

**CARMEL CHAMBER OF COMMERCE
GOVERNMENT AFFAIRS COMMITTEE (GAC)
POLICY MANUAL**

February 2018

MISSION STATEMENT:

The mission of the Governmental Affairs Committee ("GAC") is to provide a basis for The Carmel Chamber of Commerce ("CCC") to proactively engage in local, state, and federal government related issues and to cultivate positive and productive working relationships with elected officials to create a healthy business climate for our Carmel communities.

Purpose of this Manual

- To define the purpose, policies, and process of the CCC GAC to its members and the local communities; and
- To provide proper guidance to the GAC and the Board of Directors in order to facilitate appropriate action on issues that directly impact the local business communities in a clear and timely manner.

Responsibilities

GAC members may be expected and/or requested to correspond and/or bring forth potential business sensitive issues to government officials and/or appropriate persons, in response to legislation and/or legislative activities that the GAC has taken a position on. Their activities may include writing letters, public speaking, and/or making phone calls.

GAC will regularly report its activities to the general CCC membership via email newsletter, email blasts, website content, and print.

Composition

The Carmel Chamber of Commerce Board and its Directors supports balanced perspectives on the GAC. Membership on the GAC is open to all CCC Members in good standing. The GAC will consist of no less than seven (7) voting members, will include at least two (2) board member(s), and should strive to be representative of the general CCC membership, varying in size and type of business represented. Chamber CEO shall also sit on the Committee at an advisory level but shall have no voting rights.

The GAC will include one (1) Chair and one (1) Co-Chair, who will be appointed by the incoming CCC Chair of the Board of Directors each year.

GAC meetings are open to all other members of the Chamber for informational purposes only (no voting rights).

Voting Members

GAC members will serve a one (1) year term beginning January 1 and ending December 31 of each calendar year, and shall be appointed by the GAC Chair. The GAC Chair will accept nominations and/or application forms for membership with a start date of September 1 and a deadline to submit of October 15 of each year. Appointment to the GAC will be reviewed and drawn from that applicant pool.

Voting Membership Vacancies

Prospective GAC members may apply for openings by notifying the Chamber CEO or the GAC Chair. The GAC Chair will recommend appointments of voting members for approval by the Executive Committee.

Legislation Position Authority

Board of Directors

The Board of Directors shall be updated each month of all activities and/or legislative positions approved by GAC at the regularly scheduled Board meeting.

GAC Members

GAC members shall have the authority on behalf of the Board of Directors as needed and to approve any legislative positions of "support," "oppose," or "no position" and to engage in other necessary action that aligns with the approved policy platform of the Board of Directors.

If the GAC is asked to take a position or speak to a project, policy issue, or other matter that does not clearly align with the current policy platform, the GAC may either 1) decline to take action or engage further with regards to the matter or 2) choose to forward the issue/matter and any recommendations to the Board for further review and discussion. If a project, policy issue, or other matter is time sensitive and the Board is not meeting within a reasonable timeframe, the issue(s) may be communicated via e-mail to the entire Board for consideration and approval in a manner consistent with Bylaws, Article IV (titled "Board of Directors"), Sections 8, 10, 11 & 12 as applicable. Section 12 gives the specific procedure for an "Action By Written Ballot & Action Without Meeting".

Minutes

Minutes will be kept of all GAC meetings by an assigned staff person and all recommendations shall be preserved in writing and electronically filed with GAC Chair and the CCC CEO.

Quorum

A quorum will consist of four (4) voting members in attendance at any regularly scheduled meeting.

Attendance

GAC will meet on the third Friday of each month. GAC members must commit to consistent attendance. Any GAC member who misses four (4) meetings or more in the calendar year may lose voting privileges for the balance of the calendar year or face dismissal from the GAC. Dismissal of any GAC member may be made by the GAC Chair and reported to the Board of Directors at the next regularly scheduled meeting of the Board of Directors.

Agendas

Topics for meeting will be set by GAC Chair and may be amended or expanded as needed by GAC committee members and/or Chamber CEO.

Amendments

The authority to approve the GAC operating procedures shall be vested in the Carmel Chamber of Commerce Board of Directors.

The Board of Directors has the authority to modify any position of the GAC.

Process for Review of Requests

When CCC or GAC is approached by any person and/or organization with a request to take some action on an item/issue, the following process must be followed.

Individuals and/or organizations shall submit written requests to the Chamber CEO, Board Chair, or GAC Chair, care of the Carmel Chamber of Commerce office, that includes the following information:

1. A brief summary and description of the issue/item and how this item/issue directly impacts/affects business (*any additional information, website, written collateral, etc., may be included/attached with the written request);
2. The specific action being requested (write letter, speak on behalf of issue, send out email blast, informational only, etc.);
3. The timing being requested for such action, including whether any specific dates/deadlines are applicable;
4. A list of any current supporters, endorsements, etc.;
5. Whether the person or organization would like to make a brief presentation/Q&A at the next GAC meeting; and
6. Specific contact name, email address, and phone number for further questions and/or information

If the person/organization making the request wishes to make a brief presentation at the GAC meeting, they must limit their presentation to the time limit given to them by the GAC. The GAC reserves the right not to have a presentation if agenda does not permit.

Once the issue has been reviewed and a decision on action has been voted upon, then the proper contact person(s)/group will be notified by either GAC Chair or CEO at the earliest opportunity.

The GAC meets on the 3rd Friday of every month so requests will be placed on the Agenda and reviewed in the order in which they are received.

GAC will not review any issue/item requested by an outside party (individual or group) that is not in writing as detailed above and cannot guarantee that requests made too close to or on the day of the next GAC meeting can be reviewed

If the GAC receives a request and it is clear that the issue/item does not fall within our GAC Areas of Concentration or does not have a significant impact on business within our communities, then either the GAC Chair or CEO will do her best to contact that individual/organization immediately and inform them that GAC will take a "no position" on the proposed request.