



**CONSORTIUM FOR CITIZENS
WITH DISABILITIES**

CCD Transportation Task Force: Policies for Chair and Sign-On Documents

****As of today there is only one Chair for this TF – we will revisit this at the middle of the year. The Chair will poll the TF members prior to signing and sending any letters.***

It is the policy of the Transportation Task Force to express its policy positions through the use of sign-ons for letters, comments, statements for the record, and testimony when possible, feasible and desirable. Sign-on letters demonstrate the breadth of support the position has within the Task Force and within the disability community so they are the preferred method of communicating the Task Force positions to the public.

There are, however a variety of circumstances that require the issuance of policy positions through documents to which only the Transportation TF Chair is a signator.

The Transportation TF will issue chair documents when the following is applicable:

- There is a short turnaround time and completing a sign on process is not feasible (e.g. requests from the Hill);
- There is an established Task Force position on the issue or Chair are certain that there is majority support for the position the Chair will be taking in the letter or statement; or
- The Transportation TF discusses the issue at a regular Task Force meeting or through email and determines that a Chair letter is the appropriate document.

The Transportation TF Chair will make every effort to discuss the issuance of any possible Chair letters at the regularly scheduled monthly Task Force meetings.

If such discussion is not possible, the Chair will inform the Task Force membership of the Chair letter via email or through a specially called meeting/phone call, at the discretion of the Chair. Every effort will be made to provide the TF members an opportunity to review the Chair letter prior to its release to the public.

Adopted by Task Force: February 22, 2017