

Legislative Checklist



Date: June 21, 2019

CBA Legislative Contact:

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Online Leadership Resources Link:

<https://www.ctbar.org/members/sections-and-committees/leadership-resources>

LPRC

- _____ Review and distribute position requests from sections.
- _____ Then, after received, distribute to your section for review and comment.
- _____ If necessary, a section or its Executive Committee may support, contest or negotiate another section's position requests. If opposing a request, communication must be held with conflicting sections prior to, but, not intentionally delaying, LPRC meeting.
- _____ All position requests are discussed at LPRC which makes its recommendation to HOD, or to the BOG, if necessary, or, if timely, to the Executive Committee.
- _____ Make written/email request to LPRC, if a section has voted to join in a request at any time.

POSITIONS

- _____ Request reauthorization of an expired positions by Labor Day for October HOD. Expired positions will be distributed to chairs by June 30th. Need to work during summer months.
- _____ Develop and submit legislative position on proposed legislation with draft language (by December 1 if not earlier). These position requests will be distributed to the LPRC.
- _____ Positions are authorized either on behalf of the association or by the section/committee.
- _____ Positions are authorized by the HOD, in most cases, for three years/legislative sessions, at which time the authorization expires. The Executive Committee or Board of Governors can authorize positions for only up to one year.

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Legislative Liaisons

- _____ Primary contact for section's legislation. Should be appointed by July 1.
- _____ Form a diverse legislative committee (up to ten) to assist.
- _____ Communicates regularly during year regarding legislation effecting section.
- _____ Beginning in January, reviews daily 'List of Bills', initially only titles, received from CBA to discern whether any of those listed bills effect the section.
- _____ Bills start to get drafted. Distribute appropriate bills to section.
- _____ Track/monitor bills.
- _____ Communicate with section/legislative committee including a summary of bills and distribution of CBA section legislation Spreadsheet.
- _____ Bring relevant bills as early as possible to attention of Section for discussion.
- _____ Take positions on legislation and convey to LPRC through contact and position request along with any pertinent backup materials.
- _____ After position is authorized, write/deliver testimony with members of section.
- _____ Create contact list of "known" legislators, specifically in General Assembly's committee of cognizance.
- _____ Through CBA, invite legislators to a section meeting.
- _____ Come to Capitol/LOB to network with legislators; interest other members to get involved.
- _____ Communicate regularly with section on legislation.