



## SACOG Board of Directors

Item #10-2-17  
Consent

February 10, 2010

### Approve Update of Advocacy Procedures

**Issue:** Update advocacy procedures to cover both state and federal advocacy.

**Recommendation:** The Government Relations & Public Affairs Committee recommends that the Board of Directors revise adopted advocacy procedures to 1) cover state and federal issues, and 2) cover legislation and administrative actions.

**Committee Action/Discussion:** In 2006, as part of adopting its state legislative principles, the Board of Directors adopted procedures for advocating on behalf of SACOG for state legislation. The procedures outline how the executive director, in consultation with board leadership, may take a position on legislation outside of the normal committee cycle when time does not permit board approval and the issue is critical to the well-being of SACOG or its member jurisdictions. The procedures do not mention federal legislation or administrative actions. Staff recommends maintaining the existing requirements on board involvement, but expanding the procedures to cover both state and federal issues, and cover legislation and administrative actions. A draft of the revised procedures is attached.

Staff believes this only covered state legislation, because historically there has only been a need to advocate on state legislation outside of the normal committee cycle. Given the rise in administrative actions critical to the well-being of SACOG or its member jurisdictions, staff recommends expanding the procedures to permit urgency positions on federal issues as well as state.

Approved by:

Mike McKeever  
Executive Director

MM:RS:EJ:sb

Attachment

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**DRAFT**  
SACOG Advocacy Procedures

**Purpose of Advocacy Procedures**

These procedures ensure that the SACOG Board of Directors provides prior approval of any position on legislation or administrative actions. They also detail the steps board members and staff must follow before communicating a SACOG position when there is insufficient time for full board approval.

**The Role of Advocacy Principles**

The state and federal advocacy principles adopted annually outline the policy issues for staff to either actively pursue, bring to the board for consideration, or simply track and monitor. The advocacy principles serve as the strategic plan of SACOG's advocacy with both the legislative and executive branches of the state and federal governments.

SACOG board members and staff will make every reasonable effort to seek board approval before any position is communicated as a SACOG position. In addition, staff will utilize email to keep Government Relations & Public Affairs Committee members updated on pending issues of interest to SACOG. However, because time constraints may arise which may make board approval impossible, the following "normal" and "urgency" procedures shall be followed by board members and staff:

**Issues Covered by Advocacy Principles****■ Positions on Legislation/Administrative Actions With Board Approval (Normal)**

SACOG board members and staff may communicate a position consistent with the board-approved advocacy principles after seeking approval from the Government Relations & Public Affairs Committee at a regularly scheduled meeting.

**■ Positions on Legislation/Administrative Actions Without Board Approval (Urgency)**

SACOG board members and staff may communicate a position on specific legislation or administrative actions that have not been approved by the board: 1) if they are consistent with the board-approved advocacy principles; 2) staff reasonably believes that time does not permit board approval; and 3) the issue is critical to the well-being of SACOG or its member jurisdictions. As soon as reasonably possible, the executive director shall email the full board to inform them of the staff action.

**Issues Not Covered by Advocacy Principles****■ New Policy Issues (Normal)**

When policy issues outside of the scope of the advocacy principles arise, the executive director or board members may bring these to the Government Relations & Public Affairs Committee and then to the board for approval to amend the advocacy principles. Specific legislation or administrative actions may also be brought forward for consideration in tandem. After the board acts, the procedures above apply.

**■ Legislation Without Board Approval (Urgency)**

SACOG board members and staff may communicate a position on legislation or administrative actions outside the advocacy principles: 1) if staff reasonably believes that time does not permit board approval, 2) the issue is critical to the well-being of SACOG or its member jurisdictions, and 3) the executive director secures approval from the board chair and the chair of the Government Relations & Public Affairs Committee. If the committee chair cannot be reached, the executive director must secure approval from the vice chair. As soon as reasonably possible, the executive director shall email the full board to inform them of staff action.