

Public Testimony, Editorial/Op Ed, or Letter of Support Request

- **Request Guidelines (Published Externally)**
 - When requesting Chamber testimony, letter of support, editorial or article follow the procedures and guidelines below.
 - Requestor must be members in good standing or a governmental/institutional partner.
 - A window of **60 days lead time is required for consideration of issues**. This lead time is necessary for issues the Chamber has not previously considered. **NOTE:** Requests that require shorter turn around are not guaranteed to be considered.
 - All request must be submitted by email to the Vice President of Government Affairs (Spencer Pylant at spylant@miamichamber.com) who will bring to the Governmental Affairs Group. The following information must accompany your email:
 1. Background of issue that explains the impact to the Miami business community
 2. Talking points – if testimony is requested
 3. Draft of Letter/Article – if written support is requested
 - You will receive a confirmation of receipt within 2 business days with an outline of next steps and estimated timeline
- **Approval Processes (Internal)**
 - **Standard Review**
 - **Step 1:** Vice President of Governmental Affairs determines whether the requesting entity a member in good standing or governmental/institutional partner?
 1. If yes, then advance to Step 2.
 2. If no, inform the requestor that issue will not be considered
 - **Step 2:** Vice President of Governmental Affairs notifies applicable Committee(s) for review (if there is not an impacted committee, advance to Governmental Affairs Group)
 1. Committee(s) convene to consider, approves/rejects submission and notifies Vice President of Governmental Affairs of its decision by email or in writing.
 2. If approved, Committee works with staff to prepare draft language for submission by email to Governmental Affairs Group and VP of Governmental Affairs.
 - **Step 3:** Governmental Affairs Group Review for risk assessment and recommendation of support/nonsupport/neutrality
 1. Governmental Affairs Group provides risk-benefit analysis and insight.
 2. Vice President of Governmental Affairs advances the issue and accompanying documents along with the recommendation of the Governmental Affairs Group to the President/CEO for submittal to the Executive Committee or Board for final vote on further action.
 - **Step 3:** Board of Directors Reviews and Votes on further action. Vote may be at a formal meeting of the Board or by email ballot.

Position Request Process

- **Fast-track Review by Chairman’s Policy Council** – May be used when the issue either (1) relates to a matter on which the Chamber already has a policy, (2) is a simple, non-divisive matter [e.g. divisive issues: gaming, extending UDB, millage tax, etc.], or (3) the matter is deemed critical with a short window in which to respond AND Chamber’s weighing in is determined to be important.
 - **Step 1: Chairman’s Policy Council (*working title*) Membership reviews request**
Composition of CPC:
 1. Chamber Chair and Chair-elect or 1st Vice Chair, Immediate Past Chair
 2. Chamber President/CEO
 3. Governmental Affairs Group Chair or Vice Chair
 4. Vice President of Governmental Affairs
 5. Impacted Committee Chair(s), if applicable
 - **Step 2: Strategy/Screening Questions to consider**
 1. Is the requestor a GMCC member in good standing or a strategic partner?
 2. Does this position align with GMCC values, policy priorities or prior positions related to this subject? If not, is this an issue GMCC should weigh in on?
 3. What is the risk/benefit to the business community and GMCC for taking this position?
 - Will this position divide our membership?
 - What is the opposition to the issue, if any, and how does that impact GMCC?
 4. What’s the regional impact?
 5. Do we have partners, and should they be alerted/brought in?
 6. Is a Board vote necessary or desirable on this issue?
 - **Step 3:** If no Board vote is deemed necessary and the CPC determines support is beneficial, then Vice President of Governmental Affairs takes the appropriate actions approved by the CPC and informs requestor.
- **Approval Process of Requests for Grant Letters of Support (Internal)**
 - **Vice President of Governmental Affairs determines:**
 - Is the requesting entity a member in good standing or governmental/institutional partner?
 - Does the grant support an initiative the GMCC is backing?
 - **IF yes to #1 AND #2, then:**
 - Requests sent to applicable Committee if one exists
 - Reviewed by committee chair and staff approved/rejected
 - If approved, support letter produced and signed by the President/CEO and sent to the requestor
 - **IF no to #1 OR #2, then** Vice President of Governmental Affairs informs requestor that GMCC cannot write a letter of support