

## **Guidelines for Public Engagement – ACCF**

**Basic Premise - None of these guidelines are a substitute for “good common sense”!** – We all have individual viewpoints – for some we have strong feelings. Nonetheless, we represent a larger body – and we should know when the General membership would deviate from a “personal” position – or indeed where we deviate from the position of the organization we represent. This “common sense” must factor into our actions. We represent a larger organization, not our own viewpoints.

### **A. Background:** “The By-laws and Standing rules **control** the ACCF

1. Membership positions are primary and are the only positions that can be expressed publicly as “the position” of the ACCF (with one exception - see #2)
2. Standing Rule 7 provides “The Executive Committee shall have supervision over the affairs of the Federation between its business meetings and shall act on the Federation membership's behalf **when delay for the next business meeting would preclude timely response.**” – Of course the By-laws section 6.5 include the statement “The Executive Committee shall be subject to the orders of the Federation and none of its acts shall conflict with action taken by the Federation” (i.e. the executive committee cannot act contrary to general membership approved resolutions, rulings, etc.)
3. One further statement in the By-laws is under section 7(i) “Only the President, or his designee, may represent the Federation”. HOWEVER –nowhere does it say that the President can make “decisions”! Only the membership can make decisions and, ONLY “when delay for the next business meeting would preclude timely response” can the Executive Committee make decisions (subject to being overridden by the membership at the next meeting)!

### **B. Guidelines for ACCF “Representatives”:** (See Attached Chart – Page 4)

1. Only the President, or his designee, may represent the Federation.
2. In no case shall the President or his designee – (including, but not limited to Committee Chairman, Executive Committee members, Delegates or, Alternates) - speak on behalf of the ACCF unless they refer to current and past ACCF Resolutions, ACCF Letters, or ACCF Correspondence.
3. Any materials can be presented to the ACCF membership at any meeting or between meetings though existing By-laws and Standing Rules. Specifically, standing rules 2, 3 and 4 must be followed in order to be considered.
4. Committee Chairmen, other Officers, Executive Committee members, Delegates or Alternates desiring to present materials consistent with Section 2 above outside the ACCF membership should follow these guidelines:
  - Prepare the text of the statement or an outline including all substantive points to be made;
  - Send the statement or outline to the Executive Committee, noting the situation and explaining the adherence to current and past ACCF Resolutions, ACCF Letters, or ACCF Correspondence;

- Receive the approval of the President and the Executive Committee (a positive response from the President is required, but the lack of negative responses from members of the Executive Committee within 48 hours will be interpreted as approval) as to such adherence;
  - Post the statement or talking points on the ACCF Website as soon as possible; and
  - Report the presentation at the next membership meeting.
5. In the event material does not adhere to the definition of materials defined in section 2 above then further action is required. If time permits, all OTHER material to be presented outside the ACCF Membership, **MUST** be approved by the general membership at the next meeting, otherwise section 6 below is to be followed.
6. If an ACCF Committee has taken a position on an issue and believes that waiting for the next general meeting would preclude timely a response on the part of the ACCF, the Committee Chairman should:
- Prepare the text of the position statement or an outline including all substantive points to be made;
  - Send the position statement and outline to the Executive Committee, noting the concurrence of their committee and explaining the need for urgency;
  - Receive the approval of the President and the Executive Committee (a positive response from the President is required, but the lack of negative responses from members of the Executive Committee within 48 hours will be interpreted as approval);
  - Post the position statement or talking points on the ACCF Website as soon as possible; and
  - Report the presentation at the next membership meeting.
7. In general, the President will approve a position statement as described in Sections 4 or 6 only when there is a consensus within the Executive Committee that it is appropriate.
8. Consistent with Section 2 above, the statement described in Section 6 should state explicitly that approval has been given by the ACCF Executive Committee but that the issue has not yet been considered by the full ACCF membership.
9. Public Testimony by Committee Chairs **MUST** follow the steps and guidelines above.
10. ACCF representatives to other bodies should follow the same guidelines, asking for a deferral or abstaining when an ACCF “position” would be the end result.
11. The procedures outlined above do not apply to those speaking on their own behalf, but they must make clear that they are speaking on their own behalf and not on behalf of the ACCF or any committee of the ACCF.
12. Material or position statements can be approved in advance by the membership, in which case they adhere to Section 2 above (e.g., membership approves School report in advance even without a prior review of the final material).

<i>Represents ACCF</i>	<i>Existing Material Exists</i>	<i>New Material – Time for General membership decision or action</i>	<i>Steps to follow:</i>
1 – Only President or Designee	2 – Refers to existing resolutions, letters or, correspondence		Yes - 4 – Follow existing material guidelines
		No - 5 – Time Permits for next meeting presentation and/or decision	Yes - 3 – Follow standing rules and place on agenda/website (if time)
			No - 6 – Follow new material guidelines

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    A[1 – Only President or Designee] --> D[Yes - 4 – Follow existing material guidelines]
    B[2 – Refers to existing resolutions, letters or, correspondence] --> D
    B --> C[No - 5 – Time Permits for next meeting presentation and/or decision]
    C --> D
    C --> E[No - 6 – Follow new material guidelines]
  
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- For Guidelines Section 4 or 6 – Section 7 and Section 9 applies
- For Section 6 “proviso” in Section 8 applies