

State of California



California Commission on Disability Access

Policy Memorandum

Policy Memorandum No. 2012-02

CCDA Protocol for Taking Positions on Legislation

At its April 26, 2012 meeting the California Commission on Disability Access (CCDA) established this policy regarding protocols for taking positions on legislation.

The CCDA, as authorized in Government Code section 8299.08 (a), may “inform the Legislature of its position on any legislative proposals pending before the Legislature.” Further it “is expressly authorized to state its position and viewpoint on issues developed in the performance of its duties and responsibilities” Gov’t Code § 8299.08(b). The goal of the CCDA in this respect is to ensure that the CCDA takes positions on legislation only 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. Only the sitting voting members of the CCDA, by a majority vote, can decide on an official position and the action to be taken to advance the CCDA’s position on legislation.
2. Suggestions for taking a legislative policy position may come from anyone. Suggestions must be sent in writing to the Chair of the CCDA or the Vice Chair in the Chair’s absence and to the Executive Director (ED).

3. CCDA staff will review and analyze the legislation and subsequent amendments consistent with CCDA core principles where available. A written analysis will be provided to the Executive Committee for review, with copies to other Commissioners.
4. The Executive Committee may recommend a position (support, opposition, support if amended, oppose unless amended, no position, neutral position). The Executive Committee 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 CCDA's position.
5. Due to time constraints involved in legislative activities, the CCDA has empowered the Executive Committee, when time is of the essence, to take positions and will notify the rest of the Commission at the next full Commission meeting and by email at the time the position is taken.
6. At the next full CCDA meeting, the Executive Committee's position and action recommendation will be reviewed by the CCDA.
7. Legislation position letters will be signed by the CCDA Chair or Vice Chair in the Chair's absence.
8. All legislation position letters will be posted on the CCDA website.
9. If significant time or financial resources will be needed to advance a legislative position, the ED will provide this information in the analysis given to the CCDA Executive Committee prior to the CCDA Executive Committee approving the action to be taken.