

SCRA Public Policy Rapid Response Procedures

April, 2014

The purpose of this process is to provide a mechanism for SCRA to provide a quick response, as an organization, to evaluate and potentially adopt public stances or action plans on public policy issues of a time sensitive nature.

1. Only the SCRA Executive Committee (EC) has the authority to endorse an action or officially adopt a policy stance.
2. Any SCRA member may generate a proposal regarding a policy stance that they feel should be adopted by the organization.
3. SCRA members must submit proposals to the Public Policy Committee in writing. Proposals will be distributed (with proposer's name redacted) to the Policy Committee membership list in case members wish to communicate their views or additional information to the Public Policy Action Subcommittee (hereafter referred to as the Action Subcommittee).
4. Three to five members of the Public Policy Committee will be designated the Action Subcommittee and will be charged with reviewing proposals.
 - a) Where the Public Policy Chair or Subcommittee member(s) perceive either a conflict of interest or appearance of a conflict of interest with a particular request, a subcommittee member may be self-excused or excused by the Chair from the proposal review.
 - b) The subcommittee must fully review all facts contained in the proposal prior to submission to the SCRA Executive Committee (EC).
 - c) If the policy issue is specific to a particular country then the proposal should have the support of SCRA members who are citizens of that country.
5. The Action Subcommittee will vote to determine if the proposal should be submitted to the SCRA EC.
 - a) While the Action Subcommittee will strive for consensus, in the event of a tie, the Policy Committee Chair shall cast the deciding vote.
6. Proposals submitted to the Action Subcommittee should include:
 - a) A brief description of the policy issue;
 - b) A brief explanation of the link between the policy issue and SCRA's mission and vision;
 - c) The specific action(s) proposed, identification of the person(s) or group who will be asked to take action (SCRA membership, EC), and a requested timeframe, with the basis or justification for such timeframe (join an advocacy coalition, send a letter to a public official, etc.);
 - d) Any available web links to information regarding the policy and the people or organizations involved, or relevant data regarding the issue including any available position papers;
 - e) Arguments offered in opposition to the position recommended for SCRA, including policy statements from others, data, and a list of opponents.
7. It should be noted that proposals that include political calls for action (e.g., support for a specific piece of legislation or related political action) must be reviewed by and receive prior approval of APA.
8. Within 48 hours from the receipt of a proposal, the Action Subcommittee will review the proposal and send a recommendation to the SCRA Executive Committee regarding recommended actions.
9. The Executive Committee will assign a subcommittee comprised of the administrative director, the president and the treasurer (hereafter referred to as the EC Subcommittee).
10. The EC Subcommittee will endeavor to take action on the recommendations within 48 hours, either through a vote, a request for additional information or a conference call.

11. The EC Subcommittee will inform the Executive Committee, APA, the chair/s of the Public Policy Committee and the initial proposer if the proposal is approved .
12. The EC will inform the chair/s of the Public Policy Committee and the initial proposer of APA's response.
13. If the proposal is not approved, the proposer will be informed of the reason.
14. The Policy Committee will then communicate the information and any call to action to the general membership through appropriate venues (TCP, the SCRA listserv, the SCRA website).