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TO: Section Leaders and Committee Chairs
FROM: NYSBA Department of Governmental Relations
DATE: May 20, 2021
RE: Process to Comment on Legislation

This memo briefly summarizes the process for where Sections and Committees can comment on legislation or to make Affirmative Legislative Proposals.

Commenting on Existing Legislation

If a Section or Committee wants to state a position or comment on an existing legislation that has been *introduced* into either chamber of the Legislature:

- 1) Section/Committee reviews the legislation and discusses their position on a piece of existing legislation.
- 2) Section/Committee drafts a memorandum in word format stating their position on the legislation.
 - a. If a Section: The Section's Executive Committee must vote to approve the draft memorandum language.
 - b. If a Committee: The Committee must vote to approve the draft memorandum language.
- 3) Once the draft language has been approved by the Section/Committee, the Department of Governmental Relations will review the memoranda to ensure it does not conflict with existing Association policy or would otherwise be rejected.
- 4) Once approved, the Department will distribute the memoranda to the relevant legislators on behalf of the Section/Committee.

Affirmative Legislative Proposals

If a Section/Committee wants to recommend an Affirmative Legislative Proposal:

- 1) Section/Committee drafts a report explaining the Affirmative Legislative Proposal.
- 2) The Section/Committee votes in support of the Affirmative Legislative Proposal
- 3) The Affirmative Legislative Proposal must be submitted to the Executive Committee 75 days in advance of the meeting the proposal will be considered.
- 4) A member of the Section/Committee will present the report to the Association Executive Committee who may approve, disapprove, or amend the Affirmative Legislative Proposal.

Once the Affirmative Legislative Proposal has been approved, it becomes Association Policy. The Department of Governmental Relations will then draft the final legislative language in coordination with the originating Section/Committee.