

Policy for Advocating for San Rafael Chamber Members

The San Rafael Chamber coordinates advocacy efforts on behalf of members and the business community in the San Rafael area. The goal of the Chamber's advocacy is to improve the area's business climate, strengthen the local economy, and ensure that public policy decisions adequately take into account the needs of businesses in order to maintain/improve our quality of life.

All requests for advocacy must be made in writing to either the Chair of the Board of Directors or the Chair of the Governmental Affairs Committee and cc the President and CEO of the Chamber. The request must be made (and received at the Chamber) a minimum of ten business days prior to the meeting of the upcoming Governmental Affairs Committee, Executive Committee Meeting, or meeting of the Board of Directors. The Chamber reserves the right to submit the request for advocacy to the appropriate committee for review.

Guidelines for Advocacy Requests

1. A request for advocacy may be made by any person or business that is a member of the San Rafael Chamber of Commerce (SRCC) in good standing for a minimum of 30 days.
2. A request for advocacy may also may be made by a non-member organization representing a legislative issue and will be considered for presentation to the Governmental Affairs Committee or Board of Directors on a case-by-case basis.
3. A request for advocacy **must** contain the ALL of following in writing to be considered:
 - a. The requestors name, contact information and organizational affiliation (if any).
 - b. A specific description of the name and/or title of the issue/legislation on which the requestor wishes the SRCC to advocate.
 - c. The timeline or schedule for the legislation or issue to be reviewed and or voted on by a governmental agency.
 - d. The reasons why the SRCC should take such a position. This should address how and why the issue impacts:
 - i. The San Rafael business community
 - ii. San Rafael Chamber of Commerce members
 - iii. San Rafael residents
 - iv. San Rafael business customers
 - e. Specifically why the SRCC should advocate for or against the issue
 - f. A specific description of the name and/or title and contact information of any groups or individuals organized in opposition to the position you are submitting.
 - g. Data and supporting documentation that the SRCC needs to effectively analyze the advocacy request.
 - h. To whom (which party) the requestor would like the SRCC to advocate (e.g., City Council, Planning Commission, Board of Supervisors, any applicable government agency or department, etc.)
4. The SRCC Governmental Affairs Committee, Executive Board or Board of Directors will vote on the request no later than their next regularly scheduled meeting, and may vote to support, reject or ask for modifications/further information. In the interest of fairness the Chamber strives to gather as much pertinent information about requests as is available. If possible, the Chamber will attempt to hear positions on both sides of the issue(s). If the Governmental Affairs Committee, Executive Board or Board of Directors rejects the advocacy request, the Board may instead adopt an alternative advocacy position or no position at all, as approved by the majority of the Governmental Affairs Committee, Executive Board or Board of Directors.

5. The SRCC will notify the requestor in writing of the SRCC Governmental Affairs Committee, Executive Board or Board of Directors decision with three business days of the vote.

Policy APPROVED and ADOPTED by the SRCC Board on March 25, 2010

Policy Pending Approval on June 27, 2013