

NATIONAL CONFERENCE OF STATE SOCIAL SECURITY ADMINISTRATORS

STANDARD OPERATING PROCEDURES

LEGISLATIVE COMMITTEE

Reviewed: June 2019 Amended: July 2019 Effective: October 1, 2020

PURPOSE

Monitor, maintain, assess, and disseminate proposed legislative, policy, and regulatory changes affecting Social Security and employment tax programs at the federal and state levels of government. Provide analyses and proposed responses to NCSSSA leadership and other appropriate officials.

RESPONSIBILITIES

1. Review the Congressional Record, Federal Register and other national publications and identify proposals encompassing public sector and NCSSSA program issues. Work with appropriate entities to ensure ongoing monitoring of, and necessary action on, issues of importance to NCSSSA, its member states, and state and local government employers and employees nationwide. Establish and maintain a working relationship with, and monitor websites of, the Senate Finance Committee, House Ways and Means Committee and appropriate national organizations including, but not limited to, Government Finance Officers Association (GFOA), National Association of State Retirement Administrators (NASRA), National Conference of Public Employees Retirement Systems (NCPERS), National Council on Teacher Retirement Systems (NCTR), and the Section 218 Council.
2. Ask member states to monitor proposed legislation in their state legislatures that may affect Social Security and public pension plan coverage and requirements. Assist member states, as requested, with formulating information for them to submit to officials in their legislative and executive branches prior to or after adoption of state legislation that conflict with federal laws.
3. Throughout the Conference Year, monitor proposals and recommend whether NCSSSA will support, oppose, or remain neutral on federal legislative and regulatory issues. Confer with the NCSSSA President on all such matters and assist him/her in drafting proposed letters to federal officials and/or preparation of possible testimony before Congress or regulatory bodies related to such proposals.
4. Throughout the conference year the Legislative Committee will coordinate with NCSSSA members of the Section 218 Council as necessary and appropriate. For example, by suggesting possible Council agenda items, assisting with follow-up needed by NCSSSA, documenting all Council discussions and actions by attaching copies of the Council's minutes to the Legislative Committee's Annual Report so their activities are documented and preserved as part of the NCSSSA Proceedings Book.
5. Membership of the Legislative Committee may include some or all NCSSSA leadership team members (i.e., President, Vice President, and Vice President Designate). It is strongly recommended that at least one of the two NCSSSA members of the Section 218 Council be named to serve as a member of the

Legislative Committee. Other members of the Committee can be recommended to the NCSSSA President by the Legislative Committee Chair. If the leadership team members and at least one of NCSSSA's Section 218 Council members are not formal members of the Legislative Committee, the Legislative Committee Chair shall regularly confer with the NCSSSA President, Vice President, Vice President Designate, and both of the NCSSSA members of the Section 218 Council to ensure the Committee is proceeding with goals and objectives of the leadership team members and that the Section 218 Council's work is being facilitated and documented by the Legislative Committee.

6. The Legislative Committee Chair will coordinate communication, on behalf of the full Committee, with the NCSSSA President, by the most efficient and effective means possible (usually via telephone and/or email) to facilitate a timely decision and appropriate action on legislative or regulatory proposals.
7. Prepare and provide testimony or documents directed to federal legislative and regulatory officials, as directed by the President. Prepare the annual Issues Statement for use at the NCSSSA annual leadership meetings in Baltimore, Maryland, and Washington, D.C. Testimony or preparation of the documents may require a pre-assessment via survey or other means of the NCSSSA membership, to establish statistical and/or factual data. Survey results shall be made available to the NCSSSA membership upon request.
8. Prior to any travel requested by the NCSSSA President, secure authorization for travel reimbursement. Submit a detailed accounting (receipts) of travel expenses incurred to both the NCSSSA President (for approval) and Treasurer (for payment).

Universal Committee Requirements

Important additional responsibilities and requirements for this Committee Chair and members are included in the Policy and are a part of this SOP and a duty of this Committee.