

Rapid Response Procedures Regarding SCRA Actions Related to Public Policy

The purpose of the Rapid Response Proposal is to provide a mechanism for SCRA, as an organization, to evaluate and potentially adopt public positions or develop action plans on public policy issues of a time-sensitive nature. Since policy issues are often of immediate concern, the procedures below are intended to ensure opportunities for a quick response by the organization (if needed). This document will cover the types of policy actions that might be proposed, the proposal requirements, and the process for submitting a proposal.

Types of Policy Actions that May be Proposed

- Proposed rapid response actions fall into two categories: a) political calls to action that involve contact with a legislator or his or her staff to express an opinion regarding a specific piece of legislation and b) all other actions. Anything that involves SCRA or our members adopting a specific position regarding a specific piece of legislation most likely falls into the category of a political call to action.
- Political calls to action always require the additional step of submitting the proposed action to the APA for review.
- Proposed rapid response actions that do not meet the definition of a political call to action may be implemented immediately upon approval of the Executive Committee, without the additional step of APA review. These could include:
 - Actions that are not related to specific pieces of legislation,
 - Asking SCRA to officially support a statement already adopted by another organization (unless that statement meets the definition of a political call to action),
 - Actions related to organizations that are not government entities, or
 - Any action that is meant to educate the public or legislators about a legislative issue without taking a specific stand regarding a specific piece of legislation.
- Proposed rapid response actions should clarify for the Executive Committee specifically and directly what they are being asked to do. It is important to carefully think through this part of your proposal so you can be clear about what you are asking. Calls to action are usually time sensitive, requiring an immediate or almost immediate response.

Rapid Response Proposal Requirements

Proposals submitted to the Action Subcommittee should include:

- A brief description of the policy issue;
- A brief explanation of the link between the policy issue and SCRA's mission and vision;
- **The specific action(s) proposed**, identification of the person(s) or group who will be asked to take action (e.g., SCRA membership, Executive Committee), and a requested timeframe, with the basis or justification for such timeframe (join an advocacy coalition, send a letter to a public official, etc.);

- 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;
- Arguments offered in opposition to the position recommended for SCRA, including policy statements from others, data, and a list of opponents.
- See [the Rapid Response Action section on SCRA27.org](http://www.scra27.org/what-we-do/policy/rapid-response-actions/) for examples: <http://www.scra27.org/what-we-do/policy/rapid-response-actions/>.

Rapid Response Submission and Approval Process

The purpose of this process is to provide a mechanism for SCRA as an organization to provide a quick evaluation and response regarding 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 think should be adopted by the organization.
3. SCRA members must submit proposals to the Public Policy Committee Chair in writing. Proposals will be distributed (with proposer's name redacted) via the policy committee listserv to inform the Policy Committee membership of the proposal (at that time, Policy Committee members can communicate their views to the Chair). At the same time, the proposal will be distributed to the Public Policy Action Subcommittee (hereafter referred to as the Action Subcommittee) for a formalized review.
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 President.
 - 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 President.
 - 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. 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 from APA.
7. Within 48 hours from the receipt of a proposal, the Action Subcommittee will review the proposal and send a recommendation to the SCRA President regarding recommended

actions.

8. The SCRA President will assign a Subcommittee comprised of the President, President-Elect, and Past-President (hereafter referred to as the EC Subcommittee).
9. The EC Subcommittee will endeavor to take action on the recommendations within 48 hours, either through a vote, a request for additional information, a conference call, or with a decision that the proposal requires review by the full Executive Committee. The SCRA President will inform the Chair of the Policy Committee if the proposal was approved, if the EC Subcommittee needs additional information or a conference call prior to a vote, or if the proposal is being referred to the full Executive Committee. If the proposal is referred to the full Executive Committee it will be placed as an action item on the agenda for the next Executive Committee meeting. The SCRA President will inform the Chair of the Policy Committee if the full Executive committee approved the proposal, requested additional information, or asked to schedule a conference call prior to a vote.
10. If the proposal includes a political call to action (see the section of these procedures on types of policy actions that may be proposed) the proposal must go through the additional step of review and approval by the APA.
 - a. If the proposal is approved by the EC Subcommittee or full Executive Committee, the Chair of the Policy Committee will send the proposal to APA for approval and notify the initial proposer that the proposal was approved by the EC Subcommittee or full Executive Committee.
 - b. If the proposal is approved by APA, the Chair of the Policy Committee will notify the Executive Committee, policy committee, and the initial proposer that the proposal was approved.
 - c. The proposer will then communicate the information and any call to action(s) to the general membership through appropriate venues (TCP, the SCRA listserv, the SCRA website).
 - d. If the proposal is not approved, the proposer will be informed of the reason.