



## **GUIDELINES FOR POLICY ADOPTION**

When a request is submitted to the Government Affairs Committee (GAC) proposing a new policy or a change in existing policy, the GAC reviews the proposal and determines whether or not the issue involved complies with the organization's By-laws, Strategic Plan and Work Plan and meets the Test of Significance and Relevance.

The GAC may then determine whether the policy proposal should be referred to the Advisory Committee for inclusion on the Board's agenda. The Board may amend or reject the proposal or may table it or refer it for further consideration.

The Board of Directors has the final authority on adoption of policy. If the Chairman of the Board determines that an emergency exists with respect to a matter about which there is no adequate policy, and there is insufficient time to establish a policy under the procedures described above, the policy may be adopted by a vote of the Advisory Committee as prescribed in the Chamber's By-laws.

### **TEST OF SIGNIFICANCE AND RELEVANCE**

Before the Chamber may take a position on expending resources for, or including an issue in the Work Plan, it must be tested by the following guidelines:

1. Does it comply with the Chamber's and GAC's Strategic Plan and Work Plan?
2. Will it serve the best interest of the business community and what impact will it have on business? The Chamber represents the general business community and not specific business or industry interests.
3. Have the pros and cons been outlined and reviewed?

4. Is it within the charge of the Chamber or would another group or individual better handle it?  
The Board of Directors must approve action on an issue, which includes public pronouncements, positions, expenditures of, or the obligation of, funds.
5. Is involvement with the issue a duplication of effort? The Chamber may act on an issue individually or in cooperation with other organizations if it is demonstrated that the participation will enhance the efforts. The Chamber shall avoid duplicating the efforts of other organizations.
6. Have all affected organizations and individuals been informed?
7. Is it time and cost effective for the Board, GAC or staff and the Chamber budget? The Chamber may act on an issue if required resource can be justified and if an obtainable goal may be reasonably expected.
8. With respect to federal or state issues, the GAC shall seek and consider the respective positions of the U.S. Chamber and/or the Ohio Chamber.

## **NORTHEAST CINCINNATI CHAMBER OF COMMERCE ISSUE**

### **INVOLVEMENT PROCESS**

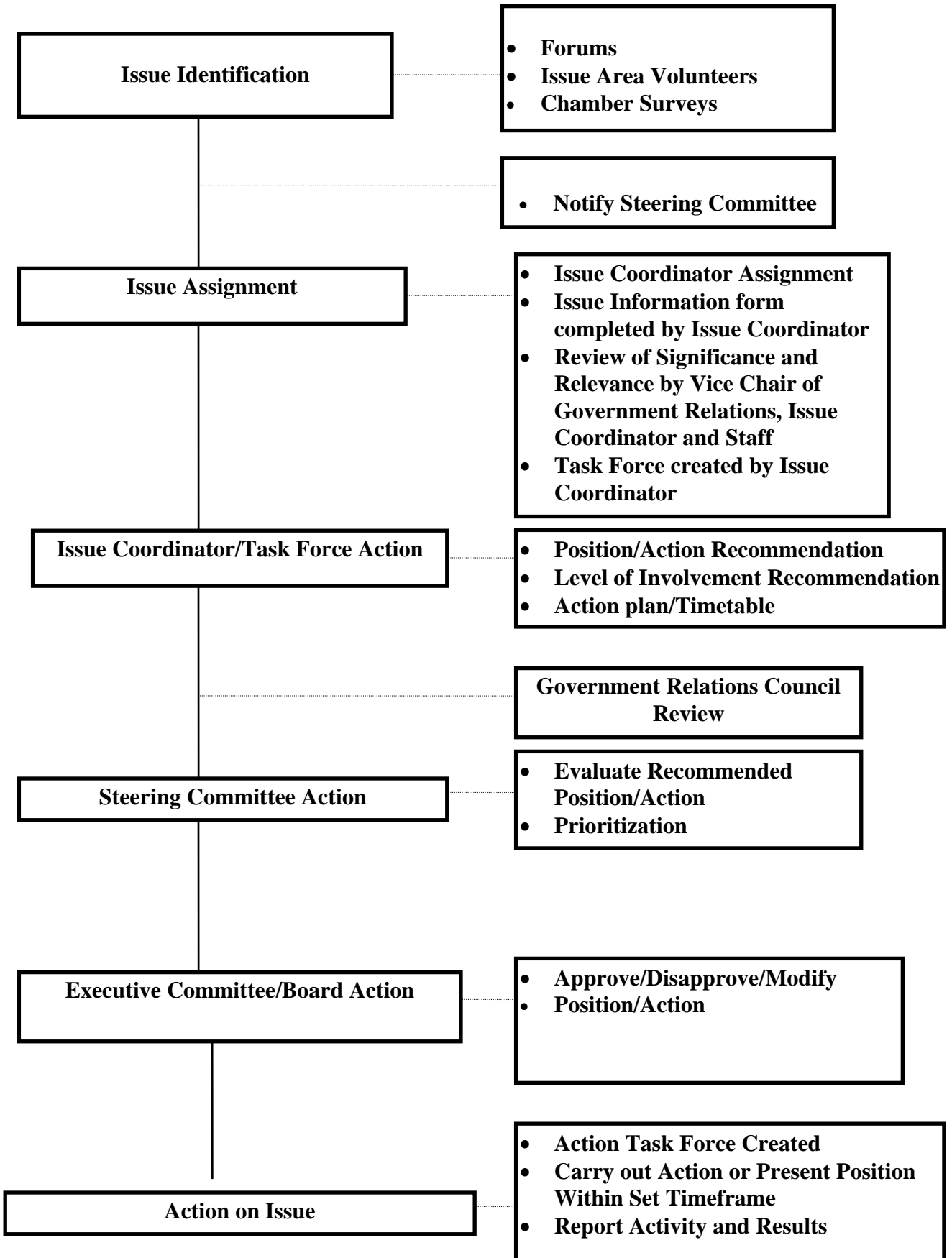
1. The GAC receives input on an issue affecting a significant cross-section of Chamber members. Sources could include: Issue Coordinators, personal conversations, Chamber forums and Chamber surveys. All volunteers are welcome and encouraged to complete Issue Information Forms (IFF) on issues impacting the Northeast Cincinnati business community. These requests will be placed before the GAC for involvement consideration through Issue Coordinators. An Issue Coordinator is a member of the GAC and is responsible for managing issue development and Chamber involvement. The Issue Coordinator may also introduce issues to the GAC and is encouraged to solicit input on potential issues involvement.
2. The interested party completes an initial IFF. This party could be a Chamber Board member, an individual member or an outside group.

3. An issue file is started and maintained by staff on all issues brought to the attention of the GAC. Then, unless the issue is prompted by an Issue Coordinator, the GAC Chair selects a Coordinator from the GAC. All information is then provided to the Coordinator. The Coordinator assigns an investigative task force, if needed, to ensure that the information is correct, interview all relevant parties, complete research and gain knowledge of membership opinion. If there is a cost involved in the fact finding (i.e., surveys), this must be considered by the Chair or the GAC and designated as an approved expenditure. Only a limited number of fact finding efforts requiring staff and materials will be allowed at one time.
4. After review of the issue, the GAC Chair, the Issue Coordinator and the Chamber staff will evaluate it for conformance with the Chamber's By-laws, Strategic Plan and Work Plan and Tests of Significance and Relevance. If the issue is found to not fit within the Chamber's By-laws, Strategic Plan and Work Plan and GAC's objective, the GAC will be notified and can respond within 24 hours to request that the issue be placed before the full GAC for re-evaluation at their next regular meeting. Otherwise, the interested parties will be informed immediately of non-compliance with the Chamber's mission and objectives and the file will be closed.
5. If the issue meets the Chamber's By-laws, Strategic Plan and Work Plan, issue involvement recommendation will be completed by the Issue Coordinator and will include a position recommendation, level of involvement recommendation and an action plan. The Issue Coordinator will submit the information to the GAC Chair and staff.
6. The IFF and involvement recommendation forms will be sent to all GAC members. The GAC shall recommend a course of action to the Board. This information will be utilized by the Board when deciding upon the level of involvement. In urgent situations, the GAC's representatives and assigned Issue Coordinator will be contacted to approve or reject suggested action.
7. If a new position or policy is necessary, a vote on the issue will be taken at the GAC meeting. New policy positions are subject to board action.

8. When the GAC confirms an issue as an approved priority for action, a Task Force will be established by the coordinator, approved by the GAC Chair with a deadline for action completion given. A schedule for reporting to the GAC will then be set. If the project is not completed on schedule, the issue will be re-evaluated for continuation by the GAC and considered in relation to other issues.
9. If the issue conforms with the Chamber's Strategic Plan and Work Plan and Test of Significance and Relevance, but only serves one membership segment or one governmental jurisdiction, or does not conform with the Chamber's Strategic Plan and Work Plan and Test of Significance and Relevance, but is considered of interest to members, the Issue Coordinator may recommend one of the following:
  - a. Facilitation of a Business Town Meeting
  - b. An Issue Alert
  - c. A Forum Concerning the Issue

These avenues of educating our membership may also be used as part of the GAC's effort to act on a priority Chamber issue. Only a limited number of town meetings and forums can be held during a year.

## Issue Management





**GOVERNMENT AFFAIRS COMMITTEE  
ISSUE INFORMATION FORM**

**Issue Name:** \_\_\_\_\_

**Issue Description:**

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**Chamber Membership affected and localities involved:**

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**Timeframe of issue:**

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**Suggested Chamber Action (Include project start and completion dates for study/action):**

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**Supportive Groups/Activities:**

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**Opposition Groups/Activities:**

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**Chamber Involvement Pros (benefits to Members/Business):**

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**Chamber Involvement cons (negatives to members/business):**

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**Does Issue Meet Test of Significance and Relevance? Yes \_\_\_\_\_ No \_\_\_\_\_**

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**Financial cost of Chamber Involvement (if any):**

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**Proposed members to be involved:**

**Issue Coordinator:** \_\_\_\_\_

**Date:** \_\_\_\_\_