



# Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 900.1

Procedure Name: Advising the Governor

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## **PROCEDURE**

This procedure describes the process that the legislative & policy subcommittee uses in advising the Governor's Office on legislative and policy issues.

### **Issue Identification**

- The legislative & policy subcommittee (subcommittee) is responsible for identifying legislative and or policy issues that impact state-employed women.
- Subcommittee members, the ICSEW Executive Board (Executive Board), any other subcommittee, general membership, and state-employed women can raise a legislative or policy issue for consideration by the Subcommittee as a whole.
- The subcommittee will discuss legislative and policy issues during regularly scheduled meetings, SharePoint discussion boards, emails, or conference calls. The subcommittee chair may also call a special meeting or conference call to discuss an issue that may require urgent action.
- The subcommittee will provide research and or commentary on legislative or policy issues that align with ICSEW's mission of bettering the lives of state-employed women.
- The subcommittee will attempt to reach consensus on whether an issue warrants comment to the Governor's Office and will only act on issues that have support of the majority of the subcommittee.

### **Drafting Advisory Memo**

- After an important legislative or policy issue is identified, using the process described above, and is approved by the ICSEW Chair and subcommittee members; the subcommittee chair will prepare an advisory memo.
- The advisory memo will be written by the subcommittee.
- The advisory memo needs to be written clearly and concisely. If possible, limit the memo to one page.
- The goal of the advisory memo is to communicate key points, concerns, information and recommendations. Attach all supporting documents.