

## **GUIDELINES FOR LWVCC ADVOCACY AND/OR TESTIMONY ORIGINATING WITHIN OUR LWVCC**

1. The coordinator(s) for obtaining League of Women Voters of Cook County (“LWVCC”) Board approval for proposed advocacy will be the Advocacy Chair and, if applicable, the chair(s) of the committee(s)/interest group(s) where the advocacy proposal originated.
2. The coordinator(s) will ensure that LWVCC is the appropriate place/organization for this advocacy.
3. Before taking any action, the coordinator(s) will confirm our confidence in the information underlying the proposed advocacy with a possible contact by phone or email to sponsoring/involved Cook County Commissioners, President or other county agency to get procedural or other information.
4. When asking the LWVCC Board or Executive Board to vote to approve (or not), the coordinator(s) 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, and whether the testimony/advocacy could be useful;
  - \* a copy of the draft letter, detailed outline, or final testimony/letter;
  - \* the League position under which we are advocating; and
  - \* what confirmation was obtained concerning the information.
5. 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.
6. 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.

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