

**ORANGE COUNTY CHAPTER OF THE CALIFORNIA SOCIETY OF
ENROLLED AGENTS**

**LEGISLATIVE AFFAIRS COMMITTEE STANDARD OPERATING
PROCEDURES**

I. POLICY

- A. It is hereby the official policy of the Orange County Chapter for the Legislative Affairs Committee to constantly review, advise, and update on any legislative developments from the United States Congress, the California Legislature, and/or any other legislature from one of the United States, that would affect and/or concern Enrolled Agents of Orange County.
- B. The Legislative Affairs Committee shall coordinate closely with any legislative and/or lobbying activities that the CSEA Legislative Affairs Committee deems proper.

II. RESPONSIBILITIES

- A. Review and keep abreast existing laws, and/or proposed laws, with the CSEA Legislative Affairs Committee, relating to tax preparers in general, and relating to or referring to Enrolled Agents, specifically.
- B. Review the CSEA Positions Statement biennially.
- C. Maintain a nonpartisan, cooperative relationship with local legislators of Orange County as competent representatives of the Enrolled Agent, as America's Tax Expert.
- D. Maintain a cooperative relationship with any agency that regulates the tax preparation and representation industry.
- E. Prepare a Legislative Affairs Committee report for presentation at Board meetings. Note recommendations for action if necessary.
- F. Be the liaison between the CSEA Legislative Affairs Committee and the Chapter Board on legislative matters.
 - 1. Communicate CSEA legislative programs, actions, and positions to the Chapter Board.

2. Urge Member participation in grassroots response when the Chapter Board and/or the CSEA Legislative Affairs Committee need broad based action.
3. Maintain communication with the Board of Directors of the Chapter and the CSEA Legislative Affairs Committee for legislative input and action.

III. PROCEDURES

- A. The Committee should consist of no fewer than three members: a Chair, a Vice Chair, and one other regular Member. A vacancy on the Committee, for any reason, does not invalidate decisions made by a majority of the sitting members of the Committee.
- B. The Committee Chair shall establish and maintain contact with the CSEA Legislative Affairs Committee.
- C. The Committee Chair shall identify a Chapter Member to act as the Chapter Liaison in each of the relevant Congressional, California State Senate, and California Assembly districts of Orange County, and shall visit the local office, as necessary, at the direction of the Committee Chair.
- D. The Committee Chair shall ask the identified Chapter Liaison to establish communication with the relevant Federal Representative, California Senator and/or California Assembly Member, and his or her staff.
- E. The Committee shall furnish, or cause to be furnished, articles for the Chapter's newsletter as necessary.