

Printable Checklist – Take Action: Adopt a Policy

- Step 1. Establish Goals, Objectives, and Context
- Step 2. Understand Relevant Policy Context
 - Know how the policy you're proposing would fit in or interact with existing state, federal, or other policies or laws
 - Know how policy would interact with existing state, federal, or other relevant laws and policies
 - Identify and engage stakeholders
 - Hold informal meetings with community leaders
- Step 3. Convene a Support Team
- Step 4. Identify and Analyze Policy Options
 - Research policies (e.g., discuss with someone in another local government, review policy and model ordinance databases)
 - Evaluate alternatives
- Step 5. Draft Policy
 - Include implementation responsibility (if applicable)
 - Include enforcement mechanism (if applicable)
 - Prepare justification of draft policy
- Step 6. Present to Relevant Decision-Makers
 - If not adopted, consider whether to revise, address concerns, and return to Step 5
- Step 7. Communicate and Enforce Policy
- Step 8. Monitor and Adjust