

CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS

POLICY ON LEGISLATION REVIEW AND POSITION RECOMMENDATION

October 2011

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 forward legislation position to HOAC for advocacy activities.

- ❖ **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. 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 forward legislation position to HOAC for advocacy activities.

- ❖ **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 may 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 forward legislation position to HOAC for advocacy activities.

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- ❖ **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 forwarded to HOAC for advocacy activities.
- ❖ **Health Officer Lead:** Every health officer sponsored bill has a Health Officer Lead that can confer with the HOAC Executive Director for an urgent response to a bill amendment or issue of critical importance. The Health Officer Lead shall report any positions taken to the CCLHO President and CCLHO Executive Administrator.