

## **Governmental Affairs: Issue Action/Alert Process**

Issue is received in Chamber office. Staff conducts preliminary research. Item of Concern is forwarded to the Governmental Affairs Committee via Email

Committee members will recommend assigning a tiered value to the item. Staff will implement plan as noted below based on the assigned value; Committee may confer via email or Chair may call for a special meeting to confer to make determination. Chamber Board Chair and/or President & CEO may also call special meeting if desired.

Committee will have 5 -7
business days to respond<sup>1</sup>.
Response may be to ask for
additional
documentation/research<sup>2</sup>.
Majority vote of THOSE
RESPONDING BY DEADLINE will
determine Tier.

## TIER I - No Action; Watch only

## TIER II - Information only; Inform Board and Membership

TIER III - Call for action (Requires approval of Committee Chair OR ViceChair of Advocacy, Board Chair and President & CEO):

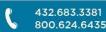
A. Ask members to engage in process (letters, email, phone, etc.)

B. Provide documentable support (phone call, letter, etc.) for member as requested (this would be utilized if issue has limited impact/scope across Chamber membership, but is not counter to Chamber's mission and/or Governmental priorities.

TIER IV - Complete Advocacy; May Include Board Resolution, personal visits with elected officials, inclusion in advocacy agenda, etc.; Requires recommendation from Committee and Board Approval.

<sup>1</sup>Staff will provide immediate response indicating receipt of issue and provision of process timeline.

<sup>2</sup> If issue being considered is done at request from a member, then the member may be asked to complete the "Governmental Affairs Issue Request Form".









## **Governmental Affairs: Issue Request Form**

1. Briefly describe the issue. Please include all industries impacted by the issue and how. Also, include any bill numbers, etc. (as applicable).
2. What type of assistance are you requesting from the Chamber (inform membership, letter of support, etc.)?
3. Please provide documentation as available. This may include descriptions, attachments and/or web pages.

