



## **HCCA PROCEDURES**

### **CHOOSING ISSUE AREAS AND TAKING A POSITION**

The Board of Directors will identify key issue areas and designate Board members or other members to draft a policy statement for each. If desired, the Board may appoint a committee to assist the drafters. Committee members may include non-HCCA members who are conversant with the issue area, or representatives of other organizations. The drafters are to use the County's General Plan as a starting point. The Board will review the draft statements and then consult the membership by listserve or by a meeting of the membership, or both. After considering the views of the membership and making revisions, if any, the Board will distribute the draft statement to the membership by December 1 of each year. The draft policy statement will be presented at the annual meeting for discussion, possible revision, and approval by a majority vote of those paid members in attendance.

The Board shall, by a majority vote, decide whether HCCA takes a public position on a given issue or bill, and if so, what that position is. In doing so it shall consider any approved policy statement; if there is no statement or designated issue area, the Board may take a position if approved by a two-thirds majority of all Directors. If no Board meeting is scheduled prior to the need to take a position, the position may be decided by e-mail, telephone or other informal communication; any decision shall be recorded in the minutes of the next Board meeting, and shall include the votes.

The Board's approval of a position will authorize the President to present testimony, to communicate that position to the media, to engage in partnerships with other

organizations, and to otherwise advocate the adopted position on behalf of HCCA. The President or another HCCA member will draft testimony which shall first be presented to the Board for comment, and if time allows, to the membership. These inputs shall be considered in finalizing the testimony; however, the resulting testimony does not require formal approval of the Board or membership, given the need to be expeditious. The final written testimony shall be circulated to the membership and placed on the website after it is presented publicly.

The President, or whomever the President may designate, is the sole spokesperson for HCCA. Once a position is taken, or in the absence of a Board position, if Board members express views publicly they shall clearly indicate that they speak as an individual, and they shall express views in a manner which is courteous and respectful of others. It is understood that the actions of Board members reflect on the organization.

October 9, 2005