



**CONSORTIUM FOR CITIZENS  
WITH DISABILITIES**

## **CCD Transportation Task Force: Policies for Co-Chairs' and Sign-On Documents**

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 Co-Chairs are signatories.

The Transportation TF will issue co-chairs 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 Co-Chairs are certain that there is majority support for the position the Co-Chairs 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 Co-Chair letter is the appropriate document.

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

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

**Adopted by Task Force: April 27, 2016**