

J. POSITION STATEMENTS

PROCEDURE AND TIMELINE FOR DEVELOPMENT OF AMATYC POSITION STATEMENTS

The intent to draft a position statement on an issue should be declared by a committee, affiliate or AMATYC member to the appropriate liaison officer. Before the statement becomes policy, the following sequence of events must occur. Each draft position statement should be accompanied by its cover sheet and should be prepared on paper containing the standard watermark, header and footer, and line numbers. The cover sheet has two sides: the front containing the checklist and the contact information for the position statement initiator; the back containing the need, rationale, expected change, intended audience, and a summary of the proposed recommendations.

By February 1	(1st year)	The initiator contacts a committee chair or a board member concerning the proposed position statement. The initiator, in conjunction with the appropriate committee chair, completes the cover sheet for the proposed position statement. An initial draft is attached to the document.
Spring Board Meeting	(1st year)	The chair sends the cover sheet and initial draft through the committee’s board liaison to the president for approval of the concept of the position statement. If approved, an Input Hearing is scheduled for the upcoming annual conference.
By August 15	(1st year)	The chair sends the current draft to the AMATYC Editing Director for review.
By September 8	(1st year)	The draft, after revision, is sent by the chair of the proposing committee to the secretary for mailing to affiliate presidents, delegates, board members, and committee chairs. Mailing to the first three groups should be as part of the delegate packet.
Fall Board Meeting	(1st year)	The current draft is included as part of the committee report of the proposing committee. The board reviews the position statement to ensure that its content matches the intended purpose as indicated on the back of the cover sheet.
Annual Conference	(1st year)	The current draft is distributed at the Input Hearing and feedback is received from members. Following the Input Hearing, the position statement is revised. A Final Hearing is scheduled for next year’s annual conference.
Spring Board Meeting	(2nd year)	The current draft is included as part of the committee report of the proposing committee.
By May 1	(2nd year)	The current draft is sent to the AMATYC Editing Director for review
By July 1	(2nd year)	The chair sends the current draft, after revision by the AMATYC Editing Director, to the President.
By July 15	(2nd year)	The current draft is sent by the president for professional editing.
By September 1	(2nd year)	The current draft is sent to the secretary for mailing to affiliate presidents, delegates, board members, and committee chairs. Mailing to the first three groups should be as part of the delegate packet.
Fall Board Meeting	(2nd year)	The current draft is included as part of the committee report of the proposing committee. The board reviews the position statement to ensure that its content matches the intended purpose as indicated on the back of the cover sheet. The position statement can be endorsed by the board before it goes to the Delegate Assembly.
Annual Conference	(2nd year)	The position statement is presented at the Final Hearing. Minor revisions are made, if necessary.
Annual Conference	(2nd year)	The position statement is submitted for a vote at the Delegate Assembly.

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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:
 - What need does the position statement address?
 - What is the rationale for the position statement?
 - What change do you hope to effect?
 - Who will implement the recommendations of the position statement?
 - 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 watermark, header, and line numbers.
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:
 - Provide rationale
 - Place the statement in a larger context
 - Reference appropriate studies, reports, or other relevant sources
 - Point to the future (place this at the end)
7. The cover sheet will indicate the proposed dates for the Input and Final Hearings and use the following tracking checklist:
 - ____ Concept Approval by the AMATYC Board
 - ____ First Review by the AMATYC Editing Director
 - ____ Board Review
 - ____ Input Hearing
 - ____ Second Review by AMATYC Editing Director
 - ____ Professional Editing
 - ____ Board Review for Endorsement
 - ____ Final Hearing
 - ____ Delegate Assembly Approval
8. The approved position statement will show a date of adoption and committee of origin.

POSITION STATEMENT REVIEW PROCESS

By March 1 following the fourth year after the adoption of a position statement, the AMATYC Editing Director shall return the statement to the committee of origin, or the statement shall be assigned to the most appropriate committee by the president-elect. A committee may undertake a review prior to the five-year time period. The committee shall report its recommendation at the Spring Board meeting of the next year. The committee may recommend no change, minor revision, or retirement. The Board shall be the final arbiter on recommendations of no change and minor revision. A position statement for which no change or minor revision is recommended should show "Reaffirmed by the XXX

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Committee” or “Revised by the XXX Committee” (respectively) and the date at the bottom of the statement. A recommendation of retirement will go before the Delegate Assembly for vote; at the Board’s discretion, a hearing may be scheduled.

Current AMATYC Position Statements are listed in the Appendix of the Policy Manual.