



FLORIDA DEVELOPMENT DISABILITIES COUNCIL, INC

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GUIDE FOR REPRESENTING THE COUNCIL

In working toward achieving the goals and objectives of the State Plan, Council members and staff will often be asked to represent the Council in a variety of venues. Examples of venues for representing the Council can include but are not limited to the following: attending meetings; presenting at conferences; serving on committees, task forces, or work groups; meeting with legislators, congressional representatives, state agency representatives, members of the executive branch and other elected officials; testifying before legislative committees, rule workshops and other public hearings; being interviewed by the media; and meeting with editorial boards.

Pursuant to the By-Laws --

- The Chair of the Council serves as the official spokesperson for the Council;
- No individual or committee can speak for the full council or act for the Council unless specifically authorized to do so;
- Each Council member must respect the rights of the Council as a whole and represent the policies and procedures of the Council when appearing in public as a representative of the Council.

Guidelines for Representing the Council:

- Each Council member must represent the policies, positions and views of the Council.
- With the exception of the pre-approved situations noted below, the Council Chair must approve any Council member who will serve as an official spokesperson. The Council Chair may authorize the Executive Director to approve individual council members or staff to serve as spokespersons on a case-by-case basis.
- Legislative and Public Policy:

- The Executive Director and Public Policy Coordinator are authorized to serve as the official spokespersons for the Council in educating and advocating for the Council's public policy issues.
 - Council members are encouraged to educate and advocate for the Council's public policy issues before their local legislators, the Florida Legislature, and Congress.
 - Council members need to notify the Public Policy Coordinator of legislative or congressional visits (both locally and at the State or Federal Capitol) when representing the Council. (The Public Policy Coordinator is responsible for notifying the Public Policy and Advocacy Committee Chair of all Council members representing the Council relative to legislative and public policy issues.)
 - Council members do not need to register as lobbyists in order to conduct legislative education and advocacy activities before individual legislators, the Florida Legislature, or Congress on behalf of the Council.
 - When speaking to legislators and conducting education and advocacy activities before the Legislature on behalf of the Council, Council members must be representing only the Council. If in the course of the discussions, views and opinions are presented that are either contrary to the Council's policies or for which the Council has not taken a position, the member must make clear that such views are given as an expression of personal opinion, not of Council position. Since it is often difficult to separate the Council supported and not supported positions, presentation of differing views is discouraged.
 - Any written correspondence or materials representing the Council or its position must be vetted by either the Council Chair or Executive Director.
- Media:
 - The Executive Director is authorized to be the official spokesperson for the Council before the media. The Executive Director may authorize the Communication Coordinator or Public Policy Coordinator relative to legislative issues to represent the Council on a case-by-case basis.
 - Council members need to notify the Communication Coordinator of any plans to seek media coverage for Council issues, positions and events. Any plans to seek media coverage for the Council needs the approval of either the Communication Chair or full Communication Committee.

- The Council Chair needs to approve any Council member to serve as an official spokesperson for the Council before the media.
- Serving on Boards, Committees, Task forces, Workgroups, Councils:
 - The Council Chair needs to approve any Council member or staff who will participate on a Board, Committee, Task Force, Workgroup or Council as a member officially representing the Council.
- Attendance at Conferences, Meetings, Workshops, etc. as a Representative of the Council
 - All Council members and staff attending any conferences, meetings, workshops, etc. as representatives of the Council need to conduct themselves in a manner that represents the Council and the views/positions of the Council as a whole.

Adopted 06/06/08