

**Draft DCTA
Procedure for Adopting Policy Positions**

1. All policies, major decisions, bills introduced to the legislature, etc. be placed on the agenda of a DCTA meeting and be voted on by the Executive Board only after consultation with the individual Towns.

If there is significant opposition and reason, the DCTA will not take a position on an issue. Significant opposition might be as little as 4-6 Towns being against the policy, if they have good reason.

2. That consultation would include (a) notifying the Town Clerk of the issue under discussion, requesting that an item be put on the agenda of the next Town Board meeting to discuss the policy, and requesting input to the DCTA from the Town based on that discussion; (b) asking the Representative of the District to discuss it with their individual members and (c) discussing the policy at a Membership meeting of the DCTA, prior to the vote by the Executive Committee meeting.

If a policy response is needed and timing does not permit the above, the Policy Advisor will send a notification of the issue to the Executive Board and receive communication approval from the President before response.

3. Any potential conflicts of interest be disclosed. E.g., if someone on the Executive Board might stand to financially benefit from the policy, this must be disclosed. If someone is a registered lobbyist for business X, and the policy would favor business X, this must be disclosed. When someone has a conflict of interest, he or she will recuse him/herself from the vote.