

NCOIL Legislator Stipend Program Guidelines

The following guidelines shall be used for distribution of legislator stipends to NCOIL National Conferences to help underwrite the cost of participating; **All stipend requests must be made 21 days before the meeting:**

1. Current year's NCOIL dues must be paid; however, the prior year's dues and a commitment to pay may suffice.
2. Stipends shall be limited to one (1) legislator of each chamber per contributing member state per National Meeting. If a member from one chamber cannot attend, the other chamber may utilize both stipends.
3. All legislators are eligible for legislator stipends. A legislator may choose to delegate their stipend to a staff member
4. If only one (1) legislator per chamber per contributing state attends the National Meeting, (s)he becomes the stipend recipient by default.
5. If more than one legislator per chamber per contributing state applies for a stipend, the Chair, Ranking Member, or Vice-Chair of the committee that oversees insurance matters has priority over receiving the stipend.
6. If #5 above has been exhausted and there remains more than one legislator per chamber, then members serving on the committee with authority over insurance matters shall have preference.
7. If more than one legislator per chamber per contributing state applies and all are members serving on the committee with authority over insurance matters, the presiding officer of that chamber or the dues-paying department will provide authorization by naming participating legislators per meeting.
8. If both stipends are not utilized by legislators, a legislative staff member may be eligible to receive a stipend.
9. Authorized legislators and staff must submit receipts for reimbursements within 30 days the of conclusion of the NCOIL meeting.
10. A legislative stipend cannot be transferred to a future meeting. Once the meeting has expired, the stipend has expired with it.