

## **GUIDELINES FOR LWVCC ADVOCACY AND/OR TESTIMONY WITH OTHER LEAGUES AND OUTSIDE ORGANIZATIONS AND GROUPS**

1. The President(s) of the League of Women Voters of Cook County (“LWVCC”) will be the initial contact person for other Leagues and outside organizations and groups.
2. Upon being contacted, the President(s) will reach out to the Advocacy Chair and the chairs of applicable committee(s)/interest group(s), if any, for evaluation of the request for advocacy. The Advocacy Chair and the applicable other chair(s), if any, will be the coordinator(s).
3. For the LWVCC to consider, it must be established that the LWVCC is the appropriate place/organization for this advocacy.
4. For the LWVCC to consider signing on or advocating, a draft or detailed outline in writing must be provided to the Advocacy Chair by the other League and/or outside organizations and groups requesting the advocacy.
5. There will be a check to confirm our confidence in the information and a possible contact by phone or email to sponsoring/involved Cook County Commissioners, President or other county agency to get procedural or other information.
6. When asking the LWVCC Board or the Executive Committee, as appropriate, to vote to approve (or not), the Advocacy Chair and the applicable committee(s)/interest group(s), if any, will provide the following:
  - \* assurance that the advocacy will still be valid within the time frame of completion;
  - \* information on why the testimony/advocacy is important, why the time is urgent (or not), and whether the testimony/advocacy will make a difference;
  - \* a copy of the draft letter, detailed outline, or final testimony/letter; and
  - \* the specific position statement of LWVCC, LWVIL, LWVUS, LWV Lake Michigan, or LWV Upper Mississippi River Region ILO that supports the testimony/advocacy.
7. The coordinator(s) will provide copies of the actual prepared testimony/document(s) read from and/or sent on behalf of LWVCC, with the date sent or read, to the President within one week after the advocacy/action is taken, and the coordinator(s) will report to the LWVCC Board at the next Board meeting on the resulting action, if any, from the advocacy.
8. The President(s) will provide to the full Board a copy of the final version of any prepared testimony or letter or outline if action is taken.
9. If there is insufficient information from the requesting League and/or outside organizations and groups, or if it is determined by the coordinator(s) that the advocacy request should be declined for the reasons provided, the President will be notified and, after consulting with the Executive Committee or Board as applicable, the President will notify the requester that the LWVCC will not advocate as requested.

**Adopted by LWVCC Board: 08/13/2019**