



2.4 STEPS FOR INVOLVEMENT

Your CAC should generally follow these steps in its policy engagement activities:

1. Monitor legislature and agency actions for issues related to you Policy Priorities.
2. If identified wildlife issues fall within the scope of involvement ([Section 2.3](#)), proceed. If not, continue with step 1.
3. Determine if the identified wildlife issue falls within scope of a current TWS or subunit Position Statement. If yes, proceed with step 6. If no, proceed with step 4.
4. Determine if the policy issue relates to a larger wildlife conservation issue which warrants development of position statement. If yes, continue to step 5. If no, you may consider not getting involved in this issue.
5. Develop a committee to draft a position statement ([Section 4.1](#)). Use current TWS position statements as guidance.
 - a. Draft statement should be scientific-based; avoid emotional or inciting language
 - b. Submit draft statement to TWS GAP Staff prior to subunit Executive Board approval to ensure statement falls within framework of TWS Position Statements
 - c. Position Statements should be approved by subunit Executive Board to become official statements of the subunit
6. Determine if the policy issue involves any existing or potential partnerships or coalitions you may have. Involve other groups in the issue where possible and practical – there is strength in numbers.
7. Use the relevant position statements to frame your actions on the current issue. Determine what action would be best based on the content of the issue and at what step in the policy process the issue is currently ([Section 5](#)). Potential options include ([Section 3](#)), but are not limited to:
 - submit a letter to legislature or executive agency administrators
 - write a Letter to the Editor of a local newspaper or other media outlet
 - submit comments on proposed agency rules
 - meet with agency or elected officials to discuss the issue
8. Engage larger membership in your actions, if applicable and possible. Actions taken with congressional representatives, in particular, can be heavily influenced by the involvement of your members that live in their districts. Be sure to keep your members aware of the work you are doing on their behalf.
9. Follow-up on your actions. Thank members of the legislature or agency for meeting with you and listening to your concerns. If they made a favorable decision, express your support, and consider doing it publicly.
10. Report activities and results to your members to keep them informed and engaged.