PROCEDURE FOR DEVELOPING AACAP POLICY STATEMENTS

1. An individual AACAP member or body may submit to the Executive Committee a "letter of intent" to create a policy <u>prior</u> to beginning the work leading to a final draft policy statement. (This allows Executive Committee input of the desirability, appropriateness, etc. of the policy – <u>without</u> constituting any form of approval prior to the substantial work of creating a final draft policy statement.)

2. A final draft policy statement is submitted to the Policy Statement Advisory Group (PSAG) (to ensure that the language, tone, format, etc. conform to AACAP policy standards).

3. The author responds to the suggestions made by the PSAG and resubmits the edited draft until PSAG approval is achieved.

4. The Executive Committee receives the PSAG-approved policy statement and decides whether or not to forward it to Council. Feedback on this decision is given to the author, and resolution of problematic issues is undertaken.

5. The Executive Committee-approved policy is emailed to Council members, who have a two-week discussion period to convey concerns and ask questions followed by a one-week voting period to approve or disapprove the policy. (A simple majority determines the outcome).

6. A policy draft that is <u>disapproved</u> by Council vote may be re-written and resubmitted to the PSAG, with an explanation of what was changed; The process begins again with steps 2-5.

7. Upon Council approval, the new policy is printed in *AACAP News*, distributed/publicized as recommended, and placed on the AACAP website.

8. Every two years, the PSAG reviews all policy statements for necessary revisions or updates. Revisions are made by the original author(s), if available, or by known specialists in that area of expertise. The revising author(s) is given a 3-month period to make changes and resubmit to the PSAG for final approval.

9. Annually, committee chairs are asked to review policy statements online and update, if necessary. Updated policy statements will be sent to the PSAG, Executive Committee, and Council for approval.

10. Committees are encouraged to collaborate with and get feedback from other relevant committees.

Procedure for Developing AACAP Policy Statements

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                    │ Letter of intent to     │
                    │ Executive Committee     │
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┌──────────────────────────┐   ┌──────────────────────────┐        ┌──────────┐
│ Executive Committee      │   │ Executive Committee      │   →    │ End of   │
│ encourages policy        │   │ determines no policy is  │        │ Story    │
└──────────────────────────┘   │ desired                  │        └──────────┘
            │                   └──────────────────────────┘
            ↓
┌──────────────────────────┐
│ Final draft to Policy    │
│ Statement Advisory Group │ ────────────────┐
│ (PSAG)                   │                 │
└──────────────────────────┘                 ↓
            ↕                      ┌──────────────────────────┐
┌──────────────────────────┐      │ PSAG approves            │
│ PSAG asks for revisions  │      └──────────────────────────┘
└──────────────────────────┘                 │
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                                 ┌──────────────────────────┐
                                 │ Executive Committee      │
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                    ┌──────────────────────────┐   ┌──────────────────────────┐
                    │ Executive Committee      │   │ Executive Committee      │
                    │ requests changes         │   │ approves                 │
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                                              ┌──────────────────────────┐
                                              │ Council: Members review  │
                                              │ and vote (2-week         │
                                              │ discussion period        │
                                              │ followed by 1-week       │
                                              │ voting period)           │
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                            ┌──────────────────────────┐   ┌──────────────────────────┐
                            │ Disapproved: Process     │   │ Approved: Policy is      │
                            │ ends or restarts         │   │ posted                   │
                            └──────────────────────────┘   └──────────────────────────┘
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