



Interagency Committee of State Employed Women (ICSEW) Procedure

Procedure: 900.2

Procedure Name: Advising State Agencies Procedure

- The goal of the advisory memo is to communicate key points, concerns, information, and recommendations. Attach all supporting documents.
- Once completed, the Subcommittee Chair will promptly share the advisory memo with the ICSEW Chair and Vice Chair.
- The advisory memo will be reviewed and approved by the Subcommittee Chair and ICSEW Chair (or an ICSEW-appointed designate) prior to dissemination to state agencies.

Distribution of Advisory Memos

- An advisory policy memo to state agencies will be disseminated to the agencies by any of the following methods, as appropriate for the topic:
 - Mass email or mailings to Governor's cabinet agencies or to elected officials.
 - Mass email or mailings to agency directors and/or human resources departments.
 - Executive Order with invitation to elected officials, if appropriate.
 - Presentations, informational booths at state sponsored events, or other speaking opportunities.
 - ICSEW representatives and alternates.
- A meeting to share the advisory memo and related information may be arranged with the Governor's liaison to ICSEW. The ICSEW Chair or Vice Chair will be responsible for arranging meetings with the Governor's staff. The Subcommittee chair and Vice Chair will participate in advisory meetings with the Governor's staff.
- Any advisory memo shared with the Governor's Office and or distributed to state agencies will be shared with the general membership at the next regularly scheduled meeting, posted on the ICSEW website, and retained by ICSEW as a public record.

Follow-up to the Distribution of an Advisory Memorandum (Memo)

- The Subcommittee can follow-up with a survey to agencies for feedback and or process improvement.
 - Sample size of the survey will be determined by the Subcommittee.

RELEVANT LAWS/RESOURCES

Governor's Plain Talk Guidelines: <http://www.governor.wa.gov/issues/issues/efficient-government/plain-talk/know-guidelines>

Revised Date: 3/21/2017

Board Approved: 4/18/2017

Committee Approved: 3/21/2017

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