

# How NAM Member Companies Shape Public Policy Positions

The National Association of Manufacturers (NAM) is a member-led organization, and public policy positions are formulated with the input of NAM members. Public policy positions are adopted for a period of four years (4) and automatically sunset thereafter, unless renewed or amended by the Board of Directors, at which time the policy will be in effect for four (4) additional years.

*Robert's Rules of Order* governs the conduct of all meetings of the membership of the NAM, unless otherwise provided by the NAM Constitution.

**Board of Directors.** The Board of Directors has the sole authority for approving NAM positions on public policy issues. Policy Committees, comprising members of the Board, report at each meeting of the Board.

The Executive Committee may refer any existing public policy position to the appropriate Policy Committee or Subcommittee, which will review the policy and recommend to the Board of Directors any changes or modifications that may be appropriate.

The Executive Committee has the authority to resolve any conflicts in policy.

**Policy Committees.** Policy Committees comprise members of the NAM Board of Directors. These Committees review recommendations from the various Subcommittees as well as other public policy issues that may be properly presented. The actions of the Policy Committees are brought before the full Board for final action. The Chairman of the Board of Directors will appoint the Chairmen and Vice Chairmen of the Policy Committees to serve a term of two (2) years, concurrent with the term of office of the Chairman of the Board of Directors.

From time to time, the Policy Committees may create advisory councils with limited membership, comprising Board or non-Board members, to provide advice and recommendations on policies to the Policy Committees.

**Policy Subcommittees.** Subcommittees (authorized by Policy Committees of the Board of Directors) are open to all members of the NAM and are established to focus on one or more specific issues and strategies to implement NAM policy. Where appropriate, Subcommittees may create task forces or working groups to make recommendations on positions on policy development and legislative or regulatory vehicles.

The Subcommittees will regularly review existing NAM policy positions and provide recommendations to the Policy Committees for continuation, amendment or sunset. They may also develop recommendations to the Policy Committees of new public policy positions for adoption by the Board of Directors. Each NAM member has one vote; no individual may represent more than one NAM member. There is no proxy voting.

Generally, notice with an agenda of items and issues to be discussed will be provided ten (10) days in advance. Electronic participation will be permitted, and registration for electronic participation will close at noon the prior business day.

Consensus on issues is desirable; but in some circumstances a vote may be taken. In lieu of consensus, a majority vote of a Subcommittee is required to recommend a policy position to a Committee, which will then consider whether Board action is necessary. Only the Board may adopt policy.

A Subcommittee may also take positions on specific legislative or regulatory vehicles, consistent with public policy positions already adopted by the Board. If the Subcommittee Chair is in doubt as to the whether said position is consistent with Board-approved policy, he or she may seek guidance from the Executive Committee of the Board.

**Role of the SMMs.** Small and medium manufacturers (SMMs) are encouraged to participate in policy development through Policy Committees and Subcommittees. The SMM Steering Committee may review any policy proposal prior to action by the Board of Directors or the Executive Committee and may make recommendations as it deems necessary to the Executive Committee.

**Role of the CMA, SAG and NAM Allies.** NAM members who participate in the Council of Manufacturing Associations (CMA), the State Association Group (SAG) and NAM Allies participate in public policy development through Policy Committees and Subcommittees.

**Notice Requirement for Policy Approval.** All Subcommittee policy development recommendations to the Policy Committees must be forwarded by the Secretary to all members of the Board of Directors not less than ten (10) days prior to a meeting of the Board.

A four-fifths (4/5) vote of Directors present is required to permit consideration of Policy Committee recommendations that have not been forwarded by the Secretary to Directors ten (10) days prior to a Board meeting.

**Record of Action.** A printed copy of all policies in effect is maintained in the Office of the Secretary. To view NAM policies online, visit [www.nam.org/policypositions](http://www.nam.org/policypositions).

*This document is consistent with the Constitution of the National Association of Manufacturers, as amended in October 2009.*