



Local Public Health Association

Legislative Roles, Responsibilities and Procedures

Legislative Committee

- ***Purpose/Meetings***
 - Serves as a standing committee of the LPHA to provide direction and oversight of the state and federal legislative function and activities.
 - The Committee meets monthly on the day before the LPHA General Membership meetings or as determined by the Chair(s) and Executive Director.
 - Standing agenda items will include: federal, state and coalition updates.

- ***Committee Responsibilities***
 - Develop and approve the biennial legislative platform and the annual federal and state priorities.
 - Recommend the legislative platform and other policy positions to the Executive Committee and the full membership.
 - Determine and guide legislative strategies.
 - Monitor policy positions during legislative sessions.
 - Sponsor the annual Day at the Capitol for LPHA members.
 - Develop Fact Sheets for key legislative issues.

- ***Members***
 - The voting members of the committee include the two committee co-chairs and one representative and one alternate selected by each region.
 - Chair and Chair-Elect of the LPHA are ex-officio (non-voting) members.
 - Committee meetings and activities are open to all LPHA members and invited guests, and any LPHA member may serve on the committee as an ex officio member.

- ***Member Responsibilities***
 - Provide leadership for regional discussions about the LPHA legislative platform and priorities.
 - Identify and forward federal and state policy and legislative proposals from their region.
 - Actively participate in the development of the LPHA legislative platform, priorities, and strategies.

- Serve as contact persons for legislative positions based on areas of expertise or interest.
- Develop knowledge about legislative process and policy development.
- Communicate decisions and actions of the committee to their regions.
- Communicate with state legislators, elected officials, congressional representatives about LPHA issues as requested.
- Assist director in monitoring federal and state issues.

Legislative Committee Co-Chairs are appointed by the LPHA Chair on an annual basis with representation from both the metro and non-metro regions. Co-chairs are encouraged to serve for a minimum of two years, and may serve multiple terms.

- ***General Responsibilities***

- Develop meeting agendas with the Director and facilitate committee meetings.
- Present legislative updates to the General Membership.
- Educate LPHA members about legislative issues and encourage member participation in legislative activities.
- Mentor LPHA members on policy development and legislative process.
- Serve as members of the LPHA Executive Committee and present action items to the Executive Committee for approval.
- Provide guidance and support for the legislative business of the LPHA.
- Develop knowledge of the Minnesota Legislature/U.S. Congress and its operations.

- ***During the legislative session***

- The co-chairs, in consultation with the Legislative Committee (when time allows), provide direction to the Director on LPHA positions, strategy for moving issues forward, and recommendations for testimony.

- ***During the interim***

- Lead the development of the LPHA legislative platform and priorities.
- Work with the LPHA Chair and LPHA Director to develop timelines and deliverables for the legislative platform, priorities, fact sheets, legislator meetings, and other written materials.
- Actively participate in the AMC platform development process to ensure LPHA issues are represented.
- Present LPHA positions to AMC committees and others.

LPHA Chairperson/Chair-Elect

- Assures that legislative committee actions meet with the goals and objectives of LPHA.
- Ensures balance between legislative responsibilities and the ongoing business of LPHA.

- Serves on the Legislative Committee, and is well-versed on the LPHA platform and legislative priorities.
- Convenes policy meetings with Minnesota Department of Health and other partners.
- Approve and signs legislative correspondence.

LPHA Director

- **General Responsibilities**

- Builds state legislator and congressional member knowledge and understanding of the state/local public health system.
- Serves as liaison for LPHA to the Minnesota Legislature, Minnesota's Congressional delegation, AMC and other associations.
- Advises the Legislative Committee about legislative strategy and current issues affecting the legislative environment.
- Completes the administrative work of the Legislative Committee, including preparing meeting agendas, minutes and other written communication.
- Informs and educates committee and membership about federal/state legislative process and procedures.

- **During the legislative session**

- Communicates LPHA legislative platform and priorities to state legislators, congressional delegation and others (in conjunction with co-chairs, LPHA chair, and individual LPHA members).
- Seeks opportunities to bring public health issues forward through testimony, individual elected official briefings, and other methods.
- Builds relationships with key legislators and staff on committees and facilitates development of relationships between LPHA members and these key people.
- Drafts language for LPHA sponsored policy, locates authors and guides bills through legislative process.
- Monitors public health issues in committee meetings and in sessions.
- Attends weekly meetings with other county lobbyists and reports to co-chairs.
- Provides timely communication to all LPHA members about legislative activities.
- Utilizes LPHA priorities and strategies for communicating LPHA positions.
- Writes action alerts to members on urgent legislative items.
- Consults with the LPHA chair, legislative committee co-chairs, and committee members on decision items in a timely manner.
- Prepares an end of session summary.
- Organizes the LPHA Day at the Capitol with support from a subcommittee.

- **During the interim**

- Outlines and facilitates the timelines and processes for developing the LPHA legislative platform and priorities.
- Collects information from the Legislative Committee, and compiles the LPHA legislative platform, priorities and fact sheets.
- Engages in communication with other organizations (MICA, AMC, NACCHO, LMC, MPHA, others) about LPHA's legislative priorities.
- Meets with in-state staff for congressional delegation. Include local public health director as appropriate and available.
- Engages in ongoing communication with MDH and other state agencies, including scheduling at least one meeting with MDH leadership to review legislative issues prior to the beginning of session.
- Updates all written documents and the website to reflect changes in LPHA legislative priorities.

Annual Timeline

January/February

- Session begins. LPHA chair, chair-elect, legislative committee co-chairs and director meet with MDH Executive Office representatives prior to session. LPHA Director schedules meetings with committee chairs and minority leads, new members, and other key legislators. Local public health members from district should attend these meetings when possible. Legislative co-chairs and/or LPHA chair should attend meetings with committee chairs.
- LPHA members should assist Director in tracking bills and making contact with legislators regarding public health issues.
- LPHA Day at the Capitol is the third Thursday in February. The LPHA Director organizes this event and invites all legislators. LPHA Members are encouraged to attend and invite their local legislators.

March/April

- Committee deadlines.

May

- End of session is the third Monday in May.
- LPHA Director prepares correspondence for LPHA recognizing positive support from legislators and state agencies.

June/July/August

- Process for developing a new legislative platform (budget years) or update the existing platform begins in June.

- Small groups are assigned to write or review each section of the platform. These groups are led by Legislative Committee members.
- Legislative Committee members seek input from their regions regarding local or statewide public health issues for policy positions and legislative actions.
- Draft platform reviewed by legislative committee in August.

September

- Platform and priorities reviewed, regions continue discussion.
- If needed, small groups are assigned to develop the content for new fact sheets and written materials. The LPHA Director is responsible for the final content and format.
- The LPHA Legislative Committee co-chairs, LPHA Director, LPHA Chairperson, Chair-elect and other members attend the AMC Health and Human Services Policy Committee meeting to ensure that public health issues are discussed in the development of the AMC Legislative Platform.

October

- Existing fact sheets, other written materials, and the website are updated by the LPHA Director.
- Legislative platform and priorities finalized and forwarded to the Executive Committee.
- The draft LPHA platform and priorities are presented to the full LPHA membership for discussion.

November

- Two weeks before the general LPHA meeting, the final platform is posted online and members are allowed to vote online.
- Legislative strategy for priority items discussed at legislative committee meeting.
- The LPHA platform and priorities are presented to the full LPHA membership for final approval at the November General Membership meeting. Members who have not voted online are allowed to vote on the platform at this meeting. Votes are tallied and reported at this meeting.

December

- LPHA Legislative Committee finalizes priorities for the coming year.
- The LPHA Legislative Committee co-chairs, LPHA Director, LPHA Chairperson, Chair-Elect and other members attend the AMC Health and Human Services Policy Committee meeting to present LPHA platform and priority issues.
- Meetings are scheduled with MDH to discuss LPHA platform and priorities.