

DRAFT – For Internal Use Only

To: SHRM Volunteer Leaders/State Legislative Directors

From: SHRM Government Affairs

Re: Proposed Guidelines for State Councils in Determining Whether to Take Position on a State Public Policy Matter

Over the past few years, SHRM's Government Affairs Department has received a number of inquiries from state legislative directors as to whether SHRM has an established policy for how SHRM State Councils determine whether to advocate a specific position on a public policy matter pending before their respective state legislatures.

It was suggested that SHRM's Government Affairs Department develop a discussion document for SHRM State Councils to consider in developing an approval process in their respective states. Below are some steps that a state council could use in determining whether to actively advocate either for or against a pending state legislative proposal.

As a result, all requests for a state council to take a position on a legislative proposal pending in their respective state should be submitted to the state council's president and legislative director using the suggested steps below.

POLICY DEVELOPMENT

1. At the start of the legislative cycle – review previous public policy positions by both the state council and/or SHRM national and reaffirm to ensure that policies are consistent with the state council's mission and the views of SHRM members in the state.
2. Address new public policy proposals, as needed.

REVIEW PROCESS

3. Review proposed public policy proposals. Use SHRM National as a resource to assist in determining proposals/positions to be put before the state council.

TAKE A POSITION

4. Ask the question, "If passed, would this bill affect the workplace and HR policies and practices in our state?" If "yes," begin to flesh out arguments either for or against this proposal.
5. Determine what, if any, could be the official state council position.

REQUEST ASSISTANCE

6. Under SHRM bylaws, SHRM National will become involved in a state legislative matter only after the respective state council (through its designee – usually the state legislative director) has requested the assistance of SHRM National to do so.
7. In instances where a state council decides to advocate on a public policy measure before their respective legislature, the state legislative director should access the SHRM State Legislative Leaders' Resource Page ([HERE](#)) and complete the form provided requesting the assistance of SHRM National in the state council's advocacy efforts. Once this form is submitted, SHRM national will coordinate all advocacy assistance (either by drafting an alert/letter-writing campaign through HR Voice, drafting testimony for submittal to a committee of the state legislature, or assisting with a media effort) provided the state council through the state council's legislative director.
8. All policy positions must be ratified by the full state council and, *once ratified*, will carry the full support of the state council.
9. Make every attempt to assure full compliance with all state lobbying laws.