LEGISLATION REVIEW PROCEDURE
Urgent & Non-Urgent
June 2012
(All changes are in underlined bold.)

1. Items that are on the "automatic" approval planks of the platform and/or are **non-urgent** (more than seven days of response time):
    - Contact staff directly via email, with a cc to the Executive Officer, requesting action, and define the level of urgency of the request, informing staff of the deadline (and nature of the deadline i.e., which Legislative committee? How close to a final vote etc.) and suggested points that should be made in the letter.
    - *Staff performs analysis and presents the information, synopsis, and recommendation, and draft support/oppose letter to the LRFC for response and recommendation with the caveat that "approval is assumed if not contested by **up to 7** of days".*
    - *If LRFC reviews the information and has comments, its recommendation /amendments/ approval is returned to staff with a cc to the Executive Officer and Executive Committee, including Leadership, **by up to 7 day**s. The recommendation may be developed by a workgroup **within** the LRFC with expertise in the legislation's subject area that is available and willing to do it within the time frame.*

2. *If the item **IS** urgent (requires response in **LESS** than seven days):*

    - *Request for action/analysis is addressed **to Executive Officer and staff, who will ensure that the information is forwarded to Leadership, LRFC and Executive Committee***
    - *Staff performs analysis, and presents information, synopsis, and recommendation, with accompanying draft support/oppose letter, **to Leadership & Executive Committee, with a cc to LRFC**.*
    - *Leadership approves/amends recommendation and support/oppose letter, with input from LRFC and Executive committee (if requested and time permits).*

3. Items that are NOT on the "automatic" approval planks should be vetted by **Leadership, by way of the Executive Officer or staff, who will also inform Executive Committee and LRFC. Request should include the same information as above – the action requested, the reason for its urgency, and the nearness of the vote. Staff may wish to perform preliminary analysis, but no document will be produced unless approved by Leadership. The final document will be distributed to the LRFC and the Executive Committee.**

Copies of Bills and/or existing Analyses may be requested from: Tracy Thompson
Tracy.Thompson@dmh.ca.gov (916) 651-3824 or Andi.Murphy@dmh.ca.gov (916) 651-3806

Requests for analyses or support/oppose letters should be directed to Jane.Adcock@dmh.ca.gov (916) 651-3803 for "non-automatic" items with a cc to Andi Murphy.