

U. LEGISLATION/EDUCATION COMMITTEE

- 1) Committee Composition
 - (a) At the discretion of the President, the following committee chairmen should be considered for service on the Legislation/Education Committee: Health and Safety and Family Engagement.
 - (b) The Chairman of the Capitol Committee shall serve as an ex-officio member of the Legislation/Education Committee.
- 2) Responsibilities of the Committee
 - (a) Formulate and prepare the Legislation Program by doing the following:
 - (1) Study such state legislation as directly affects the welfare of children and youth.
 - (2) Request suggestions for items to be considered for the program from local units, councils, districts, standing committee chairmen, members of the BOM and other individual PTA members by means of a published notice in the Interim Legislation Report and in official Virginia PTA publications.
 - (3) Review resolutions passed at the last State Convention and include the resolutions with legislative intent that were not acted upon by the last General Assembly in the proposed program.
 - (4) Prepare a Preliminary Proposed Legislation Program to include an explanation of the Action Items.
 - (5) Deliver the Preliminary Proposed Legislation Program immediately to the State Office for the staff to reproduce and distribute by April 1st to local units, council presidents, and members of the BOM in time for district legislation workshops.
 - (6) Notify in writing by April 1st all local units and individuals who submitted suggestions for the Legislation Program of the action taken by the committee on their suggestions.
 - (7) Publish a notice of Public Hearing in official Virginia PTA publications and the final report of the regular General Assembly session and invite all members to attend the portion of the spring meeting of the BOM that considers the Legislation Program.
 - (8) After the adoption of a Proposed Legislation Program by the BOM at the spring meeting of the board, publish and mail the Proposed Legislation Program to all local units, councils, districts and members of the BOM by August 15th.

- (9) Publish the approved Legislation Program in official Virginia PTA publications with a message urging members to express their support of it to their representatives in the General Assembly.
- (10) Distribute the VA PTA Legislation Program to members of the General Assembly that includes Legislation Action Items, Policy Statements and Resolutions with legislative intent adopted at the most recent state annual meeting.
- (11) Set the date and plan activities for PTA Day at the General Assembly.
- (12) Issue an invitation to members to attend PTA Day at the General Assembly in official Virginia PTA publications and the after convention mailing to local units, councils, districts, and members of the BOM.
- (13) Approve guidelines developed by the Legislation/Education Chairman for use during the General Assembly and other legislative hearings by the Legislation/Education and Capitol Committees. These guidelines should be developed for continued use and made a part of the Legislation/Education Committee procedure book.

3) Responsibilities of the Chairman

- (a) Inform members of the BOM, districts, councils and local unit presidents of the Schedule of public hearings on matters pertinent to the Virginia PTA Legislation Program.
- (b) Speak at committee hearings of the Virginia General Assembly, after consultation with the President, on provisions of the Legislation Program or actions taken by the BOM concerning legislation. When speaking:
 - (1) Clearly define those actions of the State BOM as separate from those that are approved by the VA PTA general membership as addressed in the Legislation Program.
 - (2) Express no personal opinion.
- (c) Issue Action Alerts to board members, local units and councils as deemed necessary.
- (d) Issue an interim report and a final report to board members, local units and councils on action taken by the General Assembly in regular session.

- (e) Develop guidelines, procedures and techniques, in consultation with Chairman of the Capitol Committee, for use in promoting and implementing the Legislation Program. Submit them to the Legislation/Education Committee for approval before the opening of the General Assembly.
- (f) Seek to have legislation introduced to implement the Legislative Action Items and convention resolutions with legislative intent with the cooperation and assistance of the Capitol Committee Chairman, and/or members of the Legislation/Education Committee.
- (g) The Legislation/Education Chairman will send all reimbursement requests for the Legislation/Education Committee and the Capitol Committee to the President for approval.

2) Responsibilities of the chairman

- a) Attend or identify an alternate attendee to all State Board of Education meetings and provide information to the membership via state-level publications regarding actions taken at these meetings.
- b) Attend, as necessary, meetings and conferences of education organizations, Department of Education study teams and committees of the General Assembly.
- c) Keep abreast of educational trends and emerging issues and provide information to the membership as necessary and identify those issues on which the PTA currently has positions or should consider taking positions.
- d) Alert the President and the BOM of pending regulatory and/or legislative action that will affect public education.
- e) Prepare proposals for the Legislation Program, Convention Resolutions and Positions of the BOM for consideration by the committee.
- f) Prepare state-level publications addressing educational issues to be distributed to the membership and other interested parties.
- g) Forward to the Board of Education all Legislation Program initiatives and Convention Resolutions concerning association positions on educational issues.
- h) Prepare and deliver testimony, with approval by the President, for the Board of Education hearings.

4) CHILD ADVOCATE OF THE YEAR AWARD

- (a) The chairman shall seek nominee suggestions postmarked by April 15 from the Capitol Committee, Legislation/Education committee and BOM for award recipient(s) and provide all nominee(s) information to the BOM at the annual spring board meeting for voting.
 - (b) The criteria for nominations shall be:
 - (1) Must be a resident of Virginia.
 - (2) Must have made a significant state-wide impact for Virginia's children through their advocacy efforts.
 - (c) Nominations must be sent to the Legislation/Education chairman.
 - (d) All expenses related to this award will be charged to the Legislation/Education committee budget.
- 5) CAPITOL COMMITTEE
- 1) Committee Composition
 - (a) The Capitol Committee shall consist of not more than six (6) members, appointed by the president after consultation with the Legislation/Education Chairman.
 - b) Capitol Committee members will serve a term of one year beginning August 1st and ending July 31st of the next year.
 - (c) One (1) member of the committee shall be designated as Chairman and serve as ex-officio member of the Legislation/Education Committee.
 - (d) The Legislation/Education Chairman may, within the limits of the budget and with approval of the President, serve as Capitol Committee Chairman.
 - 2) Responsibilities of the Committee
 - (a) Assist the Capitol Committee Chairman in assembling information including dates of hearings, status of bills, and other duties as assigned.
 - (b) Monitor General Assembly committee meetings and hearings during session.
 - (c) Be available to attend study commissions and committee hearings between sessions.
 - (d) Express no personal opinion in speaking to members of the

General Assembly.

- (e) Capitol Committee members will attend the spring Legislation/Education Committee meeting as non-voting members to provide information for the development of the Preliminary Proposed Legislation Program.
 - (f) Members of the committee shall be reimbursed for expenses (within the limits allowed for the BOM), incurred during the session of the General Assembly or while attending any authorized legislation meeting. This shall not include hotel expenses except in an emergency.
- 3) Responsibilities of the Chairman
- a) Keep the Legislation/Education Chairman and/or President informed as to the status of bills of interest to the PTA, dates and times of public during session and other pertinent information.
 - b) Assist the Legislation/Education Chairman in assembling information on any matter regarding legislation.
 - c) Assign the duties of the members of the Capitol Committee and receive reports from members for transmittal to the Legislation/Education Chairman and/or the President.
 - d) Provide assistance to the President and/or the Legislation/Education Chairman in the formation of statements, if requested.
 - e) Speak in accordance with the adopted Legislation Program if neither the President nor the Legislation/Education Chairman is able to be present.
 - f) Seek to develop support among legislators for PTA concerns.
 - g) The Legislation/Education Chairman shall meet with the Capitol Committee prior to the opening of the General Assembly to:
 - (1) Review the guidelines as approved by the Legislation/Education Committee.
 - (2) Discuss the plans of the Legislation/Education Chairman as they relate to activities during the session.
 - (3) Establish a procedure for reporting.
 - (4) Explain the formula for reimbursement of expenses.

(5) Explain the policy under which the committee operates.

h) The committee shall meet again at the close of the session to evaluate the work of the committee.