

COG Guidelines for Legislative and Regulatory Advocacy

Development of Legislative Priorities

The Metropolitan Washington Council of Governments (COG) has recognized the need to continue and strengthen its relationship with state and federal officials. Each year the COG Board appoints a Legislative Committee made up of representatives of each of the COG boards and policy committees. The Legislative Committee works with COG staff to develop a set of legislative priorities for the upcoming year and legislative sessions. The legislative priorities include issues of legislative importance that the COG jurisdictions want to advocate for on behalf of the region. The Legislative Committee puts forth recommended priorities that are adopted by the full COG Board. These priorities are then used as the official legislative, regulatory, and policy positions of COG for advocacy and educational efforts at the local, state, and federal level.

Guidelines for Legislative and Regulatory Advocacy

Once adopted by the COG Board, the Legislative Priorities represent the official position of the Council of Governments and are used to communicate our priorities by all COG boards and committees. The following advocacy guidelines should be followed with any related actions and communications by COG.

1. **Advocacy Positions Approved in the Legislative Priorities:** The Legislative Priorities adopted annually by the COG Board serve as the official positions of COG including all boards and committees. Subject to being consistent with COG's role as a non-profit, any position approved in the Legislative Priorities document has approval to be advocated on by individual committees and COG staff throughout the year. This includes verbal advocacy, written communications, and electronic communications on related bills, actions and policies. Official positions from the COG Board should be signed by the Board Chair. Official positions approved in the Legislative Priorities can also be used by individual committees and boards and can be signed by the corresponding committee or board chair.
2. **Advocacy Positions Not Approved in the Legislative Priorities:** Occasionally advocacy issues or interests emerge that are not included in the annual Legislative Priorities. Any advocacy efforts on behalf of the COG Board of Directors, boards or policy committees that are not previously approved in the legislative priorities must receive individual approval from the COG Board. This includes verbal advocacy, written communications, and electronic communications on related bills, actions and policies. Therefore, if any member or policy committee requests that COG take a position on a specific issue, it must first be approved by the COG Board. Time sensitive issues can be approved by the COG Board Executive Committee. If the advocacy is in the form of a written communication the Board Chair may decide whether to sign it or designate authority to the appropriate policy committee chair.

Any legislative or regulatory advocacy must be shared with and approved by the Executive Office prior to distribution/action. The Executive Office will work with the Office of Communications as needed to ensure COG message and format consistency, and proper documentation for archiving.