**LEGISLATIVE CHAIR DO’s and DON’Ts**

The role of the Legislative Chair or Legislative Vice President is an important role, because it is her duty, on an ongoing basis, to monitor and report on legislative matters at the state and federal level that impact TFRW members.

**DO the following:**

* Monitor pending legislation at the state and federal level.
* Provide a legislative report, based on objective factual information *without opinion or editorial commentary*, to the club’s executive committee/membership.

• Inform club members of upcoming opportunities to communicate with their representatives about pending legislation or to testify at a legislative hearing in newsletters and legislative action alerts.

* Establish a method for club members to act on legislative action alerts.
* Maintain a list of current contact information for elected representatives and committee clerks (state level).
* Establish and maintain relationships with local elected officials and staff.
* ALWAYS be respectful to elected officials and their staff.
* Do your own research to verify information:
* ➢  READ THE BILL before you report on it.
* ➢  Check your sources to be sure they are authoritative (Texas Legislature Online is an example of an authoritative source for legislative material).

➢ Use certain sources to jump-start your own research and be sure to search for additional information to back up what you have found.

**DON’T do the following:**

• Forward emails or information from non-federated (TFRW/NFRW) organizations or bloggers.

➢ When you forward information from other organizations, you give the impression that you (club/TFRW) are endorsing the action. THE LEGISLATIVE CHAIR/VICE PRESIDENT (or any other club officer) DOES NOT HAVE THE AUTHORITY TO ENDORSE THE ACTIONS OF OTHER NON- FEDERATED ORGANIZATIONS.

➢ When you forward information that you have not personally verified through your own research, you diminish your credibility and waste the time of others.

• Criticize Republican elected officials in your report or any information circulated to your membership.

* Provide your own opinion or commentary. Stick with the facts
* Threaten your elected representatives. Threats could constitute the criminal offense of COERCION (Texas Penal Code sec. 36.03)