rate.
- No meals will be reimbursed.

NDLA appreciates when institutions cover any or all of these expenses for their employees. NDLA recommends that board members request travel reimbursement from their institution prior to requesting reimbursement from NDLA.

The Finance Committee recommends that board members planning to request reimbursement of travel expenses for attending NDLA board meetings share travel expenses whenever possible. This includes both transportation (i.e. carpooling) and lodging (when necessary). When requesting reimbursement for shared expenses, indicate all parties incurring cost so that each section or committee’s budget can be assessed a share of the cost. By reflecting expenses

accurately by budget category, incoming section, roundtable and committee chairs as well as the NDLA Finance Committee will be able to plan future budgets with greater accuracy. Compliance with this policy will be up to each individual board member.

Payments made to individuals and businesses that have provided merchandise or services to NDLA require the submission of a “Request for Third Party (Vendor) Payment” form to the NDLA Treasurer. The form is available on the NDLA web site in both pdf and html file format. 1) Forms submitted using pdf must be signed by the NDLA member responsible for authorizing the expenditure and should be accompanied by a valid invoice or statement. 2) Forms submitted using html must be sent from the e-mail account of the NDLA member authorizing the payment. The html form is used when the vendor is expected to send a valid invoice or statement directly to the Treasurer.

The NDLA Treasurer may question a request for payment at any time and is encouraged to consult with the Finance Committee to obtain approval or rejection before payment of a questionable reimbursement is made.

The Request for Personal Reimbursement form is available at:

<http://ndla.info/Forms/expenseform.pdf>

or

<http://ndlaonline.org/Forms/expenseform.pdf>

CHRONOLOGICAL GUIDELINES

September/October

The chair presents a report of activities to members at the annual NDLA conference.

Sponsors a program at the annual conference on effective lobbying techniques or on new legislation.

The chair orients the incoming chair at the end of the annual conference.

Transfers material to the NDLA archives.

Updates the Committee's procedural manual.

December

The chair attends the quarterly Executive Board meeting, submitting an activity report.

The chair announces the committee members.

March

The chair attends the quarterly Executive Board meeting, submitting an activity report.

June

The chair attends the quarterly Executive Board meeting, submitting an activity report.

Solicits reports from NDLA sections, roundtables, and committees on their proposals for legislation.

September

The chair attends the pre-convention NDLA Executive Board meeting, submitting an annual report.

Assists in drafting resolutions from NDLA sections, roundtables, and committees.

Attends the postconference Executive Board meeting providing any updates on legislative activity for the next interim or session.

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