



ADMINISTRATIVE PROCEDURES

TITLE: Legislative Advocacy		PROCEDURE #: 214-A
DEPT: Board of Commissioners		PROGRAM: N/A
EFFECTIVE DATE: 12/18	REVIEWED: 9/22	REVISED: 9/22

OBJECTIVE: To establish procedures for representing Marion County in legislative advocacy activities.

REFERENCE: Policy #214

POLICY STATEMENT: To avoid any doubts or confusion with members of the legislature or congressional delegation as to Marion County's priorities and requests for assistance, and to have a consistent point of contact for outside elected officials and other agency representatives, the county's state and federal government relations functions and responsibilities are coordinated and managed centrally. Ad hoc legislative advocacy could have a direct and adverse impact on the success of the county in promoting its overall goals. This policy establishes the framework for county departments to participate in advocacy to ensure an effective program of legislative representation.

APPLICABILITY: All county departments, employees, advisory boards, and volunteers.

PROCEDURES:

1. The government relations manager in the Board of Commissioners' Office will work with department heads and designated employees to develop strategies on how best to influence the public policy debate through the testimony of county representatives, and comments on proposed rules and regulations. If the government relations manager is not available, contact the chief administrative officer or deputy county administrative officer.

Government Relations Manager: Tanisha Rosas
tbush@co.marion.or.us
trosas@co.marion.or.us
(503) 302-8440

Chief Administrative Officer: Jan Fritz
jfritz@co.marion.or.us
(503)588-5212

2. Advocacy efforts involving policy issues shall require the prior authorization of the Board of Commissioners.
 - 2.1. If prior authorization is not practical, the issue must be immediately reported to the government relations manager, who will inform the board and then ratify the board's position.

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3. As practical, department heads shall provide prepared testimony and related materials to the government relations manager at least five days prior to the scheduled meeting, for review by the Board of Commissioners.
 - 3.1. If it is not practical to provide prepared testimony and materials for prior review, testimony materials must be delivered to the government relations manager within one day of providing the testimony.
4. Meeting with Legislators or Testifying Before the Legislature
 - 4.1. Identify yourself either as an “authorized official representing Marion County” or specifically state that “while I work for Marion County, I am here on my own time as a resident, not representing Marion County.”
 - 4.2. A professional demeanor must be maintained at all times.
 - 4.3. Understand that communication between you and the legislature is not to be viewed as wins and losses.
 - 4.4. Be clear regarding the limits of your authority and responsibility.
 - 4.5. Be specific on how the county’s goals affect stakeholders and the public.
 - 4.6. Be clear, concise, and have the necessary data to support your assertions.
 - 4.6.1. Specific information or examples are most effective.
 - 4.7. If a committee member asks for a report or for some information, provide it to all committee members and committee staff.
 - 4.8. Know your audience. Committee members are “citizen legislators,” and they want to hear your comments.
 - 4.9. Be respectful of committee members as well as other people who come to testify.
 - 4.10. Know the issue. Be knowledgeable of the other side of the story. You may be asked to discuss how and why your opinion differs from others.
 - 4.11. Presenting Your Written Testimony
 - 4.11.1. Written testimony is not required; however, if you have written testimony, email the written testimony and any materials (reports, handouts, presentations) to committee staff at least 24 hours in advance so it can be posted electronically to OLIS for the members and public to view.
 - 4.11.2. If you did not submit materials in advance, give your paper copies to committee staff, not directly to the members, after you are called and before you begin speaking.
 - 4.12. Address members formally (e.g., Senator Jones, Representative Brown). Respond to questions through the chair (e.g., ‘Chair Jones and members of the committee...’).
 - 4.12.1. When testifying, including responding to questions from members at the table, always direct your testimony/response to the committee chair first and then the legislator who posed the question.
 - 4.12.2. State your name and affiliation for the record, even if you’ve already been introduced or called upon by name.
 - 4.12.3. Clearly state whether you support or oppose the bill and briefly explain your reason.
 - 4.12.4. If you submitted written testimony, do not read it word-for-word to members. Make an outline and summarize the main points of the testimony.
 - 4.12.5. Keep in mind that many people testifying or a busy agenda may require you to summarize your testimony in two minutes.
 - 4.12.6. When finished, thank the members and offer to answer any questions.

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- 4.12.7. Members realize that the process may be intimidating; they do not expect perfect presentations.
- 4.13. Verbal testimony and written materials are public records available to the public on the Internet. Use discretion on what personal information to include.
- 4.14. If you require special accommodation to testify before a committee, contact committee staff 24 hours before the meeting.
 - 4.14.1. Contact staff 72 hours in advance if a sign language interpreter is needed.
 - 4.14.2. For ADA accommodation requests, please call 1-800-332-2313, or TTY or email 711employee.services@oregonlegislature.gov

Approved: 12/18

Revised: 9/22 – BOC: TRR