



## **APPROVAL OF DEPARTMENT LEGISLATION AND LEGISLATION ENDORSEMENTS**

### **Purpose**

This policy establishes the review process and dates for the Idaho Transportation Department's legislation to be submitted annually to the Division of Financial Management (DFM) on behalf of the Governor. This policy also sets forth the process for the Board's review of external legislation when requested by a stakeholder or another executive branch agency.

### **Legal Authority**

- Idaho Code 21-104 – The Department has general supervision over aeronautics in the state.
- Idaho Code 40-301 – The Board is vested with the authority, control, supervision and administration of the Department.
- Idaho Code 40-314(3) – Authority of Board to exercise powers necessary to implement the provisions of Title 40.
- Idaho Code 49-201 – With the exception of certain provisions that are specifically administered by Idaho school officials, the Idaho State Police or the Idaho Department of Parks and Recreation, the Board administers Title 49 (Motor Vehicles) of the Idaho Code.

The Governmental Affairs Manager shall oversee the preparation of the Department's legislation, working with bill drafters who have subject matter expertise within the Department's divisions. Department staff shall work with stakeholders and impacted parties as appropriate.

The Governmental Affairs Manager shall present the Department's legislative ideas as information only to the Idaho Transportation Board in June, allowing time for staff to act on Board input and revise idea proposals before submitting to DFM by the required deadline in early August.

Draft legislation shall be presented to the Board for approval in August or September, before staff submits the proposals to DFM by the required deadline in September.

Advisory boards to the Idaho Transportation Board and Department shall present their legislative ideas to the Board in June. In July the Governmental Affairs Manager shall provide a staff recommendation for potentially proceeding with these proposals. The Department's staff shall prepare idea forms and draft legislation for advisory board proposals that are carried forward. These proposals shall become part of the Department's legislative proposals, for further consideration by the Board, and finally DFM and the Governor's Office.

Following the Board's approval of the Department's proposed legislation, staff may make non-substantive changes to the legislation based on input from internal and/or external stakeholders, without additional Board approval. Revised legislation shall be added to the Board's monthly information calendar.

---

When input generates the desire for substantive changes, the consent calendar shall be used for the Board's review and approval of revised draft legislation.

Requests for Board support of proposed legislation from other Idaho executive branch agencies, industry groups, individuals or other organizations shall be submitted for consideration to the Board at one meeting, but shall not be acted upon until the subsequent meeting in order to give Department staff the opportunity to review potential impacts to the Board, the Department, or users of the state transportation system. The Board may choose to co-sponsor, endorse, or not endorse legislation proposed by Idaho executive branch agencies, provided the proposal directly affects the Department.

Approved by the Board on:

Signed  
\_\_\_\_\_  
Jerry Whitehead  
Board Chairman

Date November 13, 2014