



Oregon Association of Municipal Recordors

LEGISLATIVE COMMITTEE

OREGON ASSOCIATION OF MUNICIPAL RECORDERS (OAMR) LEGISLATIVE COMMITTEE JOB DESCRIPTION AND PROCEDURES (*Revised April 2007*)

- I. **Purpose:** It shall be the duty of the Legislative Committee to stimulate interest and activity in legislation affecting municipal government and to study proposed legislation and report to the OAMR Executive Board and membership. The committee maintains a close working relationship with the League of Oregon Cities (LOC) to receive committee training and monitor legislation that affects jurisdictions and the profession of municipal recorder. Appointment to the OAMR Legislative Committee is a two (2) year appointment.

II. Responsibilities:

- A. In September of odd numbered years, the OAMR President will appoint a committee chair and sufficient committee members to accomplish the responsibilities of the committee. Appointments to the committee will be for the term of two (2) years.
- B. The chair will arrange for training of the committee membership, including but not limited to how legislative bills are drafted, obtaining sponsorship for a bill and how a bill becomes law.
- C. Committee members will monitor legislation, in particular, those proposed bills which might be beneficial or detrimental to the interests of cities, and the profession of the Municipal Recorder.
- D. Committee members will send information to members via the OAMR email or list serve, flagging proposed legislation which may require follow up and possible action by the members or city officials.
- E. The chair or their designee will be OAMR's representative to the LOC Legislative Committee. Committee members should also ask to be on the distribution lists for the LOC Legislative Updates which are issued on a regular basis during session.
- F. Committee members should contact their legislators to get on the legislative mailing lists to receive (during session) the Weekly Cumulative Index, and the Senate and House legislative Calendars. This will enable members to track legislation and have access to the lists of which legislators are assigned to each House and Senate committees.

III. When Legislature is Not in Session:

- A. Request suggestions from all OAMR members for issues affecting municipalities and for issues that may come before the legislature. Gathering suggestions for issues to follow or bring forward should be an ongoing process throughout the year.
- B. The chair will contact League of Oregon Cities staff or other resources to provide training to the members on the legislative process.

IV. Action Required When Legislature is in Session:

- A. The chair will contact LOC legislative staff to see if the issue is being tracked and what LOC's position is on the issue.
- B. Committee members will contact members via OAMR email and/or list serve notifying them of the issues, so all members can contact their local legislators to heighten awareness of the issue and generate interest in either bringing legislation forward or opposing legislation. It would be important for members to be able to respond within a minimum of two (2) days, particularly when legislative actions are scheduled to occur with short notice.
- C. If so directed by the OAMR Executive Board, the committee will draft correspondence addressing the proposed legislation. The draft letter will be provided to the Board by the most timely method, including e-mail, fax, or during a board meeting. The final correspondence will be formatted for signature by the OAMR President. If the legislation affects an area that pertains to another OAMR committee's realm, the OAMR committee could be asked for input and/or to draft the correspondence.
- D. The chair or designee will be responsible for providing updates to the membership in the quarterly OAMR Newsletter and provide an annual report to the membership in September at the Annual Business Meeting.