Interagency Committee of State Employed Women (ICSEW)

Procedure: 900.2

Procedure Name: Advising State Agencies Procedure

PROCEDURE

This procedure describes the process the legislative and policy subcommittee uses in advising state agencies on desirable changes in program and law. The procedure includes the development and implementation of comprehensive and coordinated policies, plans, and programs focusing on the special issues and needs of women in state government.

Issue Identification

- The legislative and policy Subcommittee is responsible for making policy recommendations to state agencies with respect to desirable changes to policies, programs and laws that impact state-employed women.
- The subcommittee is also responsible for developing recommendations for state agencies on the development and implementation of comprehensive and coordinated policies, plans, and programs focusing on the special issues and needs of women in state government.
- Subcommittee members, the ICSEW Executive Board, any other subcommittee, general membership, and state-employed women can raise an 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 directly 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 state agencies and will only act on issues that have support of the majority of the subcommittee members.

Drafting an Advisory Memorandum (Memo)

- After a 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 will 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.
- 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 Memorandum (Memo)

- 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