



CalTravel Government Relations Committee

Purpose

The primary function of the Government Relations Committee (GRC) is to promote the mission of CalTravel through engagement in the public policy development process on behalf of its membership. The Committee shall set legislative priorities, review policy issues, and recommend positions on legislation relevant to its mission.

CalTravel's mission is to protect and promote the interests of the travel industry in California.

The primary areas of the committee's focus shall be:

- To advocate for the interests of California's travel and tourism industry;
- To advise and assist the CalTravel Board of Directors with respect to public policy issues that could affect significantly the interests of CalTravel, its members and its stakeholders;
- To recommend positions consistent with the purpose and guidelines set forth in this charter on public policy issues, primarily legislative, and ballot measures and regulations when appropriate, with a focus on the state level, but with the flexibility to address issues at the local or federal level if the committee chooses to;
- To educate elected officials and other key decision makers about the importance of the visitor industry to the well-being and economic vibrancy of the State of California; and
- To collaborate with other organizations whose public policy positions coincide with the goals of CalTravel and its members.

Policy Guidelines

The following guiding principles shall be used in determining whether CalTravel will take a position on a legislative and/or public policy matter. These guidelines adopted by the Board of Directors shall represent position(s) taken by CalTravel on various public policy issues, and establish the positions on which GRC and staff are authorized to take action on behalf of the Board of Directors and in the best interests of the industry.

Procedures

Membership

The Nominating Committee shall nominate a GRC Chair, subject to the approval of the Executive Committee. The Board Chair shall appoint up to 25 members of CalTravel representing a broad cross-section of the visitors' industry to the GRC. The GRC Chair shall also have the option to nominate a GRC Executive Committee (GRC EC), representing key member constituencies, to make expedited decisions on time-sensitive matters. The full GRC shall vote on the makeup of this GRC EC.

Duties of membership include:

- Attending monthly meetings, missing no more than two a year
- Preparing for discussions in advance by reading GRC materials
- Staying informed on state legislation and politics
- Voting in a timely matter, when requested
- Committing to serving as non-partisan industry advocate
- Serving as a CalTravel Ambassador and fostering a relationship with state representatives

Terms

Terms shall run concurrently with each two-year legislative session. GRC members except for Association members may serve a maximum of up to three (3) consecutive two-year terms and may be reappointed after at least one (1) two-year term has elapsed. Association members do not have term limits.

Vacancy

In the event of a vacancy, the Chair may appoint a new member.

Meetings

Each year the GRC shall establish a schedule of regular meetings, chaired by the Chair or a designated replacement.

When possible, the GRC shall hold face-to-face meetings quarterly in conjunction with quarterly Board of Directors meetings. The GRC Chair may call additional meetings as he or she may deem advisable and these meetings may take place in person, or via communication technology. Additionally, the Chair may call for a written vote on a matter via email. A majority of the voting members of the GRC shall constitute a quorum. The act of a majority of the voting members present at a meeting at which a quorum is present shall be the act of the GRC.

The GRC shall report to the Board of Directors and the Executive Committee on a regular basis. The GRC shall be supported by the Director of Government Affairs and Public Policy, any CalTravel advocacy contracted consulting firm, and the CalTravel President & CEO.

Procedures for Consideration and Adoption of Public Policy Positions

In considering whether to take a position on a matter of public policy, the GRC and staff shall proceed as follows:

- The Director of Government Affairs and Public Policy may sign CalTravel on to coalition letters regarding issues that are consistent with prior positions and must immediately inform the President & CEO and the GRC committee of such an action.
- The Director of Government Affairs and Public Policy will provide recommendations to the GRC or actions on issues that are consistent with this Charter, and on issues that are consistent with prior positions that establish a guiding precedent; however, in order for CalTravel to take a position on a major, new public policy issue, prior approval must be granted by the CalTravel Board of Directors or Executive Committee following the procedure outlined below.
- The following process shall be followed before CalTravel can take an official position on a major, new policy matter:
 - Members of CalTravel's Board of Directors or CalTravel staff may request that the GRC evaluate and recommend whether CalTravel should take a position on a particular public policy matter.
 - CalTravel staff shall make a recommendation to the GRC for or against a consideration of public policy matters. The GRC shall review the matter at a meeting at which a quorum is present, or in an expedited fashion through the GRC EC if necessary, and shall make a recommendation to the Executive Committee that CalTravel take a position on the matter at issue. The GRC may also recommend that no position or action be taken. If a majority of the GRC cannot agree on a recommendation, then the GRC's recommendation shall be "no position" or "no action," as applicable.
 - The GRC may recommend ballot measures to the CalTravel Political Action Committee (PAC) for their deliberation. The PAC may propose positions to the Executive Committee or Board of Directors, as applicable.
 - The Director of Government Affairs and Public Policy, shall present the GRC's recommendations to the Executive Committee at its next regularly scheduled meeting. The Executive Committee, at its discretion, may refer the matter to the Board of Directors.
 - Approval of a majority of the voting members of the Executive Committee or Board of Directors, as applicable, taken at a meeting at which a quorum

is present shall be required in order to take an official position on a major matter on behalf of CalTravel. Notwithstanding the above, approval of two-thirds of the voting members of the Executive Committee or Board of Directors, as applicable, taken at a meeting at which a quorum is present shall be required in order to take an official position on behalf of CalTravel endorsing or opposing a ballot measure.

- CalTravel may endorse or oppose ballot measures, and actual or proposed legislation or regulations.