

POLICY PROCESS

All member chambers are eligible to submit policies for consideration at the Alberta Chambers of Commerce's Provincial Conference & Policy Session, which takes place in late May. Policies approved by delegates form the foundation of ACC's advocacy.

Policies are active for three years. To view the policies that currently make up ACC's Three-Year Policy Book, please visit our website (www.abchamber.ca).

The following information outlines the process for writing and submitting proposed policies for ACC.

Timeline



- **October 19, 2017** – Policy Committee Teleconference Call
- **November 16, 2017** – Policy Committee Teleconference Call
- **December 21, 2017** – Policy Committee Teleconference Call
- **January 18, 2018** – Policy Committee Teleconference Call
- **February 15, 2018** – Policy Committee Teleconference Call
- **February 23, 2018 (90 days before policy session)** – Deadline for policy submissions.
- **March 15, 2018** – Policy Committee meeting. The Committee reviews proposed policies.
- **April 19, 2018** – Policy Committee meeting. The Committee votes on whether each of the proposed policies meets the criteria for consideration at the Policy Session. Proposed policies approved by the committee are included in the Proposed Policy Book.
- **April 25, 2018 (30 days before policy session)** – The Proposed Policy Book is distributed electronically to all chambers.
- **May 24-26, 2018: Annual General Meeting** – ACC's Policy Session when delegates debate and vote on the proposed policies. Approved policies are merged into ACC's Three-Year Policy Book.

Writing policies

Criteria

ACC's Policy Development Guidelines set out the criteria for proposed policies. The Policy Committee reviews the submitted policies and determine whether each one meets the criteria for presentation at the policy session.

Policies must:

- ✓ Be specific and complete
- ✓ Be reasonable, relevant and attainable
- ✓ Include recommendations capable of being assessed, measured or evaluated
- ✓ Be of provincial, national or international importance

The ACC's has volunteer "*Working Groups*" that will review all policies, provide non-binding advice, and suggest changes to enhance and strengthen policies. Submitting chambers are free to adopt or reject the advice of these *Working Groups* or make other amendments to their submitted policy prior to final review by the Policy Committee on April 19, 2018.

Format

TITLE:

Compose a short title that reflects the topic.

ISSUE:

Provide a concise summary of the issue, problem and/or concern the policy addresses.

BACKGROUND:

The background provides context to the policy and the arguments in favour of changing government policy/legislation. The background should:

- Describe the problem requiring government action.
- Explain the impact it has on business.
- If possible, support your statements with statistics and note the sources from which they are derived. It is preferable to incorporate source notes in the body of the policy rather than in footnotes or endnotes.
- Although a local issue may prompt the development of a policy, write it in a way that makes it provincial, national or international in scope.

RECOMMENDATIONS:

Write clear, concise, and specific recommendations which identify the necessary government actions required to address the issue.

- The recommendations should reflect the points raised in the background.

- Because recommendations direct the government to take an action, they will begin with a verb, such as, *develop, implement, establish, initiate, assist, provide, introduce, improve, explore, commit . . .*
- Identify whether the issue falls under the purview of the provincial or federal government, or both.
- Number the recommendations

LENGTH

ACC recommends policies run no more than two pages, including recommendations, because they are presented to elected officials who tend to prefer concise briefs.

FONT

ACC uses the font type Calibri (11 pt, single spacing).

Sponsorship

A chamber can submit three proposed policies on its own (including late ones). If a chamber submits more than three policies, it must identify co-sponsors for each additional one.



Submitting policies

E-mail your policies to Jonathan Seib at jseib@abchamber.ca.

If you do not receive an e-mail indicating your policy was received, please contact Jonathan (toll-free at 1.800.272-8854, Ext. 6, or 780.425.4180 in the Edmonton area).

Late policies

ACC accepts proposed policies after the submission deadline, however, it is up to the Policy Committee to decide whether they will be added to the policy session agenda for consideration by the voting delegates.

Late policies must:

- Be of an urgent or crucial nature.
- Satisfy the policy criteria.
- Received with sufficient copies for distribution to each voting delegate.

During the policy session, the voting delegates must agree by a two-thirds vote to consider the proposed policy.

Should you have a late policy you wish the delegates to consider, please contact Jonathan, who will arrange to bring it forward to the Policy Committee. Chambers who sponsor Late Policies must bring enough paper-copies of their late resolution for all Conference attendees (approx. 200 copies).

Voting at AGM Policy Session

At the Policy Session, every chamber is entitled to register a number of accredited voting delegates based on its membership size according to the following formula: two voting delegates for the first 20 members; one for each additional 20 members up to 100; and one for each additional 100 members up to a maximum of 15 delegates.

The chart below helps illustrate the voting delegates available to each chamber:

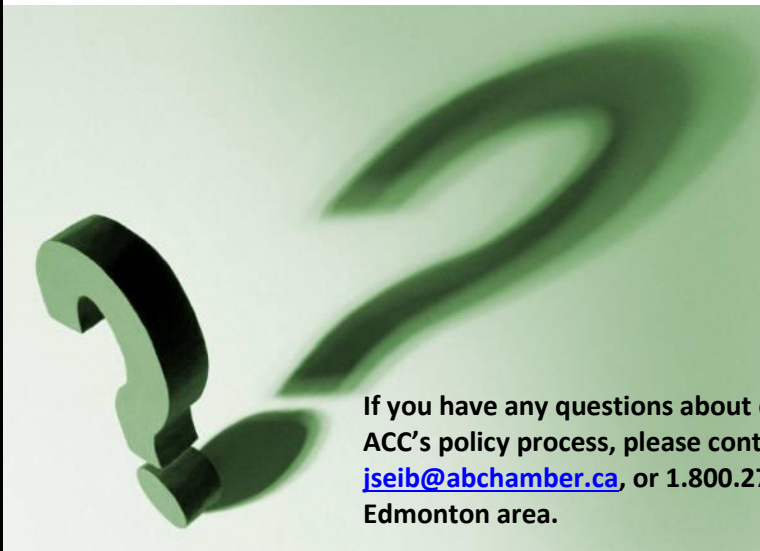
# Members	Votes
20	2
40	3
60	4
80	5

# Members	Votes
100	6
200	7
300	8
400	9

# Members	Votes
500	10
600	11
700	12
800	13

# Members	Votes
900	14
1000	15

Maximum 15



If you have any questions about developing and submitting policies, or about ACC's policy process, please contact Jonathan Seib, Manager of Policy, at jseib@abchamber.ca, or 1.800.272.8854, Ext. 6 (toll-free), 780.425.4180 in the Edmonton area.