

July 10, 2014

To: Legislation and Governmental Organization Committee (L&GO)

**Subject: Formalizing Policy and Procedures for Taking Positions on
Legislation between bi-monthly L&GO meetings**

From: Kathleen Cha, ABAG Senior Communications Officer, Legislative Staff

Current L&GO policy and procedure for recommending positions and taking subsequent action supporting/opposing/watching involves the following steps:

- At bi-monthly meetings (January, March, May, July, September, November), the Committee reviews select proposed legislation, assesses importance and priority within legislative priorities, and recommends positions on legislation reviewed for ABAG Executive Board approval.
- The L&GO Chair reports these Committee actions and recommendations to the Executive Board, which meets in the evening on the same day as L&GO. After approval of this Committee Report by Executive Board, these positions become the official ABAG legislative positions.

Issue: However, during the legislative cycle there are certain periods and State Legislative committee meetings (in February, April, August) that prompt immediate action because of amendments, requests for support/oppose letters to ensure passage/defeat, or bill alerts on bills that the Committee has not yet reviewed. To ensure that we can make an effective advocacy difference through our support/opposition, it would serve the Committee well and more effectively to have a formalized policy for taking action between L&GO meetings, especially during very active and fast moving legislative periods.

Recommended Actions:

- Designate a subcommittee comprised of four members: L&GO Chair and Vice Chair, ABAG President and Vice President.
- If action or change of position on legislation is required that needs immediate response and occurs between L&GO meetings, the designated subcommittee would be authorized via conference call or e-mail to recommend and take action on legislation in a timely manner, in the name of the L&GO committee or ABAG. If it is to be an ABAG official position, then the chair of L&GO will bring this policy and procedure recommendation to the Executive Board for their review and adoption.
- These “inter-meeting” actions will then be reported out to the subsequent L&GO meeting and in the Executive Board Report made by the L&GO Chair.