



## CCAP POLICY DEVELOPMENT SCHEDULE

Throughout the Year

The standing and ad hoc policy committees, which include Agriculture, Assessment and Taxation, Community and Economic Development, County Governance, Courts and Corrections, Elections Reform, Energy Environment and Land Use, Human Services, Military and Veterans Affairs and Pennsylvania Turnpike Lands, give guidance to the CCAP staff at regularly scheduled meetings, through teleconference, email, or other means, on achieving legislative priorities, translating resolutions into legislation, and developing and deciding on legislative and regulatory strategy, based on each committee's work plan, the *County Priorities* and the *Pennsylvania County Platform*. The work plan and the *Priorities* are determined by committee members in November. The *Platform* is a compilation of resolutions adopted to date by the CCAP membership, arranged by subject matter.

The committee members are involved in the analysis of an issue for its impact on counties, testimony before legislative committees, and grassroots efforts. The committees react quickly to legislation, regulation, or other initiatives where CCAP's position is sought by policymakers, especially in the case of legislation or regulation that is not specifically addressed in the *Platform*.

The CCAP Bylaws were amended in 2012 to require all resolutions to be reviewed by standing committees at least every four years and reaffirmed in order to remain in part of the CCAP Platform. Also, while the schedule below lays out a traditional schedule, resolutions can be considered at any time throughout the year, and an electronic ballot provided to all members to assure them the opportunity to determine changes to the Platform expediently.

March

### Spring Conference

The policy committees meet to review progress made on legislative priorities for the year, legislation and regulation that is pertinent and timely, and to hear presentations from administrative officials, other organizations, and parties of interest. The committee agendas include a call for resolutions on their meeting agenda and, prior to the meeting, committee members are provided with a copy of the relevant sections of the *Platform* to assist in preparing for the next process for review that will follow in June. The Spring Conference, which is held in Harrisburg, is also CCAP's legislative conference. When timing coordinates with the legislative session the conference features a reception for state elected officials.

April - June

### Individual Counties, Affiliates, and CCAP Committees Draft Resolutions

All counties and CCAP affiliates are invited to submit resolutions addressing state-wide county policy issues.

June

#### Policy Committee Resolution Review

The CCAP policy committees meet either by conference call or in person to review resolutions and the current *Platform*. Proposed resolutions, submitted by the membership or originating with the committee, are reviewed for purposes of determining relevancy and whether they are germane to the county mission. Each policy committee is also tasked at this meeting with reviewing all *Platform* elements under the committee's jurisdiction to determine whether they continue to be relevant, have been accomplished, or should be amended. The committee is specifically to review any *Platform* position that is more than four years old to determine whether that item continues to reflect the position of the membership.

July

#### CCAP Resolutions Committee Reviews Resolutions

The Resolutions Committee accepts the resolutions from the policy committees and the counties or individual members. The Resolutions Committee rewrites the members' suggestions as amendments to the *Platform*. The Resolution Committee forwards the resolutions to the full CCAP membership in preparation for consideration at the Annual Conference, with recommendations on whether to adopt or reject each resolution, with or without amendment. The only resolutions not submitted to the membership are those that are already part of the *Platform* or are not germane to counties and the Association.

August

#### Annual Conference

Standing committees meet to make a final review of the resolutions submitted for membership consideration. The Resolutions Committee meets in an open session reviewing resolutions submitted to date, accepting any new resolutions or modifications to existing proposed resolutions or the current *Platform*, and to hear additional policy committee recommendations. During the Tuesday General Session the resolutions are presented to the entire members for discussion, which is followed after the conference by an email with instructions for each CCAP voting member to cast his or her vote on adoption by electronic ballot. Members have ten days to vote, after which the results are tallied and announced to the members. New resolutions adopted are added to the Platform, those amended are updated and those repealed are removed and an updated Platform is finalized.

November

#### Fall Conference

The Fall Conference is when the Association develops legislative work plans and sets legislative priorities for the upcoming year. Each standing policy committee develops its own work plan based on the elements of the *Platform*, issues the committee wishes to pursue, and issues which are likely to be raised by the administration, general assembly, or other outside

sources. The focused list of overall Association legislative priorities are developed based on nominations from the policy committees, and are arrived at based on discussion and weighted voting by the voting members of CCAP committees meeting in a "committee of the whole." The committee of the whole also receives a report by the chairs of each standing committee regarding its work plan, giving the membership perspective on the content and breadth of issues the Association will be working with in the coming year.

January/February

Unveiling of Legislative Priorities

Association leaders travel to Harrisburg to unveil the Association's legislative priorities to the media and policymakers. Those members also visit key legislators to promote the Associations priorities. The priorities are shared with the Association's grassroots, with recommendations for action.