

RECOMMENDATION #1: PROTOCOL FOR RESPONDING TO LEGISLATIVE ISSUES

It is recommended that when a legislative situation develops needing immediate response, the following protocol will apply:

1. An “emergency” is defined as any legislative issue that cannot wait until a regular meeting of the legislative committee.
2. A potential emergency situation may be identified by any member, and then forwarded to the chair of the legislative committee and the executive director for determination of an emergency.
3. The legislative committee chair may initiate a conference call, an emergency face-to-face meeting, or an email discussion with the committee regarding the issue at hand. The legislative committee may or may not decide to solicit input from the general membership, depending upon the nature of the issue and the time frame involved.
4. The legislative committee will communicate its recommended position to the Executive Director and the MAISA executive board.
5. The formal MAISA position will be communicated to the general membership and to the appropriate state policy makers as necessary.

RECOMMENDATION #2: PROTOCOL FOR FORMULATING STATEMENTS REGARDING PROBLEM ISSUES

It is recommended that the following protocol apply when a controversial or problem issue arises that will require a public response from the association and/or its members.

1. The executive director has the authority to make a general statement acknowledging the situation or behavior, explaining what standard practice is, and expressing confidence that the issue will be addressed. The executive director will confer with the superintendent and may confer with MASB if the situation involves the member's board.
2. In the event that an individual superintendent asks the association to make or endorse a statement or position on their behalf, or a public statement is needed, the executive board and executive director will gather information and confer. They will determine if a more specific position statement and/or talking points should be made and disseminated to other superintendents.
3. The superintendent may invite the association to appoint a peer review team to investigate the situation and to identify the corrective actions taken. The peer review team will verbally report their findings and recommendations to the superintendent, the executive director, and the executive board. These findings will help form the association's position statements on the issue.
4. Individual superintendents, the executive board or the executive director may request assistance from the ISD public relations committee to develop position statements, talking points or action steps on issues that may impact all members.
5. Members will be informed of general actions taken to correct the situation as may be needed to reply to public concerns. Such communication will be initiated by the Executive Director, the superintendent involved, or by the executive board.