

Process and Policy for Obtaining Board Approval

Process:

The MDAFP Board of Directors and Executive Committee are responsible for approving Academy positions, policies and actions. MDAFP committees and workgroups are expected to process such requests for positions, policies and actions and forward a recommendation to the board for approval if existing positions, policies or precedent do not exist. Such requests will be forwarded to the board and/or Executive Committee for consideration at the next meeting.

When the Academy is asked for a position or action on an item which has not been acted upon by either the executive committee or the full board and the time frame does not allow for consideration at an executive committee meeting or board meeting, the following shall occur:

- The Executive Director will be responsible for determining whether or not a current position or authorization for action exists, or if the AAFP (and/or other relevant stakeholder entity such as MedChi) has taken a position on the issue.
- In the event that the Executive Director concludes that a current position or authorization for action does not exist, the Governmental Advocacy Committee (GAC) Chair(s), Vice-Chair, and President will be notified.
- The Executive Director will be responsible for proposing a course of action.
- If the position or course of action is specific to a general direction given by the full board, the GAC committee and Executive committee will be asked for input via email with a response required within 24 hours. The Executive Committee will then be asked via email for action within 12 hours.
- If upon consultation with the Executive committee the position or action is of such a nature that full board input and approval is needed, the Executive Director will request input via an electronic survey from the Board and Legislative committee. The Executive Director, government relations consultant, and the GAC Chair(s) will compose a recommendation which will be submitted to the full board for authorization (24 hour response will be required).

When the Academy is asked for a position or action on an item that has previously been acted upon by the Executive committee or Board, the Executive Director will notify the Executive committee of the position or action. The Executive Director will exercise judgment based on the relevance and significance of the request and may send the information to the full board or may do so at the request of any Executive committee member.