

**NATIONAL GUARD ASSOCIATION  
OF CONNECTICUT**

**NGACT**



**LEGISLATIVE COMMITTEE (SOP)  
STANDING OPERATING  
PROCEDURES**

**MAY 2012**

# NGACT LEGISLATIVE COMMITTEE SOP

**This SOP is effective May 16, 2012**

**1. PURPOSE:** Establish guidelines or standard operating procedures for the Committee on Legislation of NGACT.

**2. OBJECTIVES:** Review yearly and if changes are made to the Legislative SOP, a copy will be sent to the Executive Board for approval and then forwarded to the Legislative Committee Members and posted to the NGACT Website.

Members can access the Legislative NGACT Home Page, by using [www.ngact.org](http://www.ngact.org).

**3. DUTIES and RESPONSIBILITIES:** The NGACT Legislative Committee consists of the following individual(s) and their duties and responsibilities are explained in each respective Annex of this SOP.

**A. NGACT Legislative Committee Chair:** Appointed by the NGACT President and serves at the pleasure of the NGACT President until relieved. When a new NGACT President is elected, the Legislative Committee Chair shall resign as the Chair of the Legislative Committee and can submit his/her name for consideration, refer to Annex A of this SOP.

**B. NGACT Legislative Committee Vice-Chairs:** Appointed by the Legislative Committee Chair, with approval of the NGACT President, and serves at the pleasure of the Legislative Committee Chair until relieved. Their appointment will end at their request or when the Legislative Committee Chair submits his/her resignation. One Vice-Chair will serve as Vice-Chair, State Legislation and the other will serve as Vice-Chair Federal Legislation. The NGACT Legislative Committee Vice-Chairs can also serve as the Chair in his/her absence. For further information, refer to Annex B of this SOP.

**4. MISSION:** This committee serves year-round and accomplishes the following:

- A. Assists in developing the Legislative Agenda of NGACT.
- B. Maintains open lines of communication with the Adjutant General and the Judge Advocate.
- C. Conducts a Legislative Workshop annually during the NGACT Annual Conference.
- D. Recommends State and National lawmakers and staffers for NGACT Awards as appropriate.
- E. Conducts an annual Congressional Breakfast Briefing in Washington, D.C.
- F. Conducts State Legislative Receptions/Breakfasts/Briefings as appropriate.
- G. Works with the Resolution Committee Chair and keeps the Resolution Committee informed and updated on Legislative Committee actions.
- H. Provides the Executive Board updates as required by the President.

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- I. Conducts a Legislative Committee meeting at the Annual Conference to prioritize those resolutions passed by the Resolutions Committee.
- J. Maintains open lines of communication with other Veterans Service Organizations and Advocacy groups in the state.
- K. Maintains open lines of communication with the EANGUS and NGAUS Legislative Chairpersons and Legislative Directors.
- L. Submits a written and electronic report to the General Membership at the Annual NGACT Conference.
- M. Works with and updates the Auxiliary Legislative Committee Chair on legislative issues and includes the Auxiliary Legislative Chair in all workshops conducted by the Legislative Committee.
- N. Participates in the EANGUS and NGAUS annual Legislative Workshops in Alexandria, VA and Washington, D.C.
- O. Participates in the Annual Connecticut Society Congressional Reception in Washington, D.C.
- P. Provides written and oral testimony at Public Hearings of the Connecticut General Assembly's Select Committee on Veterans Affairs and other Committees of Cognizance as required.

**5. BUDGET:** The Legislative Chair will prepare a budget of all **“PROPOSED”** expenses for the Committee (I.E., postage, travel, food and beverage, etc.) using the NGACT budget format and submit it to the NGACT President and Executive Board for consideration per suspense date.

**6. ACTIVITIES and FUNCTIONS:** The NGACT Legislative Committee Chair directly supervises all activities and functions of the NGACT Legislative Committee.

**7. SUGGESTIONS/IMPROVEMENTS:** Members of NGACT are encouraged to forward comments or suggested improvements of this SOP directly to the NGACT Legislative Committee Chair.

**8. AUTHORITY:** This SOP is published and distributed by the Legislative Committee Chair upon approval of the NGACT Executive Board.

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## Annex A Legislative Committee Chair

The Legislative Committee Chair is a member of the National Guard Association of Connecticut (NGACT).

**1. Purpose:** The purpose of this Annex is to establish the duties and responsibilities of the Legislative Committee Chair.

**2. Duties and Responsibilities:**

### Continuous

1. Reviews the Legislative SOP and submits a draft to the Legislative Committee members for input and submits any recommended changes to the NGACT Executive Board for approval.
2. Prepares reports of activities as directed by the NGACT President.
3. Reviews the SOP annually and makes changes as required. (*See 2 Objectives*)
4. Conducts any mini Legislative Workshops that may be scheduled.
5. Keeps current with legislative updates and monitors progress of resolutions and legislative proposals through the Connecticut General Assembly.
6. Keeps current with legislative updates and monitors progress of resolutions and legislative proposals through Congress by maintaining open communication with EANGUS and NGAUS Legislative Directors.
7. Prepares the annual budget and submits to the NGACT President.
8. Attends any meetings or events as determined by the NGACT President.
9. Plans and conducts the Annual Congressional Breakfast Briefing in Washington, D.C.
10. Plans and conducts State Legislative Receptions/Breakfast/Briefings as appropriate.
11. Maintains open lines of communication with the Connecticut Society of Washington, D.C.
12. Maintains open lines of communication with state and federal lawmakers and staffers.
13. Updates the NGACT Website legislative page as needed.
14. Updates the NGACT facebook page as needed.
15. Prepares the Annual Legislative Agenda for NGACT, and after receiving NGACT Executive Board approval and having properly vetted the agenda through the Adjutant General for review and comment, submits the agenda to the Select Committee on Veterans Affairs of the Connecticut General Assembly prior to their published deadline.

### Pre-Conference

1. Submits conference agenda to Executive Board by March 1 each year.
2. Coordinates meeting times/requirements with the NGACT Conference Chairperson.
3. Works with the Conference Chairperson to determine Legislative Guests and Speakers.
4. Reviews resolutions received from the Resolutions Committee Chair and places the resolutions into the proper categories.
  - a. Resolutions Categories:
    - (1) Personnel
    - (2) Full-time Manning

- (3) Readiness
- (4) Education
- (5) Medical
- (6) Counter-Drug
- (7) Employer Support
- (8) Veteran/Retiree
- (9) Military Construction
- (10) Equipment

Annual Conference

1. Legislative Committee Meeting
  - (a) Conducts the meeting.
  - (b) Records attendance at meeting.
  - (c) Prepares a report of the Legislative Committee Meeting for general membership, both written and electronically, and renders said report to the EANGUS general membership.
2. Conducts the Legislative Workshop if scheduled.

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## Annex B Legislative Committee Vice-Chairs

**1. PURPOSE:** The purpose of this Annex is to establish some of the duties and responsibilities of the Legislative Committee Vice-Chairs.

**2. DUTIES and RESPONSIBILITIES:**

- (a) Serves at the pleasure of the Legislative Chair.
- (b) Assists with the Legislative Workshop Planning.
- (c) Assists with the Legislative Workshop.
- (d) Assists with any State Legislative Receptions/Breakfasts/Briefings.
- (e) Assists with the Legislative Committee SOP annual review.
- (f) Conducts all duties of the Legislative Committee Chair in his/her absence.
- (g) Keeps current with legislative updates and issues.
- (h) Attends State and National Legislative events as allowed by budget and the NGACT Executive Board.

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## **Annex C: The Congressional Breakfast Briefing**

**1. PURPOSE:** The purpose of this Annex is to establish guidance and coordination of the activities that are associated with the NGACT Congressional Breakfast Briefing in Washington, D.C.

**2. DUTIES and RESPONSIBILITIES:**

- (a) Establishes and maintains a working line of communication with the Adjutant General in the planning and scheduling of the event.
- (b) Coordinates with the Connecticut Society of Washington, D.C. to schedule the Congressional Breakfast Briefing in conjunction with their Congressional Reception.
- (c) Coordinates with EANGUS/NGAUS to hold the Briefing in conjunction with their Legislative Workshops if possible.
- (d) Coordinates with NGAUS for use of the Hall of Flags.
- (e) Coordinates with NGAUS staff for room set-up and audio-visual support as needed.
- (f) Coordinates with NGAUS and EANGUS for National Staff attendance.
- (g) Produces invitations and invites the entire Connecticut Congressional Delegation, their Military Legislative Aides and the Governor's Connecticut D.C. Office staff.
- (h) Identifies and books hotel rooms for all Connecticut Staff attendees. Provides confirmations of hotel reservations to each attendee. Attendee list is provided by the Adjutant General.
- (i) Proposes budget and receives approval of budget from the NGACT Executive Board.
- (j) Coordinates caterer and menu.
- (k) Registers all Connecticut attendees for the Connecticut Society Congressional Reception.
- (l) Provides all attendees from Connecticut with itinerary for the two events.
- (m) Provides all attendees from Connecticut any pertinent information needed if this event is held in conjunction with the EANGUS or NGAUS Congressional Receptions.
- (n) Arrives the day before the event to confirm all aspects are in place.
- (o) Arrives early the morning of the Breakfast to ensure set-up is complete and audio-visual support is working.
- (p) Acts as Host/Hostess, greeting all guests as they arrive and introducing them to other attendees.