



OREGON ASSOCIATION OF MUNICIPAL RECORDERS **LEGISLATIVE COMMITTEE**

COMMITTEE DESCRIPTION

- 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 will maintain a close working relationship with the League of Oregon Cities (LOC) and other regional council of government organizations to receive committee training and monitor legislation that affects jurisdictions and the profession of municipal recorder.
- II. **Membership.** The OAMR President will appoint a committee chair, or co-chairs, and sufficient committee members to accomplish the responsibilities of the committee.
- III. **Responsibilities.**
 - a. The chair, or co-chairs, will manage committee meeting agendas and arrange for training of the committee membership, including but not limited to how legislative bills are drafted and sponsored and becomes a law.
 - i. The chair or their designee will be OAMR's representative to the LOC and other regional council of governments for legislative issues and will share updates with OAMR as appropriate.
 - ii. The chair or their designee will provide updates to the OAMR membership in the quarterly newsletter and will provide an annual report to the membership at the Annual Business Meeting.
 - b. Committee members will monitor legislation which might affect the interests of cities and the profession municipal recorder.
 - i. Members should track, monitor, and sign-up for bill updates on the [Oregon Legislative Information System \(OLIS\)](#).
 - ii. Members will send information to other OAMR committees and members via the email list serve, flagging proposed legislation which may require follow up and possible action by the members or city/agency officials.
- III. **Committee Information.** Visit <https://www.oamr.org/committees> to learn more.
- IV. **When the State Legislature is Not in Session.** The committee should solicit suggestions from OAMR members for issues affecting member municipalities and agencies and for issues that may come before the legislature. Gathering suggestions for issues to follow or bring forward should be an ongoing process.

V. When the State Legislature is in Session.

- a. The chair will communicate with LOC and other regional council of government organization staff to monitor proposed legislation.
- b. Committee members will inform OAMR members via the email list serve about legislative issues, encouraging members to contact their local legislators as appropriate. Issues may include legislation approved in previous sessions and the impacts and effects of new laws. The committee should note deadlines and timeframes when asking for member responses to legislation.
- c. If directed by the OAMR Board, the committee will draft correspondence addressing proposed legislation. The draft letter will be provided to the Board by the timeliest method, including e-mail 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 committees' area of expertise, the other OAMR committee(s) should be asked for input and/or to draft the correspondence.
- d. The committee will work to ensure that OAMR member participation in advocating for legislation will conform to [Oregon Revised Statute \(ORS\) 260.432 Restrictions on Political Campaigning for Public Employees.](#)