

SCRA Public Response Procedures

The purpose of the SCRA Public Response Procedures is to provide a mechanism for SCRA, as an organization, to evaluate and potentially adopt public positions or develop action plans on public policy issues of a time-sensitive nature. Since policy issues are often of immediate concern, the procedures below are intended to facilitate a relatively quick response by the organization (if needed). This document will cover the types of policy actions that might be proposed, the proposal requirements, and the process for submitting a request for SCRA Public Response to issues affecting SCRA communities.

Types of Policy Actions that May be Proposed

- SCRA Public Responses fall into two categories: a) political calls to action that involve contact with a legislator or their staff to express an opinion regarding a specific piece of legislation and b) all other actions. Anything that involves SCRA or our members adopting a specific position regarding a specific piece of legislation most likely falls into the category of a political call to action.
- Political calls to action always require the additional step of submitting the proposed action to the APA for review.
- Requests for SCRA Public Responses that do not meet the definition of a political call to action may be implemented immediately upon approval of the Executive Committee, without the additional step of APA review. These could include:
 - Actions that are not related to specific pieces of legislation,
 - Asking SCRA to officially support a statement already adopted by another organization (unless that statement meets the definition of a political call to action),
 - Actions related to organizations that are not government entities, or
 - Any action that is meant to educate the public or legislators about a legislative issue without taking a specific stand regarding a specific piece of legislation.
- Requests for SCRA Public Response should clarify for the Executive Committee specifically and directly what they are being asked to do. It is important to carefully think through this part of your proposal so you can be clear about what you are asking. Calls to action are usually time sensitive, requiring an immediate or almost immediate response.

Requirements for Requests for SCRA Public Response

SCRA Public Response requests should include:

- A brief description of the policy issue;
- A brief explanation of the link between the policy issue and SCRA's mission and vision;

- **The specific action(s) proposed**, identification of the person(s) or group who will be asked to take action (e.g., SCRA membership, Executive Committee), and a requested time frame, with the basis or justification for such time frame (join an advocacy coalition, send a letter to a public official, etc.);
- Any available web links to information regarding the policy and the people or organizations involved, or relevant data regarding the issue including any available position papers;
- Arguments offered in opposition to the position recommended for SCRA, including policy statements from others, data, and a list of opponents.

SCRA Public Response Submission and Approval Process

The purpose of this process is to leverage the collective power of the Society for Community Research and Action (SCRA). This set of procedures is designed to enact the organization's stated vision of “enhancing well-being and promoting social justice for all people” through forward-facing statements and calls to action.

1. Any SCRA member may generate a proposal that voices a position about issues facing our communities and/or mobilizes SCRA membership to take actions to support a particular community effort.
2. To be considered for publication on the public-facing website and/or official email distribution list, SCRA members must submit proposals to the SCRA Executive Management Consultant in writing via the @SCRA.org email address who will then (within 3 business days) route the request to the appropriate representatives.
 - a. The first option will be to route proposals to the Public Policy Council Chair and the SCRA Public Policy Council listserv to inform the Public Policy Council.
 - b. If there is no Chair of the SCRA Public Policy Council, then the proposal will be routed to the SCRA Presidential Stream.
3. Within 5 business days from the receipt of the proposal from the SCRA Executive Management Consultant, the Public Policy Council Chair or the SCRA Presidential Stream will appoint an “Action Subcommittee” consisting of no less than three and no more than five SCRA members to work together to review the proposal(s).
 - a. If there is not a standing Action Subcommittee, the Public Policy Council Chair or the SCRA Presidential Stream should use the Public Policy Council listserv to form an Action Subcommittee consisting of three, four, or five individuals for that proposal. If the Public Policy Council Chair or Presidential Stream is unable to form an Action Subcommittee of Public Policy Council members within 5 business days from the receipt of the proposal, a call to broader membership should be made soliciting Action Subcommittee members.
 - b. If the Public Policy Council Chair or Presidential Stream is unable to form an Action Subcommittee of three to five members within 10 business days from the

receipt of the proposal, the Presidential Stream will appoint 3 members of the Executive Committee to serve as the Action Subcommittee.

- c. Where the Public Policy Council Chair or Action Subcommittee member(s) perceive either a conflict of interest or appearance of a conflict of interest with a particular request, a Subcommittee member may be self-excused or excused by the Chair from the proposal review.
4. Within 5 business days from the formation of the Action Subcommittee, the Action Subcommittee will review the proposal and send a recommendation to the SCRA Presidential Stream.
 - a. The Action Subcommittee must fully review all facts contained in the proposal.
 - b. If the policy issue is specific to a particular city, state, or country, the Action Subcommittee should attempt to solicit feedback on the proposal from SCRA member(s) who are residents of or have connection to that city, state, or country.
 - c. The Action Subcommittee will vote to determine if the proposal should be submitted to the SCRA Presidential Stream for final approval.
 - d. While the Policy Council will strive for consensus, in the event of a tie, the Public Policy Council Chair shall cast the deciding vote. If there is no Public Policy Council Chair, then the SCRA President will cast the deciding vote.
 - e. The Action Committee should provide a clear recommendation that the Presidential Stream:
 - i. decline to act on behalf of SCRA,
 - ii. take action on behalf of SCRA as initially proposed, or
 - iii. take an amended action on behalf of SCRA.
5. Upon receiving the Action Committee's recommendation, the Presidential Stream has 3 business days to take responsive action.
 - a. If all members of the Presidential Stream approve the Action Subcommittee's recommendation, the SCRA Executive Management Consultant will communicate the proposed information to the general membership through official SCRA communication channels (TCP, the SCRA listserv, the SCRA website, official SCRA email distribution list).
 - b. If all members of the Presidential Stream reject the Action Subcommittee's recommendation, the SCRA Executive Management will notify the Action Subcommittee and the proposer(s) that the proposal was vetoed by the Presidential Stream.
 - c. If there is no consensus within the Presidential Stream, the current SCRA President will add the item to SCRA's Executive Committee meeting with a motion putting the proposal to an up/down vote by SCRA Executive Committee.
6. If the proposal includes a political call to action (e.g., support for a specific piece of legislation or related political action), the proposal must go through the additional step of review and approval by the APA.

- a. If the proposal is approved by the Action Subcommittee, the SCRA Executive Management Consultant will notify the proposer(s) and send the proposal to APA for approval.
 - b. If the proposal is approved by APA, the SCRA Executive Management Consultant will notify the Executive Committee, Public Policy Council, the Action Subcommittee, and the initial proposer that the proposal was approved.
 - i. SCRA Executive Management Consultant will then communicate the information and any call(s) to action to the general membership through appropriate venues (TCP, the SCRA listserv, the SCRA website, official SCRA member list).
 - c. If the proposal is not approved by APA, the SCRA Executive Management Consultant will notify the Executive Committee, Public Policy Council, the Action Subcommittee, and the initial proposer and provide the rationale for the decision.
7. If the proposal is not approved in Steps 4, 5, or 6, the proposer(s) can petition the Presidential Stream for reconsideration or a full membership vote.