

2.15. LEGISLATIVE

2.15.1. TERM: One year (appointed by the President)

2.15.2. COMPOSITION: The Legislative Committee is composed of one person from each district, appointed by the district president.

2.15.3. DUTIES:

- 2.15.3.1. To secure the names, addresses, phone numbers, and e-mail addresses of each district's representative to the KSMA Legislative Committee
- 2.15.3.2. To lead in the development of a legislative agenda or platform for KSMA
- 2.15.3.3. To submit the legislative agenda or platform to the KSMA Board for approval
- 2.15.3.4. To notify membership of KSMA legislative agenda or platform through the KSMA NEWSLETTER; keep members informed of legislative activity and progress throughout the year.
- 2.15.3.5. To submit the adopted legislative agenda or platform to KLA's Legislative Committee; it should become a part of KLA agenda.
- 2.15.3.6. To develop and/or maintain a statewide legislative network for promoting/enacting the KSMA and KLA legislative agenda or platform; lead in coordinating statewide efforts
- 2.15.3.7. To be familiar with the Kentucky Library Association's, the American Association of School Librarians', and the American Library Association's legislative agendas and platforms; and interpret them to members.
- 2.15.3.8. To work with above organizations to achieve these objectives
- 2.15.3.9. To use the KSMA representative of KLA' s Legislative Committee as a special contact with KLA' s legislative activities.
- 2.15.3.10. To be sure that the ALA WASHINGTON NEWSLETTER is sent to the committee chair (The out-going Legislative Committee Chair should make this name and address change known to the publications chair. The chair should also remind KSMA to subscribe to this publication.)
- 2.15.3.11. To participate in ALA Legislative Day in Washington, D. C. (Ask KSMA to include expenses for this day in the annual budget.)
- 2.15.3.12. To submit budget requests for any unusual legislative activities planned.

2.15.3.13. To be familiar with the Kentucky Education Association' s legislative platform Lead in defending KSMA' s positions and in forwarding KSMA' s interests.

2.15.3.14. To represent KSMA at any congressional or state legislative hearings as requested or needed.

2.15.3.15. To attend KSMA Board meetings

2.15.3.16. To prepare reports for each Board meeting and the KSMA NEWSLETTER as needed

2.15.3.17. To prepare an annual written report, in triplicate, to be presented to the Board of Directors at the last KSMA Board meeting

2.15.4. EXPENSES:

2.15.4.1. Expense vouchers must be completed, signed, and submitted to the treasurer before any bills can be paid.

2.15.4.2. Receipts or invoices must accompany all vouchers; however, receipts for mileage expenses are not necessary.

2.15.4.3. Any expenses incurred while in office must be submitted for payment at least 10 days prior to the fall KLA meeting. This will enable the treasurer to pay any bills and prepare the books for audit.

2.15.4.3.1. If this deadline cannot be met, a written explanation should accompany a completed and signed voucher and should be submitted to the treasurer prior to the fall KLA/KSMA joint conference.

2.15.4.3.2. Invoices/receipts should be submitted as soon as possible.

2.15.4.4. Travel expenses for members of the Board of Directors and appointees attending KSMA Board of Directors meetings are allowed at the KLA mileage rate per car for meetings not held in conjunction with conferences or regular annual meetings such as the fall KLA/KSMA joint conference. If the meeting is held 100 or more miles from a member' s home, \$50.00 per night lodging expense is allowed.