**COVER SHEET for the**

**POSITION STATEMENT on**

**(Insert title)**

**Submitted by (Insert name of sponsoring committee, affiliate, or member)**

|  |  |  |
| --- | --- | --- |
| **Check when Completed** | **Activity** | **Anticipated Dates** |
|  | Concept Approved by the AMATYC Board  (Answer questions below.) | SBM (Insert year 1)  Draft and cover page due by Feb. 15 |
|  | First Review by the AMATYC Editing Director | Summer (Insert year 1) President sends draft to Editing Director by Aug. 15  Edited draft due Sept. 15 for inclusion in FBM packet |
|  | Board Review; Board votes to endorse the spirit of  the position statement; (Motion required) | FBM (Insert year 1) |
|  | Input Hearing; (Forum at conference) | (Insert conference location, Insert Year 1) |
|  | Next draft sent by President-Elect to affiliate  presidents | By January 15, (Insert year 2) |
|  | Board Review; Suggested changes sent to proposer(s) | SBM (Insert year 2)  Next draft due Feb. 15 |
|  | Second Review by AMATYC Editing Director begins | May 1 (Insert year 2) |
|  | Board Review; Board votes to endorse the statement  in spirit or as published; (Motion required) | FBM (Insert year 2)  Draft due by Sept. 15 |
|  | Final Hearing; (Forum at conference); minor changes  made as necessary | (Insert conference location;  Insert year 2) |
|  | Delegate Assembly Approval | (Insert conference location;  Insert year 2) |
|  | Professional Editing and Review by Editing Director | Post conference (Insert year  2) |
|  | Position Statement formatted and published in PPM and on website | December 15 (Insert year 2) |

Contact Information

Committee Chair: (Insert chair’s contact info)

When requesting approval of the concept of a position statement from the Board, the initiator should include answers to the following questions:

* 1. What need does the position statement address?
  2. What is the rationale for the position statement?
  3. What change do you hope to effect?
  4. Who will implement the recommendations of the position statement?
  5. Give a summary of the proposed recommendations.

Reference: PPM 9.8.1

### 9.8.2   Guidelines for Position Statements

The position statement should exhibit professional standards and should appear on the page in a manner pleasing to the eye, with appropriate use of boldface or italics.

1. When requesting approval of the concept of a position statement from the Board, the initiator should complete the cover sheet that includes answers to these questions:
   1. What need does the position statement address?
   2. What is the rationale for the position statement?
   3. What change do you hope to effect?
   4. Who will implement the recommendations of the position statement?
   5. Give a summary of the proposed recommendations.
2. The statement will begin with a clear, concise title which includes a by-line stating, "Position Statement of the AMERICAN MATHEMATICAL ASSOCIATION OF TWO-YEAR COLLEGES."
3. Until formal approval by the Delegate Assembly is obtained, all copies of the position statement must be accompanied by its cover sheet and prepared on paper containing the standard AMATYC watermark, header, and line numbers, and include the word DRAFT.
4. The first paragraph should be fairly short, stating the point of the position statement clearly and succinctly. Explain any terms that might be confusing.
5. Use bulleting for emphasis, use parallel phrase construction, and write for the intended audience(s).
6. The body should more fully develop the concise statement(s) of the position from the first paragraph. If appropriate to the subject of the position statement, the body of the statement should:
   1. Provide rationale
   2. Place the statement in a larger context
   3. Reference appropriate studies, reports, or other relevant sources
   4. Point to the future (place this at the end)
7. The cover sheet will indicate the proposed dates for the Hearings and use the following tracking checklist:

|  |  |
| --- | --- |
| Standard Timeline | Expedited Timeline |
| Concept Approval by the AMATYC Board | Concept Approval by the AMATYC Board |
| First Review by the AMATYC Editing Director | First Review by the AMATYC Editing Director |
| Board Review |  |
| Input Hearing | Electronic Input Hearing |
| Second Review by AMATYC Editing Director | Review by AMATYC Editing Director |
| Board Review for Endorsement | Board Review for Endorsement |
| Final Hearing | Final Hearing |
| Delegate Assembly Approval | Delegate Assembly Approval |
| Professional Editing and Review by Editing Director | Professional Editing and Review by Editing Director |

1. The approved position statement will show a date of adoption and committee of origin.