



**Yuba-Sutter Chamber of Commerce  
Government Affairs Committee  
Issue Management Form**

The GAC Issue Management Form **MUST** be filled out and submitted to the GAC Leadership Committee by the last Wednesday of the month to be considered at the regular GAC meeting on the first Tuesday of the month (second Tuesday when there is a holiday weekend.) The GAC Issue Assessment Form will be sent via e-mail as part of the agenda to GAC and Board members on the Friday before the meeting.

**DATE:** \_\_\_\_\_

**ISSUE TITLE:** \_\_\_\_\_

**ISSUE MANAGER:** \_\_\_\_\_

(The issue manager is the Chamber member responsible for coordinating handling of the issue. This person takes responsibility for making sure date(s) are set for people to come speak, arranges to get support and opposition statements and follows up when an advocacy position is taken by contacting the individuals with the decision. The Executive Director/CEO can write the press releases and follow up letters.)

**SUMMARY OF ISSUE:** (250 words or less)

**ISSUE ASSESSMENT CRITERIA**

- |  |     |    |
|--|-----|----|
| • Is this issue compatible with the Chamber's mission and principles?            | YES | NO |
| • Does this issue directly impact Chamber members?                               | YES | NO |
| • Should the GAC consult with other Chamber committees before making a decision? | YES | NO |
| • Does a GAC member or members have credibility and/or expertise in this area?   | YES | NO |
| • Is there opportunity for collaboration with other organizations?               | YES | NO |
| • Are the needed resources available to take effective action?                   | YES | NO |
| • Should this be entered in the e-newsletter for comment by members?             | YES | NO |

**PLEASE GIVE WRITTEN ANSWERS TO THE FOLLOWING QUESTIONS:**

- What are the political realities and risk factors associated with this issue?
- Would GAC involvement enhance/impair Chamber presence and perception in the community?



**SUPPORTING SPEAKER(S):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Summary of position of support: (250 words or less)

**OPPOSING SPEAKER(S):**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Summary of position of support: (250 words or less)

**DATE OF PRESENTATION TO GAC:** \_\_\_\_\_

**OUTCOME OF GAC DISCUSSION:**

Vote: \_\_\_\_\_ Support/Oppose/Neutral

Tabled discussion to: \_\_\_\_\_

Removed from consideration \_\_\_\_\_

**AUTHORIZED SPEAKER(S) ON THIS ISSUE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**ISSUE ADVOCACY TO BE TAKEN:**

E-mail to Board of Directors:	YES	NO	LATER
E-newsletter notification to members:	YES	NO	LATER
Call/letter to speakers on position taken:	YES	NO	LATER
Letter of support/opposition to appropriate groups:	YES	NO	LATER
Press release	YES	NO	LATER
Letter to Editor	YES	NO	LATER
Business Today	YES	NO	LATER
Other	YES	NO	LATER

**ADVOCACY LEVEL TAKEN:**

Level A: Lead Organization

Provides total leadership on an issue solely through the Chamber or in partnership with groups associated with the issue.

Level B: Moderate Involvement

Actively participates on or helps to form an advocacy committee.

Level C: Basic Involvement

Takes a position on an issue and communicates that position to Chamber members, the media and the public.