



### AMTA Position Statements through the House of Delegates Timeline for Submission and Approval

Date	Action Step
Anytime	Idea for a Position Statement developed by any person, school or group
Anytime	Idea for Position Statement discussed with an AMTA Professional Member
Feb. 1	AMTA Professional Member submits Position Statement Proposal Form to his/her delegate, with all supporting documentation
Feb. 15	Delegate submits completed Position Statement Proposal Form, with all supporting documentation, to Position Statements Work Group Chair
Feb. 15	Delegate provides copies to HODOC Chair & Chapter President
Feb. 17	Work Group Chair provides Form and all supporting documentation to staff liaison and Work Group members. Staff liaison provides copies to AMTA legal counsel and other appropriate National Office staff.
March 13	Staff liaison returns proposal to Work Group with legal & policy comments that would require changes in the proposal.
March 15	Work Group Chair returns proposal to delegate for changes
April 15	Delegate resubmits proposal with changes to Work Group Chair (If changes needed are too extensive to resubmit by this date, delegate can resubmit the proposal for the following fiscal year – deadline of Feb. 15 the following year.)
May 15	Work Group and staff liaison verify that all needed changes have been made.
June 1	All finalized proposals sent to HODOC Chair and Work Group Chair for inclusion in HOD meeting agenda. HODOC prioritizes agenda.
90 days before	Proposed Position Statements sent to all delegates HOD meeting.
1st week of July	All proposed Position Statements to be considered at fall HOD meeting (w/supporting documentation) posted on the AMTA Web site for member comments.
HOD fall meeting	House of Delegates discusses proposed Position Statements and votes to accept or reject them.

Note: Proposed Position Statements that do not pass the House of Delegates are returned to the submitter and may be resubmitted for consideration in following years.