Procedure for Sierra Club Endorsement of Federal Matters Associated with Our Wild America Campaign Issues

Process Developed by the Grassroots Network/Our Wild America Consolidation Task Force pursuant to Sierra Club Board Resolution
Updated May, 2016

Purpose:
The purpose of this document is to describe the process used when a chapter, group, an Our Wild America Campaign entity, and/or Grassroots Network Team wants the Sierra Club to take a formal position on any federal matter related to land, water or wildlife protection associated with Our Wild America (Wild) Campaign issues.

Introduction:
According to the existing policy, Jurisdiction within the Sierra Club, positions on national legislation are only made by the Vice President of Conservation and the National Program Director or their designees. This procedure describes the process that leads up to making recommendations to the Vice President of Conservation and the National Program Director for endorsement.

Examples of when Sierra Club takes national positions include but are not limited to endorsement of federal legislation, land exchange policy, changes to existing statues or organic acts such as the Wilderness Act, federal regulations, administrative actions including designations, Executive Orders, Presidential proclamations, directions to agencies and other matters of national significance. Decisions on matters lying solely within Chapter boundaries lie with the Chapter in which case this process is unnecessary. Consultation with other interested entities is encouraged.

This process is not for drafts and revisions. It is only for a final document upon which a formal Sierra Club position on a federal matter associated with the Our Wild America Campaign is required. All entities are encouraged to collaborate with other impacted entities prior to the development of the final document.

This process does not apply to previously endorsed bills that are reintroduced into Congress when they are substantially the same as the original bill endorsed by Sierra Club.

If Wild campaign issues overlap other Sierra Club campaigns, the Wild Senior Director (Dan Chu, Dan.Chu@sierraclub.org; 703-304-9308) will initiate internal coordination with those involved.

In cases where positions are needed on regional, state, and/or local matters, existing Sierra Club Jurisdiction Policy states: Chapters, groups, and other entities may develop positions in furtherance of Board-adopted policy on matters falling exclusively within their geographic boundaries or charge. This includes decisions on management activities and plans covering federal lands that are consistent with
Sierra Club policy and does not involve federal legislation. It is expected that these regional, state and local positions will be communicated to the Wild Campaign Co-Leads and relevant Grassroots Network leaders.

Chapters are encouraged to draw on the expertise of the Grassroots Network teams, Federal Policy Lands Team, and the Wild Campaign on management or federal issues. Other entities may suggest positions to Chapters with jurisdiction on local matters, but they are not required to adopt a suggested position. The Wild Campaign reserves the right, with appropriate coordination, to determine a position on any issue judged to be of national significance.

Once Sierra Club makes a formal, public decision on federal legislation or other matter, and a bill is introduced into Congress, a group of staff and volunteers familiar with the legislation and related issues should be assembled to track the bill. If the legislation changes unfavorably, this group must determine if the original Sierra Club position should be changed. If it is necessary to alter Sierra Club’s position, then this group must inform all those involved in developing the initial position. This small group should include a Wild lobbyist and the requesting entity.

Process for Submitting your Request:

1) Requests must be submitted to wild.position.request@sierraclub.org 4-6 weeks prior to when a decision is needed.
2) Include relevant legislative or regulatory language, reference material that explains the issue, and any relevant Sierra Club policies. Legislative or regulatory language should be in final draft form. If the legislative or regulatory language should change dramatically when the legislation is introduced, it will be reviewed at that time. Please do not send in preliminary drafts or multiple drafts as we do not have the capacity to review these drafts.
3) Identify the primary contact person making the request.
4) Describe what outcome you want.
5) Include a list of everyone with whom you have coordinated, both internally within Sierra Club and externally outside of Sierra Club, to develop the legislation or document.
6) Clearly state the deadline for when a decision is needed.

Process for endorsement when the Sierra Club position appears obvious:

1) Submit requests at least 1-2 weeks prior to when a final decision is needed to wild.position.request@sierraclub.org
2) Follow steps 2-6 in Process for Submitting Your Request (above).

Process for Immediate Decisions

1) Use this process only when an immediate decision is truly necessary.
2) Contact the Lands Team Director for the Wild Campaign, Athan Manuel, at athan.manuel@sierraclub.org or call 202-716-0006.
3) Please copy all materials to the Wild Senior Director and Volunteer Co-Leads (John Spahr, lodgepole@tetonn.com; 307-699-0548 or Marion Klaus, marionklaus@comcast.net; 435-604-0314).
4) The Lands Team Director or his designee will coordinate a call with involved entities within one day of receiving the request.

**Process for Developing a Decision Recommendation:**

1) The Wild Senior Director and Volunteer Co-Leads or their designees will monitor the email account for requests.

2) One of the Volunteer Co-Leads will act as an Ombudsman and help the Director of the Federal Policy Lands Team to track the request, coordinate the decision process, and keep the requesting entity informed.

3) The Ombudsman along with the Director of the Federal Policy Lands Team will
   a) identify appropriate Sierra Club entities directly involved with the decision including Chapters, the Federal Lands Team, Wild entities, and Grassroots Network Teams as appropriate.
   b) assemble an information package about the recommendation to be reached
   c) distribute supporting materials to each of the involved entities
   d) coordinate with the identified entities and encourage them to recommend a position
   e) work to reach consensus
   f) If no consensus is reached, pass the incomplete recommendation to the Wild Senior Director and Volunteer Co-Leads to develop a recommendation.

4) When consensus is reached develop the recommendation package including
   a) The recommendation
   b) Rationale for the recommendation
   c) Positions and rationale for each involved Sierra Club entity
   d) Any supporting material deemed helpful and provide it to the Vice President of Conservation and the National Program Director or their designee for approval. Include the Wild Senior Director and Volunteer Co-Leads.

5) The Vice President of Conservation and National Program Director or designee make the final decision based upon the package of information provided, including any positions dissenting from the recommendation. They respond to the requesting entity with their decision and copy relevant staff, volunteers, and other interested parties.

6) The Ombudsman informs the Sierra Club entities, including any relevant distribution lists, and primary contact person of the final decision.