



Process for Obtaining Board Approval for Legislative Positions

Process:

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 in office will be responsible for determining whether or not a current position or authorization for action exists, or if the AAFP has taken position on the issue.
- In the event that the Executive Director concludes that a current position or authorization for action does not exist, the Legislative Chair, 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 Legislative committee and Executive committee will be asked for input via email with response within 24 hours. The Executive Committee will be asked for action via email within the next 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 Legislative Chair and Vice-Chair compile (via email) a recommendation which will be submitted to the full board for authorization (next 24 hours).

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.

Proposed by the Legislative committee: February 27, 2003