

**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN COLORADO
PUBLIC POLICY COMMITTEE GUIDELINES**

Purpose: The AAUW Public Policy program provides the framework within which the Colorado Public Policy Committee may support achievable goals in legislation and public policy consistent with goals and objectives of AAUW. The AAUW Colorado Public Policy Committee informs members of these public policies at state and federal levels.

I. Public Policy Committee

A. Committee Members

1. Public policy co-directors
2. College/university representative
3. Coalition representative(s)
4. Lobby Corps coordinator(s)
5. Branch Public Policy Chairs
6. Representatives from the general membership recommended by the public policy co-directors and appointed by the president

B. Committee Responsibilities

1. Plan and implement annual Public Policy Day, including program, facilities, and financial arrangements. Public Policy Day is designed to inform attendees about policies and issues which have already been determined or which may have future public policy implications and how those policies may be implemented.
 - a. The public policy co-directors or designee will sign the contract with the agency providing the facilities.
 - b. The committee will submit a financial report to the state treasurer within thirty days following the event, and a copy of the report shall be retained in the state public policy files.

C. Public Policy Position Guidelines

- a. The Public Policy committee shall analyze the language of legislation introduced in the Colorado General Assembly as well as statewide ballot measures referred by the General Assembly or submitted as initiatives through the petition process.
- b. The Public Policy Committee shall determine AAUW Colorado's position to support, oppose, or remain neutral on individual bills and ballot measures based on how the bill or ballot measure aligns with AAUW's mission and priorities.
- c. The Public Policy Committee shall maintain a list of active legislation and ballot measures upon which AAUW Colorado has taken a position.

D. Duties of Public Policy Co-Directors

1. Coordinate and direct procedures for implementation of the AAUW public policy program.
2. Inform the membership of the current AAUW public policy program through the state bulletin and website.
3. Send to each branch general information and procedural details of a public policy nature, and such specific information as is sent to the public policy co-directors by AAUW for distribution to the branches.
4. Provide information on current legislation when requested by a branch.
5. Act as official spokespersons for AAUW Colorado on public policy matters.
6. Serve as liaisons to the AAUW Public Policy Committee.
7. Maintain a communications system to distribute state public policy action alerts.

8. Prepares and presents reports for state board meetings and the annual meeting based on the state's strategic plan.
9. Chair the Public Policy Committee.
10. Serve on the Program Development Committee.
11. Attendance at state conventions, board meetings, national or regional conferences is strongly recommended.

II. Public Policy Implementation

A. State Lobby Corps

1. The public policy committee, or a subcommittee of the public policy committee, shall recruit and train Colorado AAUW members for the state Lobby Corps to work for AAUW public policy interests at the Colorado General Assembly. This corps, under the direction of a Lobby Corps Coordinator(s), will lobby for public policy related to the AAUW public policy program.
2. The public policy co-directors, in consultation with the public policy committee, will appoint the Lobby Corps Coordinator(s), who must be members of AAUW Colorado. This appointment will be made annually at the fall meeting of the board of directors and public policy committee.
3. Responsibilities of the Lobby Corps Coordinator(s)
 - a. Directs the Lobby Corps members work and makes assignments.
 - b. Consults with the Lobby Corps members, public policy co-directors, and the public policy committee to prioritize lobbying action on proposed legislation.
 - c. Records the Lobby Corps expenses and hours of work.
 - d. Provides information for state public policy communications and reviews the content of these that will be sent to the branches and Action Alert members. Said communications, one of which will be made during the Colorado General Assembly session, may suggest, or request, action from branch members.
 - e. If immediate action is needed on urgent legislation an interim vote of the president, public policy co-directors, and Lobby Corps coordinator(s) may be taken.
 - f. Oral or written testimony for record on AAUW's view on Colorado legislation will be prepared and presented after consultation with the coordinator(s), the state president, and the public policy co-directors.

III. Branch Responsibilities

- A. Study local, state, and federal legislation.
- B. Support the AAUW Public Policy Program and respond to "calls to action."
- C. Evaluate local issues relevant to the AAUW public policy program. A branch may refrain from action but may not take an opposing position in the name of AAUW.
- D. Communicate action to other branches in their county or district.
- E. Encourage state legislators, local and county officials (elective and appointed) to attend Public Policy Day. An invitation to attend as a guest may be made if laws against gifts to said elective or appointed officials do not preclude such offers.

IV. Coalitions

- A. AAUW Colorado may join in a coalition for public policy action provided:
 - 1. The purpose of the coalition is within the nonpartisan goals and objectives of AAUW's mission and program.
 - 2. The Public Policy Committee recommends coalition memberships to the Executive Committee.
 - 3. AAUW Colorado may join a coalition upon a majority vote of the Executive Committee.
 - 4. Membership in a coalition shall not result in loss of autonomy of AAUW Colorado, or in violation of AAUW bylaws and policies, regarding use of name and logo and participation in nonpartisan coalitions and collaborations (AAUW Board of Directors Policy 501 and others as applicable, including Policy 302 on Candidates for Public Office).
 - 5. Additional financial support of a coalition, beyond the payment of dues, may be given upon the recommendation of the board of directors.
 - 6. In no way shall the term "partner(s)," or "partnership," be used when participating in a coalition or collaboration, lest AAUW and AAUW Colorado become parties to a verbal contract with financial implications and obligations.

V. Public Policy Budget

- A. The Public Policy Committee budget and the Lobby Corps budget shall be prepared by the Public Policy Co-directors and the Lobby Corps Coordinator(s) and submitted to the state Finance Committee before the deadline set by the committee.

VI. Amendments

- A. The public policy committee guidelines may be amended by the board of directors at a regular meeting or at a special meeting held at the request of the Public Policy Co-Director(s).

Amended April 30, 1993
Amended August 24, 2013
Amended May 16, 2022