**COVER SHEET for the POSITION STATEMENT on**

(*Insert title*)

Submitted by: (*Insert name of Sponsor and Group*)

Email of Sponsor:

**Reasons for Initiation of a NEW Position Statement**

*When revising an existing position statement, these questions need not be answered.*

Include brief but complete answers to the following:

·         What is the rationale for the position statement?

·         Why is this position statement needed?

·         What is the hoped for impact of this statement?

·         Who will the recommendations of the position statement empower?

·         What recommendations might be included in the position statement?

**Expedited Timeline**

The Expedited Timeline is detailed in the Cover Sheet available on the internal site. The dates specified in the timeline are deadlines and work is encouraged in advance of these dates. However, there may be times when these dates may need to be modified for a specific position statement. While these dates may change, all activities need to be followed and met. At any point in the work, the timeline can be changed to that of the Standard Timeline.

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| --- | --- | --- | --- |
| **Completed**  (Indicate with “X”) | **Activity** | **Year**  **(*insert yea*r)** | **Deadlines** |
|  | Sponsor and appropriate group develop/refine the position statement and submit it, with cover sheet, a DRAFT watermark, and line numbers, to the liaison for consideration at the SBM. Liaison submits motion. | | Feb 15 |
|  | First review by the Executive Board. The Executive Board will consider the motion to endorse the “concept of” a new position statement being proposed or the “spirit of” the revision of an existing position statement. Suggested edits sent to Sponsor. | | SBM |
|  | Sponsor and appropriate group review suggestions and modify the position statement as appropriate. Electronic first hearing is scheduled. [Hearing Scheduling Link](https://app.smartsheet.com/b/form/4b44f8619cce4e20aacb857895dbf551) | | May 15 |
|  | Members of AMATYC via email notification, are invited to review the position statement and are invited to the electronic first hearing. Draft posted on the AMATYC website. | | May 20 |
|  | Electronic hearing is held. Facilitated by the Sponsor/Proxy. | | June 7 |
|  | Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare a new draft, with cover sheet, a DRAFT watermark, and line numbers, that is sent to the President. | | June 28 |
|  | The President sends the draft to the Editing Director. | | June 29 |
|  | Electronic final hearing is scheduled. [Hearing Scheduling Link](https://app.smartsheet.com/b/form/4b44f8619cce4e20aacb857895dbf551) | | July 15 |
|  | Editing Director reviews the position statement and sends comments to the President and the Sponsor. | | July 22 |
|  | Members of AMATYC via email notification, are invited to review the position statement and are invited to the electronic final hearing. Draft posted on the AMATYC website. | | July 31 |
|  | Electronic final hearing is held, minor changes may be made as necessary. Facilitated by Sponsor/Proxy. | | Aug 21 |
|  | Sponsor and the appropriate group consolidate comments from hearing and reviews and prepare the final draft. | | Sept 1 |
|  | Statement, with cover sheet, a DRAFT watermark, and line numbers, is sent to the President for inclusion in the delegate packet. Draft statement posted on the AMATYC website for review. | | Sep 1 |
|  | Sponsor submits the position statement with cover sheet, a DRAFT watermark, and line numbers, to the liaison for consideration at the FBM. Liaison submits motion. | | Sep 15 |
|  | Executive Board will consider the motion to endorse the statement, either the “spirit of” or “as presented”. | | FBM |
|  | Proposed position statement brought before the Delegate Assembly (DA) for approval. If the Executive Board endorses the draft a simple majority is needed to approve the position statement. Otherwise, the sponsor may present the position statement draft to the DA. In this case, a vote of 2/3 of the delegates present is required for approval. The President sends the approved position statement to the Editing Director. | | DA |
|  | Grammatical editing and review by Editing Director (no content or intent changes); Final version is sent by Editing Director to the Sponsor, President, AMATYC Office, and Website Coordinator. | | Dec 1 |
|  | Position Statement formatted and posted on the AMATYC website. | | Dec 15 |

Edited 7/18, 2/21, 4/21, 8/21