

CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS

POLICY ON LEGISLATION REVIEW AND POSITION RECOMMENDATION

March 2012

The purpose of the policy is to establish consistent practice for CCLHO to review legislation and approve CCLHO positions on legislation. The intent is to facilitate both routine and urgent review and approval of CCLHO positions.

- ❖ **Review of Existing Bill:** A CCLHO Committee may review a bill and approve a recommendation for a CCLHO position on a bill. The Committee Chair shall submit such recommendation through the CCLHO President and Executive Administrator to the CCLHO Board of Directors for a vote to approve the recommendation. The Committee Chair may submit such recommendation to the CCLHO Executive Committee if urgent action is needed. CCLHO Executive Committee may vote to approve or defer the vote to the CCLHO Board of Directors. The CCLHO Executive Administrator will make the legislative position available to the Director of the California Department of Public Health (CDPH), other departments, boards, commissions and officials of federal, state, and local government, the Legislature and other organizations or associations as appropriate and as stated in California Health and Safety Code Section 100925.

- ❖ **Committee Process for Bill Review:** A CCLHO Committee is encouraged to create a Committee Legislative Group to include at minimum the CCLHO Committee Chair, Co-Chair and CCLHO President or designee. Each Committee is encouraged to have a Legislative Coordinator to present legislation considered at a Committee meeting. If the Committee does not have a Legislative Coordinator, the duty falls to the Committee Chair.

- ❖ **Review Process for Urgent Bill Review:** If urgent action is needed, the Committee Legislative Group may review a bill and the Committee Chair and CCLHO President may approve a recommendation for CCLHO position on that bill. The Committee Chair shall submit such recommendation through the CCLHO President and Executive Administrator to the CCLHO Board of Directors for a vote to approve the recommendation. The Committee Chair may submit such recommendation to the CCLHO Executive Committee if an urgent position is needed. CCLHO Executive Committee may vote to approve or defer the vote to the CCLHO Board of Directors. The CCLHO Executive Administrator will make the legislative position available to the Director of CDPH and others as cited in statute.

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- ❖ **Review of Subsequent Bill Amendment:** After a CCLHO Committee approves a recommendation for CCLHO position on a bill, the Committee Legislative Group may review subsequent bill amendments and the Committee Chair and CCLHO President may approve a revised recommendation for CCLHO position on a bill. The Committee Chair shall submit a revised recommendation through the CCLHO President and Executive Administrator to the CCLHO Board of Directors for a vote to approve the recommendation. The Committee Chair may submit such recommendation to the CCLHO Executive Committee if an urgent position is needed. CCLHO Executive Committee may vote to approve or defer the vote to the CCLHO Board of Directors. The CCLHO Executive Administrator will make the legislative position available to the Director of CDPH and others as cited in statute.
- ❖ **Reporting Position Results:** The CCLHO President shall report the results of any positions taken by the Executive Committee to approve Committee recommendations to the CCLHO Board of Directors at the next meeting of the Board, along with any legislation position that has been made available to the Director of CDPH and others as cited in statute.