

## **Policy for Writing Advocacy Letters**

**Approved:** May 15, 2016

**Reviewed:** April 8, 2018

**Revised:** April 8, 2018

- The purpose of this policy is to lay out clearly the steps that are taken and approvals that are required when writing an advocacy letter.

### **Policy**

On matters where the NRBDO has already established a position, advocacy letters can be written by the Executive and/or Administrator, signed by the Chair, and sent with the majority approval of the Board.

On matters where the NRBDO does not have an established position, advocacy letters can be written by the Executive and/or Administrator, and sent only with the approval of the Membership.

On matters where the NRBDO members have decided in a F2F meeting to write a letter, and it is motioned and minuted including content and tone, an advocacy letter can be written by the Executive and/or Administrator, sign by the Chair, and sent with the majority approval of the board.

The NRBDO strives to advocate in consensus. When that is not possible, only letters that have majority approval of the membership will be sent, and only the members who have approved the letter will be named as signors.

In all cases, a finalized copy of the letter will be sent to members and placed on the NRBDO website.