



## CONSORTIUM FOR CITIZENS WITH DISABILITIES

### **CCD Employment and Training Task Force Sign On Policy**

It is the policy of the Employment and Training Task Force (ETTF) to express its policy positions through the use of sign-ons for letters, comments, statements for the record, and testimony when possible, feasible and desirable. Sign-on letters demonstrate the breadth of support the position has within the Task Force and within the disability community so they are the preferred method of communicating the Task Force positions to the public. Whenever possible, documents for sign on by the full task force will be circulated a week prior to any deadline for submission, if they have been discussed and agreed to by task force members at previous meetings. Changes and revisions to documents must be made during the discussion period prior to the document's circulation for sign-ons. It is the responsibility of each task force member to take part in the development of task force documents and ensure that issues are raised during the discussion period. No changes will be made to the document once it is sent out to the task force for sign-ons, unless unforeseen information is received by the co-chairs warranting a change in the document.

There are, however a variety of circumstances that require the issuance of policy positions through documents to which only the ETTF Co-Chairs are signatories. The ETTF will issue co-chairs documents when the following is applicable:

- There is a short turnaround time and completing a sign on process is not feasible (e.g requests from the Hill)
- There is an established Task Force position on the issue or Co-Chairs are certain that there is majority support for the position the Co-Chairs will be taking in the letter or statement OR
- The Task Force discusses the issue at a regular TF meeting or through email and determines that a Co-Chair letter is the appropriate document.

The ETTF Co-Chairs will make every effort to discuss the issuance of any possible Co-Chairs letters at the regularly scheduled monthly Task Force meetings. If such discussion is not possible, the Co-Chairs will inform the Task Force membership of the Co-Chairs letter via email or through a specially called meeting/phone call, at the discretion of the Co-Chairs. Every effort will be made to provide the TF members an opportunity to review the Co-Chairs letter prior to its release to the public.

Letters, testimony, statements and any other documents should be dated and submitted to the CCD website under the appropriate date citation.