

**CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS**  
**CCLHO Policy to Develop and Sign on to Advisory Letters (Non-Action Item)**  
**April 2017**

CCLHO has developed the policy below to facilitate the following when action is required prior to a regularly scheduled CCLHO Board meeting:

- Development of timely advisory letters on priority issues, and
- Signing on to advisory letters developed by outside organizations prior to a designated deadline.

***Signing on to advisory letters developed by outside organizations:***

The CCLHO President has the authority to sign on to an existing advisory letter, written by an outside organization, in the following circumstances:

- Addresses an issue that is specifically outlined as a priority in the current CCLHO Policy Platform
  - *Note that issues not included in the current Policy Platform must go to the CCLHO Board as an action item*
- Does not advocate or recommend a position on any introduced or proposed California legislation or regulation

***Developing and signing advisory letters under the CCLHO letterhead:***

The CCLHO President has the authority to develop and sign an advisory letter under the CCLHO letterhead in the following circumstances:

- Addresses an issue that is specifically outlined as a priority in the current CCLHO Policy Platform:
  - *Note that issues not included in the current Policy Platform must go to the CCLHO Board as an action item*
  - All advisory letters must include a reference to the specific CCLHO Policy Platform priority:
    - Example: *...as described in the CCLHO Policy Platform Priority to “Support state and local laws that limit density of tobacco, alcohol, and fast food outlets and promote accessible healthy food options and active lifestyles.” (page 15)*
      - Include page number for easy reference within the letter
- Does not advocate or recommend a position on any introduced or proposed state legislation
- Does not advocate or recommend a position on any proposed State of California regulations

## CALIFORNIA CONFERENCE OF LOCAL HEALTH OFFICERS

### CCLHO Policy to Develop and Sign on to Advisory Letters (Non-Action Item)

April 2017

- Advisory letters shall focus on the health and human outcomes, the public health consequences of a particular action, and shall maintain a tone of informing the reader. Advisory letters shall not focus on advocacy on a particular issue.

#### ***Approval Criteria for Developing or Signing on to Advisory Letters:***

The CCLHO President must confer with and obtain approval from at least one of the following CCLHO members/Committee Chairs prior to finalizing an advisory letter:

- Past President
- President Elect
- Committee Chair, if the subject matter best falls under the purview of a particular CCLHO Committee

#### ***Notifications to CCLHO Membership:***

Any advisory letters signed on to, or written and approved under this policy will be shared with CCLHO membership as follows:

- Copy of, or link to, advisory letters will be distributed via email to the CCLHO Health Officer distribution list in a timely manner, preferably within three business days
- Distributed to the CCLHO Board and included in the President's update at the next regularly scheduled Board meeting
  - The CCLHO communication regarding the advisory letter must include a reference to the specific priority within the CCLHO Policy Platform
    - Example: *...as described in the CCLHO Policy Platform Priority to "Support state and local laws that limit density of tobacco, alcohol, and fast food outlets and promote accessible healthy food options and active lifestyles." (page 15)*
      - Include page number for easy reference