

2018-19 FAC Legislative Policy Development Process

**Policy Proposal Submission Period: July 9 – August 31, 2018*

The Florida Association of Counties has a deliberative, consensus building policy development process. The goal is to solicit and develop policy statements on legislative issues affecting county government. Through participation in four standing legislative policy committees, county officials identify, discuss, and ultimately vote on issues to be in FAC's Legislative Program. Each policy committee has one presidentially-appointed Chair and Vice Chair as well as a number of Policy Leaders.

FAC Legislative Policy Committees:

- Finance, Tax, & Administration (FTA)
- Growth Management, Agriculture, Transportation, & Environment (GATE)
- Health & Safety
- Federal

Policy Committee Roles and Responsibilities

- Each policy committee includes one presidentially-appointed Chair and Vice Chair, and several presidentially-appointed Policy Leaders. These roles collectively serve as the Committee Leadership for the respective policy committees.
- Each policy committee has one FAC staff point person, who will coordinate Committee Leadership calls, policy committee meetings, and provide education on issues within the committee's purview.
- The Committee Leadership of each committee will have at least one meeting via conference call prior to the Innovation & Policy Conference in September to develop, review, and discuss policy proposals submitted by FAC membership and FAC staff.
- During the Innovation & Policy Conference, the Committee Leadership of each Policy Committee will convene to make committee recommendations on each submitted proposal. Committee recommendations made during the Innovation & Policy Conference will be presented for consideration in the 2019 Legislative Program to the full FAC membership at the Legislative Conference in November.

Procedures for Legislative Policy Development

- Policies: Single-purpose statements addressing a specific issue or piece of legislation. Policies must address an issue of statewide, regional, or significant and widespread impact and

cannot promote individual county or project appropriations. Individual counties or commissioners, or FAC staff, may submit Policy Proposals.

- Policy Proposals: Proposed policies can be submitted by completing the Policy Proposal Submission Form, which will be available online. Policy Proposals will be accepted from Monday, July 9, 2018 through Friday, August 31, 2018. Untimely proposals may only be introduced for consideration at the discretion of Committee Leadership.
- Vetting of Policy Proposals: Upon submission, FAC staff will vet proposed policies to determine whether they fall within the Policy definition criteria. Proposals that meet the definition criteria will be assigned to a policy committee. At least ten days prior to the Innovation & Policy Conference, the Committee Leadership of each Policy Committee will meet via conference call to discuss the assigned proposals. The Committee Leadership will meet in person, during a closed meeting, at the Innovation & Policy Conference. At this time, each county or individual commissioner who submits a policy proposal will have the opportunity to present and defend the proposal before the Policy Committee with jurisdiction. The Committee Leadership will vote on recommended actions on each submitted proposal, to be presented to the full FAC membership during the Legislative Conference in November.
- Voting Procedures at the Innovation & Policy Conference: Each policy committee chair will call the meeting to order and carry out the meeting agenda. In the event that the chair is unavailable, the vice chair will preside over the meeting. Each member of the Committee Leadership who is present at the meeting has one vote. All matters coming before the committee shall be decided by a majority vote of those present and voting, unless otherwise stated herein.
- Procedural Rules – The edition of Robert’s Rules of Order as presented to the chair by FAC staff shall be used to govern the conduct of committees and caucuses.

Legislative Executive Committee (LEC)

- The primary role of Legislative Executive Committee (LEC) is to approve the policy statements recommended by the respective policy committees at the end of the Legislative Conference.
- The LEC is comprised of the following members: the FAC Executive Committee; the Chairs and Vice Chairs of each policy committee; and the Chairs and Vice Chairs of the Rural and Urban Caucuses.
- Policy Leaders are permitted to attend LEC meetings, but are not permitted to vote.
- The LEC typically meets Thursday afternoon after the policy committees have concluded their

work at Legislative Conference. The LEC does not usually meet at Innovation & Policy Conference.

- At least one Chair or Vice Chair of each policy committee and caucus must attend the LEC meeting and provide a brief description of the primary issues discussed at its committee meeting and the top 3 priorities.
- The LEC will then vote to recommend FAC's complete legislative policy statements and top priorities for the next legislative session.
- During the course of the legislative session, the LEC meets weekly via conference call (usually on Friday mornings) and is responsible for any revision, modification, deletion or addition to the policy statements adopted by the membership, and may make interim policy decisions as needed.