

Mission Statement: *To develop and maintain a national awareness of new and changing legislation pertaining to Job Order Contracting and provide regular reports and updates to the Center for Job Order Contracting Excellence Board of Directors.*

Charter & General Function: The Committee chartered by the Center for Job Order Contracting Excellence Board of Directors shall be called the Legislative Affairs Committee (LAC). It is authorized by the Board of Directors as a standing committee functioning as a Legislative resource to serve at the pleasure of the governing body of the non-profit organization, Center for Job Order Contracting Excellence (CJE). The committee charter is established to collect and relay information regarding and new or changing legislation pertaining to Job Order Contracting and related IDIQ contracting methods.

Purpose: The purpose of the LAC shall be to discover and report information regarding new and changing legislation to support the nonprofit organization's mission to educate and further advance Job Order Contracting. Members of the committee are volunteers with an expert competency of the processes and requirements for Job Order Contracting and related IDIQ project delivery methods.

Members Structure and Composition: Inaugural LAC members shall be composed of a chapter officer/representative from each chapter. Each Chapter shall designate an officer to actively serve on the committee at a minimum. Additional volunteers are welcome to join the committee and contribute. All committee members will contribute time and effort to the mission. Committee members shall elect the committee chair on an annual basis to lead the efforts in a facilitating role. Ideally, the elections shall occur each December in preparation for the new year. Additionally, the goal is to have representation from a cross-section of members with knowledge of the legislative process and who will commit to maintain status updates on relevant legislative activities.

Membership Requirements & Term: All LAC members must maintain current membership within the CJE organization. The LAC is open for all CJE member participation with no terms or limits as long as membership in good standing is maintained. All CJE members are encouraged to participate at a level commensurate with their interest.

Responsibilities: The LAC will establish their responsibilities and define specific annual strategic and tactical action items in alignment with its charter. The LAC will issue a quarterly meeting report to the CJE Board of Directors summarizing its primary plans, activities, recommendations and requirements. **All LAC members shall adhere to the same Code of Conduct as the Board of Directors in addition to the Policy on External Communications for compliance with nonprofit organization standards.**

Procedures: The LAC is a committee within the nonprofit organization and shall adhere to the by-laws that govern the organization. Full compliance with ethical standards is expected to conduct its activities at all times in amenability with each member's associated entity and in compliance with non-profit association standards. Members are committed to providing their peers with unbiased information as per CJE's mission.

Meetings: LAC committee quorum shall consist of a simple majority of committee members. The LAC will meet at least six times per year. Written/electronic notice of upcoming meetings will be sent to

members at least ten (10) days before a meeting. These meetings may occur in person or via tele-conference due to the diverse geographic location of members.

Minutes: Minutes of each meeting will be recorded and copies will be provided to the Secretary, Industry Chair, Executive Director, or authorized representative to maintain the organizations files. The minutes will be provided within two weeks following a meeting.

Recommendations and Reports: LAC recommendations and reports will be submitted to the Board of Directors. Recommendations will include both suggested action and justification for suggestions. The Board will respond to such recommendations as per the standard procedures.

Expectation: LAC members must remain informed of the industry conditions, the association, and the committee plans and activities. Being available for an inquiry and providing a timely response is expected in fulfillment of the mission. All LAC members are expected to provide the owner community with unbiased information regarding job order contracting and related IDIQ legislation to help the industry as a whole.

Dismissal: Members who are absent without reasonable cause from four successive meetings will be considered to have resigned their seat on the committee. Members removed from the LAC will remain members of the organization in accordance with the organization's by-laws. The intent is to maintain active involvement from committee members for successful progress.

CJP Committee Members: Committee members with CJP credentials that actively participate on the committee will receive credits towards renewal of the credential as per the CJP Renewal Guidebook. Active participation in committees is a renewal credit activity.

Public Announcements: While members are expected and encouraged to discuss proper JOC methods and practices within the community, members shall not report opinions regarding legislative issues on behalf of the association to the general public without concurrence from the Board of Directors to ensure compliance guidelines and 501(c) status. The LAC shall coordinate with the Board and Executive Director in compliance with the association's Policy for External Communications to ensure alignment with the education mission.

###