



WHERE TO START:

1) **Verify that your city or county's current animal-related ordinances contain the term "owner."** You can get a copy of the ordinance by contacting City Hall or by visiting your city or county website and searching for "municipal code" or "ordinances".

2) **Schedule a phone call** so that IDA's Guardian staff can explain the process to you and answer your initial questions. Provide your mailing address so that we may mail you a "Guardian Pack" containing information such as sample city ordinances, letters of support, testimonials, and other information.

3) **Review information in the Guardian pack and on www.guardiancampaign.com.** Make certain you understand the Campaign's objectives and the importance of the proposed language shift from "owner" to "guardian". Inquire about anything that seems unclear. If you have a question, chances are others have had the same one. Please contact us for help.

4) **Research how your local governmental process works.** Learn exactly how your local (city, county or state) government is structured and what steps are necessary to introduce the new language into law. You may want to call the general information number for your city, county or state government to determine who you should contact to find out how your local process works. The following questions are important:

- What *type of government* do we have - a City Council, Board of Supervisors or another system? Do we have an Animal Welfare Commission that serves as an advisory committee to the Board of Supervisors or City Council?
- What is the best way to go about *introducing the proposed language change*?
- Will there be *public meetings* where the proposal will be discussed? What are the dates and times of the meetings and when should speakers plan to arrive in order to sign up? How much time will be allowed for each person and how many speakers will be allowed? Start attending your local city council meetings as well as on the superior or county level as needed to become familiar with the system.

5) **Revise your animal-related ordinance(s).** Copy the animal-related ordinance(s) onto a Word document and simply replace the term "owner(s)" with the term "guardian(s)" throughout. Review your changes to make certain that the document reads as intended. Do not insert the word "guardianship". This term denotes a legal change. You will also need to