

LEGISLATIVE ACTION PLAN

AUTHORITY

- Legislative Action Plan Policy adopted July 10, 2019.

PROCEDURES

- 1) What WACO requests of each affiliate in support of their success:
 - a) Affiliate leadership meet at least annually with WACO staff to evaluate past service, conduct future needs assessment and update the menu of services expected of WACO in the coming year.
 - b) Appoint at least one member to serve on the WACO Legislative Committee who will attend weekly webinars and represent the affiliate organization on identification of and response to relevant bills.
- 2) Timeline for WACO Legislative Representation and Advocacy Services
 - a) While education and technical assistance are service WACO can provide affiliates at any point and time, legislative advocacy and representation services are time sensitive. Affiliate leadership interested in Legislative Representation and Advocacy Services above will want to consider engaging with WACO around the timeline below.
 - b) May – August: WACO staff work with affiliate leadership (President, Legislative Committee chair and others at affiliate discretion) to:
 - i) Debrief the session and develop and/or modify plans for interim and next session, including:
 - ii) Review and discuss WACO / affiliate bills that did not pass and bills of concern likely to be re-introduced. Discuss strategies for addressing opposition or lack of awareness / priority.
 - iii) Determine where affiliate / legislator relationships need attention and develop outreach plan. Determine need / relevance of county or regional meetings between affiliates and legislators and collaborate on convening.
 - iv) Identify and develop components of legislative strategy for upcoming session and forecasting for future session, where possible using WACO services needs assessment tool. The focus of each affiliate strategy might include:
 - (1) Submitting priority bill proposals for WACO membership; and/or
 - (2) Legislative awareness building on specific issues in support of potential future legislative proposals; and/or
 - (3) Relationship-building with targeted legislators, stakeholders, legislative staff or others.
 - c) September – December

- i) WACO will develop materials / briefs on affiliate priority bill proposals
- ii) Fall legislative weekend (if convened) – WACO staff will arrange meetings with affiliates and legislators to discuss emerging proposals and discuss potential sponsorship; WACO staff will contact legislative staff in advance offering assistance work sessions
- iii) October Board meeting – WACO staff present affiliate / WACO legislative agenda
- iv) November – December: Legislative assembly – WACO staff coordinate affiliate meetings with targeted legislators – deliver briefs on proposals, discuss sponsorship
- d) During Legislative Session
 - i) At a minimum WACO staff may be expected to:
 - (1) Ascertain the type and frequency of legislative reports for each affiliate Provide staff support for all WACO Legislative Committee meetings; and
 - (2) Ensure WACO Executive Officers and affiliate presidents are kept current on status of priority bills and important legislative developments
 - (3) Prepare members for testimony;
 - (4) Prepare briefing papers, exhibits, PowerPoint and talking points for relevant bills;
 - (5) Schedule WACO and affiliate meetings with key legislators;
 - (6) Prepare the affiliate for meetings with key legislators;
 - (7) Testify on bills when an affiliate member is not available;
 - (8) Maintain and update an online bill-tracking system viewable to all members with bill effect summary and status of their proposals and other relevant bills.
 - ii) WACO will host and secure affiliate and legislator participation in WACO Day on the Hill, achieving a visual presence of WACO members and multiple opportunities for conversations between affiliates and legislators throughout the day.
 - iii) As bills are introduced that are not among the WACO adopted legislative proposals, WACO staff will work with the Legislative Committee to determine relevance and response.
- e) Immediately Post Session
 - i) End of Session Report: Within 1 week, WACO staff will prepare and distribute a report for all affiliates discussing session outcomes related to WACO priority bills and other bills of interest and concern to affiliates on which WACO provided assistance.

- ii) Bill signings: WACO staff will track and inform affiliates of signing ceremony dates and coordinate to ensure affiliate presence on successful affiliate / WACO legislative proposals.