

S T A T E O F M I C H I G A N

BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

LEGISLATIVE ADVOCACY SERVICES POLICY

WHEREAS, on April 28, 2022, the Board developed a concept for administrating Legislative Advocacy Services; and

WHEREAS, the Board of Commissioners (Board) authorized the County Administrator to finalize the concept for the Legislative Advocacy Services into a formal resolution.

THEREFORE BE IT RESOLVED, the Board hereby adopts the Legislative Advocacy Services Policy; effective immediately, as presented.

**ALLEGAN COUNTY
POLICY**



TITLE: Legislative Advocacy (Lobbying) Services

APPROVED BY: Board of Commissioners

EFFECTIVE DATE: May 12, 2022

1. **GENERAL:** As determined by the Board of Commissioners (BOC) (April 28, 2022), the County Administrator (CAO), utilizing official action of the BOC (through adoption of plans, policies or specific resolutions/motions), is the contact and coordinator for Advocacy Services. Considering the rapid nature of legislative activity, the BOC will maintain a list of authorized topics and positions proactively for the CAO and the Legislative Advocate (LA) to act upon.
 - 1.1 To assist in providing input to the BOC on legislative matters or County initiatives that may cross various sectors, the BOC has established the “Legislative Advisory Workgroup” which may be assembled when the BOC has referred an item to the workgroup for a recommendation. The workgroup is considered “Ad Hoc” and is not recognized as a standing committee. When assembled, the workgroup may consist of the following representative areas (based on the topic(s) of consideration and the areas/individuals most aligned to the topic(s)) and shall not exceed 5 individuals assembled to vote on a recommendation:
 - a. A representative of the BOC
 - b. County Administrator (and other administrative resources that may be needed for a given topic) as a resource and coordinator to the workgroup and representative to the Advocacy Services firm.
 - c. A representative of the Judicial Council
 - d. Road Commission
 - e. County-wide elected official(s) that may relate to a topic
2. **PROCEDURE:** To address the policy, the following procedure shall be utilized:
 - 2.1 Requests for input/information
 - a. LA contacts CAO with inquiry.
 - b. CAO may: 1) address the inquiry directly based on facts available, including formal actions of the BOC, 2) forward inquiry to the appropriate service area for input, with a deadline for response, and/or 3) forward the inquiry to the Legislative Advisory Workgroup with a deadline for response.
 - c. Any input gained through 2.1.b will be compiled and sent back to the LA (this info does not represent an official position of the County unless provided by the CAO based on BOC direction or delegated authority).
 - d. The information provided to the LA shall be supplied to the BOC.
 - 2.2 Request for direction/position
 - a. LA contacts CAO with a request for direction or a position on behalf of the County.
 - b. CAO may provide a response to the LA if the BOC has already taken action or has delegated authority to the CAO. The information will also be provided to the BOC.
 - c. In the absence of formal BOC action or delegated authority, the CAO must await formal direction from the BOC.
 - d. Prior to the receiving the BOC’s formal direction, the CAO may gather input from the Legislative Advisory Group representative areas and present the findings to the BOC.
 - e. Notwithstanding 2.2.d, the BOC in its consideration, may refer the matter to the Legislative Advisory Committee for a formal recommendation.
 - f. Once the BOC provides formal direction, the CAO will provide a response to the LA.