

Procedure Book Legislation/Government Chairman Line Code 1559

The Legislation/Government Chairman is:

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
 - Fall Board Meeting
 - Winter Board Meeting (often virtual)
 - Pre-Convention Board (immediately preceding the Convention)
 - Convention
 - Organizational Meeting in election years (often the morning following the installation)
- Non-attendance must be excused by sending a request to the President.
- Each chairmanship has a budget allowance, identified by a line code, found on the website. Stay within the designated budget. If necessary to exceed the budget allowance, the proposed expense and rationale must be submitted to the Budget and Finance Chairman for approval or the expense may not be reimbursed. Budgeted expenses may be reimbursed using the [Request for Payment or Reimbursement form](#), also found on the website.

Overview / History – This chairman brings major issues affecting CGCI objectives to the attention of the membership. Individual members must act on their own if pursuing an issue.

Procedures

- Maintain a list of information, websites, speakers, and groups that might provide speakers.
- Present a 2-minute oral report at all CGCI meetings during chairman reports.
- Submit a written report to the Recording Secretary within five days after the meeting.
- Prepare a table-top exhibit for meetings. Chairmen are notified when display space is available.
- Write an article for *Golden Gardens* at least once per term.

- Keep current on Legislation.

Suggestions

- Use the CGCI meetings and *Golden Gardens* as an opportunity to educate.