



LA County Perinatal and Early Childhood Home Visitation Consortium

Policy and Advocacy Guidelines for the Consortiumⁱ

The Los Angeles County Perinatal and Early Childhood Home Visiting Consortium (LACPECHVC) has a unique role to play in promoting and advancing policies, resources, and programs that expand and sustain high quality home visiting programs. Recognizing the integral role of advocacy in the LACPECHVC's mission, the following are guidelines for engaging in public policy advocacy and supporting or endorsing other relevant programs or resources.

Process and Criteria for LACPECHVC Public Policy Positions

1. Requests for public policy positions must be sent to the Consortium Coordinator (LACPECHVC_Coordinator@labestbabies.org), at least six weeks in advance of the anticipated decision to allow all members to fully consider the policy and the Consortium's position. Public policy positions encompass anything related to support for or opposition to legislation, ballot measures, initiatives, campaigns, petitions, or other public policy efforts. Requests must include:
 - Background and current information on the policy and recommended position.
 - An analysis of how the policy would affect the considerations noted below (if not immediately apparent).
 - The list of current supporters and opponents. It is the responsibility of the entity requesting the position to keep the Consortium Coordinator updated of any changes regarding supporters or opponents.
 - The desired level of support (see "Level of Involvement" below).

The Consortium Coordinator will share policy position requests with the Advocacy Workgroup Co-Leads, who will review the request with the Advocacy Workgroup and determine whether to engage in the public policy issue. The issue must meet **at least one** of the following considerations:

- The proposed policy meets the stated mission of the Consortium, which is to "coordinate, measure, and advocate for high quality home-based support to strengthen all expectant and parenting families so that the children of Los Angeles County are healthy, safe, and ready to learn."
 - The policy impacts the Consortium's efforts to advance its Strategic Plan.
 - Significant portions of the Consortium's constituencies/partners/Membership would be impacted by the resulting policy.
 - The proposed policy support/opposition is requested by a governmental body or Consortium member organization.
 - The Consortium's voice, credibility, brand, and/or resources will make a difference on the issue.
2. The Advocacy Workgroup Co-Leads will bring recommended policy positions from the Advocacy Workgroup forward to the Consortium Coordinating Committee (CCC). Recommendations from the Advocacy Workgroup to the CCC will include:
 - Background and current information on any recommended position (e.g., how the recommendation relates to the criteria listed above; current list of supporters and opponents; identification of any upsides/downsides to the

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Consortium’s involvement; identification of any suggested amendments to a policy to align with the Consortium efforts; etc.).

- Explanation of the recommended level of involvement by the Consortium’s Membership/constituencies.
3. The CCC will review the Advocacy Workgroup’s recommended policy position, and discuss feedback with the Advocacy Workgroup Co-Leads. If applicable, the CCC will request a meeting with the requesting entity to discuss concerns and/or suggest amendments to the policy.
 4. The CCC will bring recommended public policy positions forward to the full Consortium Membership. The Consortium Membership will determine whether the LACPECHVC should engage in a policy issue by consensus, following the established consensus process outlined in the Charter.ⁱⁱ The Membership will decide whether to:
 - Support the policy
 - Oppose the policy
 - Abstain from taking a position on the policy as the Consortium

NOTE: *Regardless of the position that the Consortium takes, members are not precluded from supporting or opposing the policy issue individually or on behalf of your organization.*

The Consortium Coordinator will communicate the results of the consensus process to the Full Membership. If a member organization is unable to take a position on the proposed policy for legal reasons and would like to abstain from the consensus process altogether, such organizations will be noted on the Consortium website and in any materials noting the Consortium’s position as “no position.”

In the event the Consortium Membership is not able to reach consensus on a recommended policy position, the Consortium Membership will take a vote on the recommended policy position (support, oppose, abstain, or meet with the requesting entity). When a vote of the full Membership is required to take action on a recommended policy position, 80% of the Membership votes must be in agreement in order for the Consortium to take a position. The Consortium Coordinator will communicate the Consortium’s position to the requesting entity, including a list of the organizations that a) opposed the position, and b) abstained from taking a position.

If a vote by the Membership does not meet the 80% threshold, the Consortium Coordinator will communicate the results to the full Membership and notify the requesting entity that the Consortium is not able to take a position. With approval from the Membership, the Consortium Coordinator may provide the requesting agency a list of the members that supported the position.

Level of Involvement

Public policy position requests must include information about the level of involvement that is desired by the requesting agency. Examples of levels of involvement include, but are not limited to, sending a letter to the policy/legislation author or initiative campaign(s), signing a petition and/or being



listed as a supporter/opponent, linking to a relevant website or posting position-related information on the Consortium’s website, participating in conference calls and meetings to talk strategy with supporters/opponents, writing Letters to the Editor or submitting Opinion Editorials to local newspapers, encouraging members to either contact policymakers/legislators or vote Yes/No on the measure (e.g. a “call to action”), participating in hearings or committee meetings related to the policy issue, organizing advocacy days, and/or legislative/lobbying visits.

Legal Reporting

As the Consortium is a network of organizations with no legal incorporation, it is the responsibility of each member organization to follow any relevant IRS, California, County and local legal rules and requirements that govern policy-related activities in which the organization engages. If the member organization is unable to take a position on the proposed policy for legal reasons and would like to abstain from the consensus process (noted above) altogether, such organizations will be noted on the Consortium website and in any materials noting a Consortium position as “no position.”

Time-Sensitive Actions

Recognizing that time-sensitive policy position requests may arise, under certain circumstances, the CCC has the discretion to take action in a timely manner on policy issues. If an urgent request regarding a potentially sensitive and new policy issue is sent to the Consortium Coordinator, she will notify the CCC via email and request their recommendation within 24 hours. She will then bring the CCC’s recommendation to the Membership via email, asking for objections and abstentions only, and allow 24 hours for responses. Any abstentions will be noted on the Consortium website.

The CCC has the discretion and authority to take action in a timely manner on policy issues that are consistent with previously-approved public policy directives from the Membership. Such actions will be reported to the Membership the following business day and updates on actions taken will be reported during regularly scheduled Consortium meetings.

Process and Criteria for LACPECHVC Positions on Non-Policy Related Programs and Resources

1. The process for requesting Consortium support for supplementary programs and resources (e.g. curriculums, trainings, resources like Vroom, etc.) that would contribute to the improvement, sustenance, or wellbeing of the perinatal and early childhood home visiting programs and the communities they serve in LA County will follow the above guidelines, with the following exceptions:
 - The Consortium will either choose to support or abstain from taking a position on a program or resource; they will not oppose.
 - The entity or member requesting the Consortium’s support for or endorsement of a program or resource must specify exactly their desired support and all expectations therein. For example, if an entity requests that their educational materials are distributed via home visiting program members, this must be specified exactly in the request.



- Rather than going to the Advocacy Workgroup first, the Consortium Coordinator will send the request to the CCC and the CCC will determine the appropriate Workgroup(s) to review and develop a recommended position on the request.
- Time-sensitive actions will not be allowed. All requests must provide ample time for the Membership to review and consider the position.

Process and Criteria for Speaking and/or Holding Meetings on Behalf of the LACPECHVC

1. Consortium members are encouraged to share information about their individual organization and its role within the Consortium, however Consortium members may not speak on behalf of the Consortium or host a meeting on behalf of the Consortium unless approved by the CCC.
2. Members and other entities must submit a formal request to the Consortium Coordinator, Michaela Ferrari, (MFerrari@labestbabies.org) to speak or host a meeting on behalf of the Consortium. Per the considerations listed above under the section “Process and Criteria for LACPECHVC Public Policy Positions,” events and speaking events must align with the Consortium’s mission and our strategic plan. Requests to represent the Consortium at a speaking event or to hold meetings on behalf of the Consortium must include the following:
 - Information about the purpose and goal(s) of the event and the role the Consortium is to play
 - Information about the types of attendees targeted for the event (e.g. policymakers, press, community groups, community members, etc.)
 - Information about the timing and location of the event
3. Additionally, the requesting entity **MUST** provide a summary of the speaking event or meeting after the event takes place, including information related to outcomes or next steps from the meeting or speaking event and any photos, video, or press from the speaking event or meeting.
4. The Consortium Coordinator will send the speaking or meeting event request to the CCC for their review and recommendations. The CCC will make a recommendation to the Membership regarding the speaking or meeting request. The Membership will determine whether to approve or deny a speaking or meeting request via the Consortium’s consensus-building process. The Consortium Coordinator will provide the Membership information about meeting or speaking events that were approved or denied via email and/or during Full Membership meetings. Additionally, the Consortium Coordinator will provide the Membership information about meeting or speaking events conducted on behalf of the LACPECHVC, including summaries, outcomes, next steps, press coverage and other relevant information via email and/or during Full Membership meetings.

ⁱ These guidelines were adapted from the Silicon Valley Community Foundation’s Guidelines and Process for Public Policy Advocacy (June 2013).

ⁱⁱ See page 48 of the Consortium Charter: “Current and future Members will meet these minimum requirements. At least one representative of the member organization will: Speak on behalf of their organization (for example, participate in consensus-building discussions on behalf of the Member organization as the Consortium approves annual priorities and policy agenda).”