**Expedited Timeline**

**COVER SHEET for the POSITION STATEMENT on**

**(*Insert title*)**

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

**Email of Sponsor:**

**Reasons for Initiation of Position Statement**

Include brief but complete answers to the following:

* What is the rationale for the position statement?
* Why is this position statement needed?
* What changes do you hope to see?
* Who will the recommendations of the position statement empower?
* What recommendations might be included in the position statement?

**Expedited Timeline**

The dates specified in the timeline should be followed as closely as possible. However, there may be times when these dates may need to be modified for a specific position statement. While these dates may change, the activities need to be followed and met.

If an existing position statement is being revised, the motion to approve the concept of the position statement is not necessary.

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| --- | --- | --- |
| **Completed** | **Activity** | **Year**  (*insert yea*r) |
|  | Sponsor and appropriate group develop position statement and submit it with cover sheet to the liaison for consideration at the SBM. Liaison submits motion. | Feb 15 |
|  | First review by Executive Board. Executive Board may endorse the “concept of”  the position statement. Suggested edits sent to Sponsor. | SBM |
|  | Sponsor and appropriate group review suggestions and modify position statement as appropriate. Electronic first hearing is scheduled. | May 15 |
|  | Members of AMATYC via email notification, are invited to review position statement and are invited to the electronic first hearing. Draft posted on the AMATYC website. | Jun 15 |
|  | Electronic hearing is held. Facilitated by the Sponsor. | Jul 15 |
|  | Sponsor and appropriate group consolidate comments from hearing and reviews and prepare a final draft. | Aug 1 |
|  | Editing Director reviews the position statement and sends comments to President  and Sponsor. | Aug 15 |
|  | Statement sent to 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 to the liaison for consideration at the FBM. Liaison submits motion. | Sep 15 |
|  | Executive Board may vote to endorse the statement, either the “spirit of” or as  written. | FBM |
|  | Final hearing, minor changes may be made as necessary. Facilitated by the Sponsor. | *Insert conference location* |
|  | Delegate Assembly approval. | *Insert conference location* |
|  | Grammatical editing and review by Editing Director (no content or intent changes) | Dec 1 |
|  | Position Statement formatted and posted on the AMATYC website | Dec 15 |