

**EMERGENCY NURSES ASSOCIATION  
CALIFORNIA STATE COUNCIL  
STANDARD PROCEDURE  
STANDING COMMITTEE: GOVERNMENT AFFAIRS**

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**I. PURPOSE**

The purposes of the Standing Committee: Government Affairs are:

- A. To identify, monitor and educate the Cal ENA membership about pending legislation affecting emergency nursing, emergency health care and emergency medical services at local, state and national levels;
- B. To analyze pending legislation affecting emergency nursing, professional nursing, emergency health care and emergency medical services and make recommendations to the California State Council for positions on such legislation;
- C. To educate state legislators about Cal ENA, ENA and the expertise available to them as they draft bills affecting emergency nursing, emergency health care and emergency medical services
- D. To liaison with other professional nursing, physician, administrative and technical organizations in order to provide Cal ENA members non-partisan analysis of current state legislation.; and
- E. Keep national ENA informed of significant legislative issues in California regarding emergency nursing, emergency health care and emergency medical services.

**II. MEMBERSHIP**

The Government Affairs Committee shall consist of the following, who shall be appointed to the Committee by the State Council President according to ARTICLE XI of the State Council *Bylaws*.

1. Chair
2. Chair-Elect (optional but desirable)
3. Nonspecific number of members, preferably one from each Chapter
4. State Council Board of Directors liaison

**A. QUALIFICATIONS**

1. Chair and Chair-Elect shall have and maintain:
  - a. current active ENA membership;
  - b. current professional nursing licensure in the state of California;
  - c. Certified Emergency Nurse (preferred); and
  - d. knowledge of the California legislative process and Bill tracking methods.
2. Members shall have and maintain:

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- a. current active ENA membership;
- b. current professional nursing licensure in the state of California; and
- c. interest in government affairs.

**II. MEMBERSHIP**

**B. TERM OF OFFICE**

1. Chair: One (1) year term, subject to reappointment.
2. Chair-Elect: One (1) year term, subject to reappointment.
3. Members: One (1) year term, subject to reappointment.

Term of office shall run the calendar year, e.g. beginning in January and ending in December.

**C. VACANCIES**

1. All vacancies will be filled by the State Council President according to ARTICLE VII of the *Bylaws*.

**III. SPECIFIC RESPONSIBILITIES**

**A. CHAIR**

1. Develop, submit for approval and monitor an annual Committee budget.
2. Submit a written report of Committee progress at each State Council meeting. If present, deliver an oral report on behalf of the Committee at said meetings.
3. Submit an annual written summary report of Committee activity to the State Council.
4. Call and chair (or delegate if not able to attend) meetings to coincide with the regularly scheduled State Council meetings.
5. Develop and distribute meeting agendas and minutes for Committee meetings.
6. Identify and monitor pending legislation through the following mechanisms:
  - a. written and verbal communication with appropriate legislative contacts
  - b. review as appropriate written materials e.g. Legislative Index, weekly histories. Note: may delegate when appropriate.

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- c. triage to appropriate committees at the State Council level the mailings from government agencies that promulgate regulations affecting emergency nursing, emergency health care and emergency medical services.
- d. maintain liaison with the national ENA Committee on Government Affairs.

**III. SPECIFIC RESPONSIBILITIES**

**A. CHAIR (continued)**

- 7. Prepare legislative summaries for review at each meeting.
- 8. Notify members of new, pending legislation or issues prior to Committee meetings.
- 9. Educate members in the state and federal (when appropriate) legislative processes. Assist Cal ENA members with legislative visits during the Sacramento Cal ENA meeting as requested and appropriate.
- 10. Develop, and implement as needed, a telephone/e-mail/fax tree of California ENA members for dissemination of information.
- 11. Keep State Council President informed of legislative issues in a timely manner. Draft letters for President's signature as directed.
- 12. Provide the Board of Directors with a written report of the activities of tracked legislation prior to each State Council meeting or upon request.

**B. MEMBERS**

- 1. Disseminate government affairs information to local chapter members in a timely manner.
- 2. Attend Committee meetings. Maintain telephone contact with Chair if unable to attend meetings.
- 3. Obtain copies of pertinent pending legislation as notified by Chair.
- 4. Study Bills prior to meetings and actively participate in developing recommendations to the Board.
- 5. Actively educate legislators or government agencies on legislation that may impact emergency nursing, emergency health care and emergency medical services.
- 6. Develop, and implement as needed, a local chapter telephone tree for dissemination of critical information when requested by Chair. May delegate this task to other local chapter members.

**ORIGINAL APPROVED BY STATE COUNCIL: April 1989**

**REVIEW: August 05**

**REVISION DATES: January 1994, July 1998, May 2003**