

The Council of State Governments Policy & Resolution Process

As a member of The Council of State Governments (CSG), the CSG staff would like to take this opportunity to provide you with background information on the CSG policymaking process. As part of the policymaking process, proposed policy issue resolutions first must be considered and endorsed by the relevant CSG Task Force (Education Task Force, Energy & Environmental Task Force, Health Capacity Task Force, or Public Safety and Justice Task Force) before being referred to the CSG Intergovernmental Affairs Committee for secondary consideration and endorsement. As the primary policy consideration forum within CSG, the CSG Intergovernmental Affairs Committee may take up proposed policy issue resolutions that do not otherwise fall within the obvious expertise of a specific CSG Task Force. Those positions adopted by the Intergovernmental Affairs Committee shall then be referred to the CSG Executive Committee/Governing Board for final approval.

All CSG Standing Committees (Annual Meeting Committee, Finance Committee, Intergovernmental Affairs Committee, International Committee, Strategic Planning Committee, and Suggested State Legislation Committee) may draft, vet, and endorse policy and directly refer such to the CSG Executive Committee/Governing Board for overall CSG adoption. However, please note that all policy resolutions emanating from a CSG Standing Committees must be considered, vetted, and endorsed by the CSG Executive Committee/Governing Board before being represented as CSG policy.

Policy resolutions that are endorsed by the CSG Executive Committee/Governing Board will remain in effect for three years. Policy statements will sunset three years after adoption and thereafter no longer reflect CSG positions, unless otherwise reinstated by a new vote.

Required Criteria for Any CSG Policy Resolutions:

- The resolution should have regional/national significance.
- The resolution should be in response to pending or potential Congressional or state house action.
- The resolution should address an issue that is timely and/or of pressing concern to the states.
- Endorsement of the resolution should also delineate desired outcomes.
- Endorsement of the resolution should include specific follow-up instructions for CSG activity.
- The resolution should take into consideration the actions and/or policies of the other State and Local Government Associations (National Governors Association, National Conference of State Legislatures, U.S. Conference of Mayors, National League of Cities, National Association of Counties, and International City/County Management Association).

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Resolution Submission, Notification, and Circulation:

All CSG Committee and Task Force members must be given two-week advance notice of any resolution or policy position requiring a vote, unless adoption is pursued via the interim policy process detailed below. No CSG Standing Committee or Task Force may waive the two-week notification rule for proposed CSG policy resolutions. Resolutions failing to meet the two-week notification deadline may be presented to the CSG Executive Subcommittee for interim policy adoption and then subsequently endorsed through the ordinary notice and adoption process at the next meeting of the full CSG Executive Committee / Governing Board.

Overall Format for CSG Policy Resolutions:

For resolutions to be considered by CSG Task Forces and Committees the following information should be included in the Resolutions Summary: (1) background information and/or legislative history of the resolution(s)-topic; (2) Internet addresses allowing CSG members to obtain additional information about the resolution-topic; and (3) management directives detailing desired outcomes and staff follow-through for all CSG endorsed resolutions.

The Resolutions Summary should also include the following Management Directives:

- Clearly define the goals of endorsing the resolution.
- Clearly define the timeline of action associated with endorsing the resolution.
- Clearly define and set standards of accountability.
- Examine whether or not the goals and priorities of the management directive meet the goals and priorities of the overall CSG mission.
- Examine whether or not the goals and priorities of the management directive meet the goals and priorities of CSG staff resources.

Interim Policymaking:

Since there is usually a six-month gap between the CSG Spring and Annual Meetings, CSG has established an Interim Policymaking process in order to consider and adopt policy on fast moving issues that may impact state government. Interim policies are considered and vetted by the CSG Executive Subcommittee.

CSG Executive Committee Bylaws: “The Chair, Chair-Elect, President, President-Elect, the Immediate Past Chair and Immediate Past President of the Council, one Regional Chair from each of the four regions and the two Intergovernmental Affairs Committee Co-Chairs, may serve as an Executive Subcommittee member with the power to act on pressing matters, including interim policy and the rescission of existing policy, in the interim between regular meetings of the full Executive Committee, or regularly scheduled CSG Committee and Task Force meetings.”

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Interim Policymaking Guidelines and Process:

- Only CSG Public Sector members or CSG staff may present resolutions to the Executive Subcommittee for consideration.
- In order for a resolution to be presented to the Executive Subcommittee, the resolution proponent (CSG Public Sector member or CSG staff), with the assistance of relevant CSG staff needs to provide the Executive Subcommittee with background information on the resolution-topic, the reason why time is of the essence for consideration, a summary of anticipated CSG staff follow-up activity, a written copy of the resolution, and a return voting ballot.
- Proponents of adopting such interim CSG policy need in turn to organize all necessary conference call discussions of the proposal during which all Executive Subcommittee members (or their representative) and relevant CSG staff can discuss the merits and drawbacks of adoption or rejection.
- Subsequently, Executive Subcommittee members must then be given no less than 48 hours to respond by facsimile voting ballot, and only ballots sent back to the CSG Parliamentarian via mail or facsimile in a timely fashion will be officially counted.
- Please note that the onus of contacting the Executive Subcommittee membership, providing them with the requisite information, and organizing the requisite conference call rests with the proponent of the resolution and relevant CSG staff.
- Completed voting ballots reflecting an original signature of the Executive Subcommittee member must be forwarded to the CSG Parliamentarian to be officially counted.
- An affirmative two-thirds (8 member) vote documented by the signed ballots of all eligible members of the Executive Subcommittee shall be required for passage of an interim policy or rescission of existing policy.
- All interim policy will be denoted as interim policy and will list the composition of the Executive Subcommittee membership as defined by the Bylaws of the Executive Committee.
- All interim policy adopted by such Executive Subcommittee shall automatically sunset at the next regularly scheduled meeting of the full Council of State Governments Executive Committee or Governing Board, unless ratified through the due course of business considered at such time.

Quorum Requirements

Please note that Section I (B) of CSG Bylaws of Standing Committees and Task Forces requires that the Committee and/or Task Forces must have a **quorum** before conducting the business of the Committee and/or Task Force.

Public Sector Quorum:

The CSG Bylaws of Standing Committees and Task Forces requires the following to constitute a *Quorum*:

“At any meeting of a Standing Committee or Task Force of The Council of State Governments the presence (either physical or through sanctioned electronic means) of Committee/Task Force members representing greater than one-fourth of the total CSG member jurisdictions with appointments to the Committee/Task Force shall constitute a *quorum*, as long as not more than one-fourth of those are private sector members.”

Again, there must be 25 percent of the member-jurisdictions that serve on that particular Committee/Task Force present in order to constitute a quorum.

Private Sector Quorum:

The CSG Bylaws of Standing Committees and Task Forces require that private sector attendance and participation in a committee/task force meeting **not exceed more than 25 percent.**

<p>CSG Staff Contacts: For additional information on the CSG policymaking process, please contact Mr. Jim Brown, CSG General Counsel and Washington, D.C. Director or Ms. Kristi Guillory, Senior Legislative Policy Analyst at (202) 624-5460.</p>
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