Legislative Committee Guiding Principles and Procedures

BACKGROUND:
To promote a structured, proactive and participatory policy concerning state, regional, and federal legislative and regulatory issues of interest to the Association and its membership, the following Legislative Guiding Principles and Procedures will be utilized to assist the Chair, Committee Members, and Association staff in addressing pending legislation and proposed regulations, and to generate a consistent voice on related issues of interest and concern to the Association and its membership.

PURPOSE OF THE LEGISLATIVE COMMITTEE GUIDING PRINCIPLES:
The Legislative Guiding Principles provide the overriding standards with respect to legislative priorities and will provide Committee and Association staff clear direction concerning legislative and regulatory issues the Association will monitor during the legislative sessions at the State, Regional and Federal levels. Committee inquiries and responses will be administered consistently with “one voice” as to the approved policy set by the Legislative Committee and the Association Executive Board.

It is recommended that the Committee, on an annual basis, review the Guiding Principles with consideration for revisions to reflect current concerns and positions the Association has taken on previous and future legislative and regulatory issues. This review may become an essential component of an overall Association Legislative Program to set or address priorities.

COMMITTEE PROCEDURES:
The established Legislative Procedure is the process by which the Committee will meet, respond to/establish positions, and track legislative and regulatory issues in a timely and consistent manner.

LEGISLATIVE GUIDING PRINCIPLES
The Legislative Guiding Principles and Priorities represent a framework for organizing the California Contract Cities Association’s (CCCA) legislative and regulatory interests at the regional, state and federal level. The following key guiding principles form the foundation of the Association’s advocacy efforts.
1. CCCA will prioritize measures that maintain or expand local control for cities’ governance, operations, public safety and ability to enter into contracts; and oppose measures that infringe on such local control.

2. CCCA will support measures that make it easier for cities to meet their obligations under state and county mandates.

3. CCCA will support measures to allow for proportionate representation on county and regional governance boards.

4. CCCA will support state and regional investment in infrastructure in accordance with local and regional needs.

5. CCCA will strive to remain neutral on measures that are divisive among our member cities.

6. CCCA will generally not take positions on measures that do not directly or indirectly impact local control and on cities’ ability to protect and provide for the needs of its citizens.

**LEGISLATIVE PROCEDURES**

**LEGISLATIVE COMMITTEE:**

1. The Legislative Committee (LC) is the California Contract Cities Association’s (CCCA) official voice with legislators and regulators at the state, regional and federal levels. LC allows CCCA to speak with one voice on legislative and regulatory matters that affect the Association’s membership and interests.

2. The LC is made up of CCCA members officially appointed to the Committee. LC service is based on self-nominations. Nominations can be submitted to the LC Chair or Legislative Analyst designee during the designated appointment process. Nominations are reviewed and approved by the LC Chair, depending on the type of delegate position under consideration. All nominees are reviewed by the Legislative Analyst designee and are given a final review and approval by the LC Chair. LC members serve at the discretion of the LC Chair.

3. No city shall be represented by more than 1 member. A quorum will consist of a majority of voting member cities present during the legislative committee meeting.

4. All LC voting members must represent a CCCA member city in good standing at the time of their nomination and remain so during their term.

5. All LC members serve a one-year term.

6. LC members are expected to represent CCCA in legislative and regulatory forums where appropriate except when a member is required to take a different position based on the member’s duty to his or her primary constituency as an elected or appointed official. Service on the LC is a critical responsibility and one that requires the active participation of ALL members of the LC. As such LC members are expected to participate in monthly LC meetings. Absence from three consecutive monthly LC meetings without excuse may be subject to immediate removal. LC members serve at the pleasure of the Executive Board.
and the LC and can be removed with or without cause at any time by a majority vote of LC members.

7. The LC will meet regularly on a monthly basis. To facilitate adequate meeting preparation and participation, an agenda and relevant materials should be distributed to voting members at least one week prior to each meeting unless exceptional circumstances dictate otherwise.

8. All LC meetings will be open to CCCA members and staff except under extraordinary circumstances when the Chair may elect to close the meeting. The LC Chair may determine whether meetings are open to individuals who are not CCCA members.

9. While CCCA members and staff may participate in official LC meetings, only officially designated LC members may vote on legislative and regulatory positions.

10. LC voting members, CCCA members, staff, and guests will have a maximum of 3 minutes each to provide comments/perspectives/opinions on each item being considered by the LC. At the discretion of the Chair and a majority of participating voting LC members, debate on any item may be extended.

11. A quorum of voting LC members must be present, either physically and/or by audio or video connection (IF available), in order to constitute a quorum for a meeting and to conduct business.

12. A quorum will consist of a majority of the LC members who are members in good standing.

13. At the discretion of the LC Chair, a vote may be taken on matters even if a quorum is not present. However, all votes taken by the LC will be advisory to the actions taken by Association Executive Board or the Association’s Board of Directors. All votes conducted by the LC shall be noted and communicated to the Board.

RESPONSE/ESTABLISHING POSITIONS:

During meetings, LC decisions and positions on legislative, regulatory and operational issues are to be made by a majority vote of a quorum of voting members. All efforts will be made to take Committee position actions during a regular Committee Meeting. Under extenuating circumstances, the LC MAY use an e-mail and/or fax ballot for a member vote, which vote will be binding as if taken under normal circumstances.

1. The Chair and Legislative Analyst designee shall review all requests for a Chair’s letter on legislative and regulatory issues to determine if the legislation aligns with the existing and approved position through the Committee’s Guiding Principles. If so, then the Chair shall bring such item to the next LC meeting.

2. Committee members shall coordinate the initiation and development of proposed legislative position letters with the Legislative Analyst designee.

3. If the matter aligns with approved Guiding Principles and is approved by the LC, the LC response shall be supplied in the form of a Chair’s letter to the legislative or regulatory body reviewing the bill/measure.
4. All draft legislative letters prepared by the Legislative Analyst designee shall identify whether a “support”, “support if amended”, “oppose”, or “oppose if amended” position on the legislation is recommended and shall include justification for the recommended action. If possible, the letter shall include examples of how a bill or regulation would specifically affect CCCA, its membership and Guiding Principles, e.g. “the funding contract cities will lose due to this measure could pay for x acres of parkland.” The legislative analyst will also provide recommended comments on proposed regulations, which shall be supported by analysis of the regulations and their anticipated impact on CCCA members.

5. One legislative letter should be prepared to address one bill or measure. A legislative letter should not address multiple bills unless bills/regulations are grouped together and reviewed as one package by a legislative or regulatory body.

6. When a letter is sent to a state, regional, regulatory or federal legislative body, Committee Members, Association Board Members, Association Executive Director, and state legislators representing the affected members shall be included as a courtesy copy “cc” on the letter. The appropriate contact at the League of California Cities and legislative consultants, if applicable, shall be included as a cc on legislative position letters.

**TRACKING:**

The Chair (or Legislative Analyst designee), will periodically provide updates of important legislative and regulatory issues, and those matters as to which the Association has a stated a position during the Legislative Sessions.