

LEGISLATION

(Revised 1996)

0500

Legislation is the creation and enacting of laws by an officially selected body of persons vested with the responsibility and the power to make laws for a political unit. Legislation can have a positive or adverse effect on a department's programs or operations; therefore, the decision to support or oppose legislation, or to remain neutral, is of critical importance. The ability to make a sound decision on legislation is dependent on an informed staff with an understanding of the function of legislation and its practical impact on the department.

In order to effectively implement the department's legislative program, the following primary objectives have been established:

Establish a working relationship with each member of the legislature who has a significant CDF presence in his or her district and members of key policy and budget committees.

Develop a process which increases field involvement in the development and analysis of legislation affecting CDF.

Develop and distribute throughout the organization, a well-articulated CDF agenda to assure consistency in dealing with members of the legislature.

To accomplish these objectives, the following actions will be taken:

- 1) A key contact person will be named for each region. The key contact is responsible for providing field perspective on the development of key legislation annually affecting the department. The key contact is also responsible for bringing important issues to the attention of the Office of Legislation.
- 2) Legislators with a significant CDF presence in their district and legislators who sit on key policy and budget committees will be identified on a priority basis.
- 3) An adopt-a-legislator program will be established which assigns a CDF field manager as the primary contact for each legislator identified as a priority for the department. The primary contact coordinates with the Region key contact and the Office of Legislation in carrying out CDF's advocacy activities.
- 4) A "menu" of potential activities will be prepared for use by the field in establishing and maintaining contact with legislators and their staff. This will include a plan for outreach to legislators who do not qualify as "priorities" under the above criteria, as appropriate.

- 5) Appropriate, "blessed" (approved by the Director or Administration) information will be distributed to members of the legislature, consistent with the previously stated objectives.

In addition, a legislative task force comprised of the Chief, Office of Legislation, Assistant Deputy Director, Public Affairs and Legislation, Deputy Director for Planning, Public Affairs and Legislation, region key contacts and headquarters program representatives will be created. The task force will have primary responsibility for developing an action plan addressing these tasks and the department's on-going legislative activities.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

[\(see next section\)](#)

[\(see Table of Contents\)](#)