

## **AGENDA ITEM 11**

**Discussion and consideration of legislative protocol for when the Board is unable meet to discuss pending legislation.**

The draft protocol/policy is attached for review.

## DRAFT POLICY FOR TAKING A POSITION ON LEGISLATION

The California Board of Occupational Therapy may take positions on pending legislation after carefully weighing the issues involved in the legislation and taking into consideration all views related to the legislation.

This policy provides for the following:

1. All members of the Board, by a majority vote, can decide on an official position and the action to be taken to advance the Board's position on legislation.
2. Suggestions for taking a legislative policy position may come from anyone. Suggestions made by non-Board members must be sent in writing to the Executive Officer, who will provide the information to the Board members at the meeting when the legislation is being considered.
3. Board staff will review and analyze the legislation consistent with the Board's mission, statutory mandate, or interests. When possible, a written analysis will be provided to the Legislative and Regulatory Affairs Committee or Board for review.
4. In the event a meeting of the Legislative and Regulatory Affairs Committee is unable to be scheduled timely, the written analysis will be provided to the Executive Committee or Board for review.
5. The Legislative and Regulatory Affairs Committee, the Executive Committee, or the Board (hereafter 'reviewing entity') will recommend a position (support, oppose, support if amended, oppose unless amended, no position, neutral position or watch). The reviewing entity will recommend the action to be taken on the legislation, action may include, writing letters, meeting with key legislators and their staff, attending hearings or other activities needed to advance the Board's position.
6. Due to time constraints involved in legislative activities, the Board has empowered the Executive Committee, when time is of the essence, to take positions and inform the rest of the Board and direct the Executive Officer to emailing a position letter immediately to them.
7. At the next Board meeting, the Executive Committee's position and action recommendation will be included as an agenda item for review by the Board.
8. The legislation position letters will be signed by (*pick one*) the Executive Officer, the Board President or the Vice President in the President's absence.
9. If significant time or financial resources will be needed to advance a legislative position, this information will be provided in the analysis given to the reviewing entity prior to the Executive Committee approving the action to be taken.