

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2150-1
SUBJECT:	DATE OF ISSUE: 06/18/80
LEGISLATIVE MATTERS	REVISIONS: 11/15/86; 01/22/88; 08/01/96
	PREPARING OFFICE: SUPERINTENDENT

I. PURPOSE:

To establish the procedure by which legislative matters will be handled.

II. DISTRIBUTION PROCEDURE

- A. Each day, during the legislative session, the legislative consultant shall be responsible for picking up packets of Senate and House Bills which come before the State Legislature.
- B. The bills will be reviewed to determine which ones pertain either directly or indirectly to education.
- C. The education-related bills will be pulled from the packets and distributed to the appropriate administrators.

III. ADMINISTRATORS RECEIVING LEGISLATIVE MATERIALS:

Legislative material will be distributed to the appropriate personnel by the legislative consultant's office.

IV. RECOMMENDED LEGISLATION:

All requests for proposed legislation shall be directed to the legislative consultant's office. The request will then be reviewed to determine if it is to be included as a part of the district's legislative package.

The Board of Education and Administrative Council will finalize the complete legislative package.

When legislative items are introduced that are not directly related to the adopted goals, the administration shall confer with the Board of Education prior to taking a position on such items. If time does not permit discussion with the full Board of Education, the president and/or vice president of the Board shall be contacted. If they are not available, two members of the board shall be contacted.

V. LEGISLATIVE PRESENTATIONS:

Oral and written presentations made on behalf of the district must receive prior approval of the superintendent and the legislative consultant's office.

GOVERNMENTAL RELATIONS (Continued)

The following are guidelines for presenters:

1. All oral presentations should be brief and to the point. (Presentations shall not exceed five minutes.)
2. A copy of the presentation (written or oral) should be typed. (Maximum of three pages.)
 - A. A copy to the legislative consultant and superintendent.
 - B. Copies for each member of the Legislative Committee to which presentation is being made--usually a maximum of 15.
3. The legislative consultant will notify the appropriate administrator of time and place of the hearing when presentations are required.
4. The legislative consultant will give the name of anyone desiring to be a conferee to the appropriate committee chairperson.

VI. LEGISLATIVE BILLS:

Copies of all legislative bills and resolutions will be filed in the legislative consultant's office and are available upon request.