



Guidance Regarding Sign On Letters

Sign on letters can be a powerful advocacy tool and are used extensively by CCD Task Forces.

The following portion of the policy was approved by the CCD Board of Directors and made effective August 2022.

Sharing Non-CCD Letters for Sign-on

Sign-on letters organized outside of CCD may be circulated to CCD in order for CCD member organizations to determine whether or not they as individual organizations wish to sign on. These letters may have been organized by other coalitions and/or by organizations that are or are not CCD members. The letter's focus and position may be in line with CCD's position but does not have to be. These letters may simply be disability-related letters that CCD organizations may have interest in.

Non-CCD letters can be circulated in a few ways: to a specific Task Force(s), to the Co-chairs distribution list or to all of CCD. In any of these situations, it should be made clear that it is not a CCD letter and it should describe exactly which coalition and/or organization(s) are organizing the letter. If circulating via a Task Force distribution list or the Co-chairs distribution list, Task Force Co-chairs can make that determination and circulate the letter. If a CCD member knows of a non-CCD letter that they wish to circulate to all of CCD, they must send the letter to the CCD Chair and Vice Chair and at least one of them must approve circulation and be the one to send to all of CCD. Prior to circulation, the Chair and/or Vice Chair must inform the Task Force co-chairs if the issue(s) in the letter is related to their Task Force jurisdiction. Ideally, these letters will be included in the Weekly CCD Digest but if the deadline is time sensitive, they can be circulated via the all CCD email list.

Signing CCD on to Letters

CCD positions are determined at the Task Force level. If CCD is asked to sign on to a letter, that opportunity must be brought to the CCD Chair and Vice Chair's attention. The CCD Chair and Vice Chair must consult with Task Force Co-chairs who have jurisdiction over the issue(s). The Chair or Vice-Chair may sign on to the letter at their discretion if the letter is in line with CCD's mission and values statement and the Co-Chairs of the relevant Task Force(s) attest that the positions in the letter have been previously approved by their Task Forces. If the letter does not fall to a particular Task Force(s) and/or CCD has no previous policy positions on the issue, the Chair or Vice-Chair must consult with relevant Task Force Co-chairs and see if the Task Force desires to consider and vote on the issue. If they do not, the Chair or Vice Chair at their discretion can take the letter to the Board for a vote while taking into account any advice from the relevant Task Force Co-chairs. If through any of these means, it is determined that CCD

should sign on to the letter, the Chair or Vice-Chair must notify membership that CCD has signed the letter.

The following portion of the policy was approved by the CCD Board of Directors and made effective January 2019.

Over the past several years, the Board has observed an increase in the use of sign on letters that include a significant number of non-CCD organizations as signatories and has noticed a potential dilution of the CCD brand as a result. The Board provides the following guidance regarding CCD sign on letters:

- **CCD sign on letters and comments are open to members of CCD.** The ability to sign on to CCD letters is a benefit of CCD membership that should be available to CCD members only. Organizations join CCD because they want to be able to be included in CCD advocacy efforts, most important of which to many organizations is signing on to letters and comments. Routinely allowing non-CCD organizations to sign on to CCD letters decreases the value of CCD membership to potential and current members. Opening up letters to non-CCD organizations should be done extremely rarely and with careful consideration by Task Force co-chairs. In these rare cases, the majority of signers generally should be CCD members and non-CCD organizations should be clearly labeled.
- **Extending opportunities to non-national (i.e., state and local) groups to sign on to CCD advocacy documents should be extremely rare.** CCD is a coalition of national advocacy organizations and representing the national perspective is a part of CCD's advocacy brand. Although having state and local organizations sign on to letters can show the breadth of support or opposition to an issue, letters or comments with non-national groups dilutes CCD's brand and should be done very rarely. In addition, in those rare events that state and local organizations are signing on to a CCD letter, be careful not to sign on chapters or affiliates of a CCD member if the national organization has not signed on to the letter. Relationships between national offices and state and local affiliates/chapters can be complicated and CCD Task Forces should be careful to respect those relationships.