

YEC Legislative Engagement Workflow

Purpose

This workflow establishes a clear, consistent process for YEC Commissioners to engage with members of the California Legislature in a way that is coordinated, relationship-centered, and aligned with YEC's statutory role. It clarifies roles, communication protocols, and follow-up expectations, while reinforcing that initial meetings are for relationship-building and learning, not advocacy or policy asks.

Guiding Principles for Legislative Engagement

- **Relationship-first:** Initial meetings prioritize trust, mutual understanding, and long-term partnership.
 - **Youth voice, not lobbying:** Commissioners share lived experience and insights, not formal policy positions unless authorized.
 - **Clarity and transparency:** Staff are kept informed before and after legislative interactions.
 - **Consistency across Commissioners:** A shared process ensures credibility and avoids mixed messages.
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Roles & Responsibilities

YEC Commissioners

- Coordinate legislative meeting scheduling
- Serve as relationship-builders and listeners
- Share YEC's mission, mandate, and youth-centered perspective
- Document meetings and identify potential next steps
- Refrain from making commitments or policy requests

YEC Staff

- Provide coordination support, guidance, and context
- Track legislative engagements and themes
- Review and archive meeting summaries
- Support alignment with YEC priorities and statutory authority

GO-Serve Legislative Team

- Advise on timing, context, and sensitivities
 - Help assess appropriate follow-up or escalation
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Legislative Engagement Workflow

Phase 1: Pre-Meeting Coordination & Planning

Step 1: Identify Opportunity

- Commissioner identifies a potential meeting (existing relationship, invitation, district connection, or referral).

Step 2: Commissioner-Led Outreach & Scheduling

- Commissioners take the lead in initiating outreach and coordinating scheduling directly with legislative offices.
- Outreach should clearly frame the initial meeting as **relationship-building and informational**.

Step 3: Notify & Align (Required)

- Commissioner completes the **Legislative Meeting Notification Form** and informs YEC Staff of:
 - Legislator's name and office
 - Status of outreach (initiated, pending, or scheduled)
 - Confirmed or proposed meeting details
 - Purpose and framing of the meeting
- YEC Staff coordinates with the GO-Serve Legislative Team as needed to ensure awareness and alignment.

Step 4: Pre-Meeting Preparation

- Commissioner reviews:
 - YEC mission, mandate, and role
 - Relationship-building guidance
 - Meeting summary worksheet (to be completed post-meeting)
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Phase 2: Conducting the Meeting

Meeting Focus (Initial Meetings Only):

- Building rapport and trust
- Introducing YEC and the Commissioner's role
- Learning about the legislator's priorities, interests, and approach to youth-related issues

What to Share

- Who you are and why you serve on YEC
- YEC's statutory purpose and commitment to elevating youth voice
- High-level themes youth are raising (no policy asks)

What to Ask

- What are the legislator's top priorities this session?
- How do youth issues show up in their district or committee work?
- How does their office prefer to engage with advisory bodies like YEC?

What to Avoid

- Policy recommendations or bill positions
- Commitments on behalf of YEC, GO-Serve, or the Administration
- Requests for sponsorship, support, or funding

Phase 3: Post-Meeting Documentation & Follow-Up

Step 1: Complete YEC Legislative Meeting Worksheet

- Commissioner completes the Legislative Meeting Summary Worksheet within 5 business days.

Step 2: Submit Summary

- Worksheet is submitted to YEC Staff.
- YEC Staff shares relevant information with GO-Serve Legislative Team.

Step 3: Internal Alignment - YEC Staff reviews for:

- Emerging themes
- Potential alignment with YEC priorities

- Appropriate next steps (if any)

Step 4: External Follow-Up (If Appropriate) - Any follow-up communication with the legislative office is:

- Coordinated with YEC Staff