

EAST CASCADES AUDUBON SOCIETY
Procedure for Approving Policy Positions

WHAT THIS APPLIES TO:

This procedure applies to requests that ECAS take a position on a public policy issue, such as supporting legislation, commenting on a government proposal, or writing in support of an activity or program. It also applies to requests that ECAS ask its members to take a position on public policy issues. *It does not apply to providing information about requests for public comment, including a link to the requesting organization, on the ECAS web site, provided that it is clear that ECAS has not taken a position on the issue.*

WHO MUST APPROVE POLICY POSITIONS:

Under our Bylaws, policy positions must be approved by a 2/3 vote of the ECAS Board at a meeting, or by a unanimous vote on an email motion made by a Director. They can't be approved by the Executive Committee. Committee positions and other communications on policy issues must be approved before they are communicated to the public. (This includes communications on COBOL or by email to ECAS members outside the committee involved.) We only take policy positions on issues concerning bird conservation, habitat conservation, and similar issues.

Requests that ECAS take a policy position may be made by an ECAS committee, by an ECAS Board member, by another organization, or by any ECAS member. *In general, requests made by another organization should be directed to the Executive Committee or Board, which will determine whether the request should be referred to a committee for its evaluation and recommendation.*

HOW TO REQUEST BOARD APPROVAL:

The Board meets on the first Tuesday of each month, and the meeting agenda is distributed a week earlier. As a result, it will be extremely helpful if you send the proposed position/communication to the Board President or Secretary, along with supporting materials, in time for it to be included with the agenda and other

meeting materials. If the matter is so urgent that it can't wait until a Board meeting, please ask the President for Board consent by email.

Supporting materials should include copies of, or links to, items that will help the Board understand the pros and cons of proposed position. Please be generous in including links! Also, please make sure to indicate who Board members should contact for further information.

Let us know if you would like to have the opportunity to talk and answer questions about your proposal at the Board meeting.

Your material will be sent to Board members along with the agenda, and you will be informed of Board action shortly after the Board meeting.

FOLLOW-UP ACTION:

If your policy position is approved, your contact person is responsible for providing the Board President or Secretary with a copy of any letter, email, or other item communicating the policy position. Also, please send a copy of any media mention of the ECAS position that you become aware of.