

Guidelines for Coalition Letters

1. Drafts of proposed Coalition letters shall be submitted in advance of the meeting to the Agenda Committee for distribution with the agenda and advanced review by meeting participants.
2. The rationale and foundation for the letter shall be discussed at the meeting, and consensus reached about action.
3. The practice of authorizing an urgent letter to be written by one or more Coalition participants without steps 1&2 above shall be reserved for rare situations.
4. If a Coalition participant is authorized by the Coalition to write a draft for sending prior to full Coalition review, the draft will be subject to review by the Agenda Committee or Coalition Administrator.

Adopted November 19, 2018

Suggestions from the Coalition Administrator regarding content of Coalition letters:

- Please note that the Coalition's letterhead lists no mailing address or contact information.
- The Coalition's letter protocol includes the names and contact information of the letter's authors acting under the direction of the Coalition. (see [this example](#), [this example](#), and [this example](#)).
- Occasionally, letters that simply report Coalition action at a meeting may be authored and signed by the Coalition Administrator. (see [this example](#) and [this example](#))
- It is appropriate to address letters to City policy-makers such as the Mayor or Councilmembers only when the letter pertains to policy matters such budget priority. (see [this example](#) and [this example](#))
- Letters to policy-makers will be most effective when they are brief and state their key point in the opening paragraph (see [this example](#) and [this example](#)).