



Title: Government Affairs Committee	Number:
Cross Reference:	
Approved by: California State Council Board of Directors	Origination Date: 04/1989
Review Date(s): 01/1994, 07/1998, 05/2003, 08/2005	Approval Date: 01/12/2017
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I. POLICY PURPOSE:

To establish the Government Affairs Committee as a Standing Committee of the California Emergency Nurses Association (Cal ENA); and to describe the Committee’s membership and responsibilities.

II. POLICY BACKGROUND:

The purposes of the Government Affairs Committee are to:

- Identify, monitor and educate Cal ENA members about pending legislation and other proposed public policy changes affecting emergency nursing, emergency health care, professional nursing, emergency medical services at local, state and national levels and other issues impacting health care;
- Analyze pending legislation and public policy changes and make recommendations to the California State Council Board of Directors (Board) for positions on such legislation or policy changes;
- Educate state legislators about emergency nursing and Cal ENA, and provide expertise related to public policy issues or proposed changes;
- Liaison with other professional nursing, physician, administrative and technical organizations in order to provide Cal ENA members thorough and accurate analysis of proposed policy changes related to the issues outlined above; and
- Keep national ENA informed of significant public policy issues in California related to the policy areas outlined above.

III. PROTOCOL:

1. Membership: All Cal ENA, members interested in government affairs are welcome to attend committee meetings.
2. The Government Affairs Committee shall consist of the following who shall be appointed by the State Council President according to ARTICLE VIII of the Bylaws.
 - a. Chair
 - b. Chair-Elect
 - c. Nonspecific number of members, preferably one from each chapter with an interest in the committee’s, ideally at least one recommended by each chapter.
 - d. State Council Board of Directors (Board) Liaison
 - e. Appointed EMS Commissioner
3. Qualifications: Chair and chair-elect shall have and maintain:
 - a. Current ENA membership;
 - b. Current RN licensure in the state of California;
 - c. Certified Emergency Nurse (preferred); and

- d. Knowledge of the California legislative process and bill tracking methods.
- 4. Qualifications Appointed Committee Membership shall have and maintain:
 - a. Current ENA membership
 - b. Appointed Committee Members serve at the pleasure of the Cal ENA President.
- 5. All terms of office will be defined as a calendar year beginning in January and ending in December.
 - a. Chair: Two (2) year term, subject to reappointment for another 2-year term.
 - b. Chair-Elect: At least, one (1) year term, subject to reappointment. The chair may recommend the chair-elect to the Board for approval at any time, but no later than the January of the second year of the chair's term.
- 6. All vacancies will be filled by the State Council President according to ARTICLEVIII of the Bylaws.
- 7. Specific Responsibilities:
 - a. Chair:
 - i. Develop, submit for approval and monitor an annual Committee budget.
 - ii. Submit a written report of Committee progress at the State Council meetings. If present, deliver an oral report on behalf of the Committee at said meetings.
 - iii. Submit an annual written summary report of Committee activity to the State Council.
 - iv. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings, or other times as needed.
 - v. Develop and distribute meeting agendas and minutes for Committee meetings.
 - vi. Identify and monitor pending legislation and other proposed policy changes through the following mechanisms, in collaboration with the Cal ENA lobbyist, if Cal ENA has contracted with one:
 - 1. Written and verbal communication with appropriate Legislative or administration contacts.
 - 2. Review as appropriate written materials such as the Daily File, bill analysis, Legislative history and other Note: may delegate as appropriate.
 - 3. Collaborate with, or delegate to, appropriate State Council committees regarding proposed legislative or regulatory changes. For example, proposals related to emergency medical services may be delegated to the Cal ENA EMS Committee.
 - 4. Maintain liaison with the national ENA Advocacy Advisory Council.
 - vii. Prepare legislative summaries for review at each meeting. This may be performed in collaboration with the Cal ENA lobbyist, if Cal ENA contracts with an outside lobbyist.
 - viii. Notify Committee members of new, pending legislation or policy issues prior to Committee meetings.
 - ix. Educate Cal ENA members in the state and federal (when appropriate) legislative processes and other government affairs topics, as needed. Assist Cal ENA members with legislative visits during the Sacramento CAL ENA meeting, as requested and appropriate. If Cal ENA contracts with an outside lobbyist, this may be performed in collaboration with the lobbyist, consistent with the lobbyist contract.
 - x. Develop, and implement as needed, a communication mechanism for dissemination of information to Cal ENA members.

- xi. Provide the Board with information/recommendations about policy issues, including draft letters for the President's signature, as needed. Communication should use a modified SBAR format whenever possible.
 - xii. Provide the Board with a written report of the activities of tracked legislation prior to each State Council meeting or upon request.
- b. Appointed Government Affairs Committee Members shall:
- i. Disseminate government affairs information to local chapter members in a timely manner.
 - ii. Attend Committee meetings. Maintain contact with chair if unable to attend meetings.
 - iii. Obtain copies of pertinent pending legislation as requested by chair.
 - iv. Review bills prior to meetings and actively participate in developing recommendations to the State Council Board.
 - v. Actively educate legislators or government agencies on legislation that may impact emergency nursing, emergency health care and emergency medical services.
 - vi. Develop, and implement, as needed, a local chapter communication plan for dissemination of critical information when requested by chair. May delegate this task to other local chapter members.
- c. Cal ENA Contract Lobbyist and Responsibilities, if Cal ENA contracts with a lobbyist.
- i. The Cal ENA lobbyist will work collaboratively with the Government Affairs Committee Chair and Appointed Committee Members, the Board, and Cal ENA members to meet the intent of this policy and procedure.
 - ii. The Cal ENA lobbyist contract will be enacted on an annual calendar year basis, unless otherwise agreed upon by the Board and the lobbyist. Any contract renewal for a calendar year(s) shall be signed by the Cal ENA President prior to expiration of the contract. The Cal ENA President may delegate the execution of the contract to the Cal ENA President-elect, if necessary.
 - iii. The Board may evaluate the Cal ENA lobbyist performance at any time; the Board Liaison to the Government Affairs Committee and the Government Affairs Committee chair shall work collaboratively to perform the evaluation.
 - iv. The Board liaison to the Government Affairs Committee shall be responsible for the supervision of the Cal ENA lobbyist. The Government Affairs Committee chair shall be responsible for the Committee responsibilities, as outlined in this policy and procedure.