

## **AABP Policy for Guidelines and Position Statements**

### ***New Guidelines/Position Statements***

- New guidelines or position statements can be created by standing committees and presented to the AABP Board of Directors for approval. The Board has discretion to approve a new guideline or position statement as written, edit it prior to approval or send it back to the committee for revisions.
- The Board may also request a new guideline or position statement be developed by a committee or create a task force for its development. Members will be approved by the Board for a new task force after an open call to the membership for volunteers.

### ***Current Guidelines/Position Statements***

- Current guidelines and position statements will undergo a review process every three to five years. New guidelines and position statements will undergo a review process one year after approval by the Board.
- The AABP president, in consultation with the executive director, will determine which guidelines and position statements to review.
- A committee chair, AABP officer or director can request the president open a guideline or position statement for review at any time with an explanation as to why it should be reviewed.
- When the AABP president opens a guideline or position statement for review, the following procedure is followed:
  - A notice will be sent to the members informing them a guideline or position statement is open for review for a 30-day comment period. Members can submit comments by email, mailed letter or via a portal in the AABP database. At their discretion, the Board can solicit comments from other entities if deemed appropriate (e.g. allied organizations or regulatory agencies).
  - The AABP executive committee will identify AABP members to serve on a working group to review the guideline or position statement. At their discretion, they may identify other entity representatives to serve on the working group if deemed appropriate (e.g. allied organization or regulatory agency representatives). The working group will also have representatives from committee chairs and vice-chairs, as well as other members of the Board to serve as liaisons between the working group, pertinent committees and the Board.
  - The working group will be provided any comments received from members and/or other entities.
  - The working group will have 30-60 days to complete a formal review of the guideline or position statement depending on the complexity of the document and at the direction of the president. At the end of that time period, the working group will decide if the recommendation to the Board is to rescind, re-affirm or revise the guideline or position statement. If the recommendation is to revise, the final document will be submitted to the president and executive director at the end of the review period.
  - The recommendation of the working group will be sent to pertinent committee chairs by the president or executive director along with any revisions. Pertinent committee chairs will have two-to-four weeks to provide further comments. If comments are extensive or provide substantive changes to the working group's recommendation, it will be sent back to the working group at the discretion of the president.

- After final committee approval, the recommendation and any associated documents or revisions will be sent to the AABP Board of Directors by the president for approval.

***Exceptions***

- Board of Director policies and procedures will be developed, revised and approved by the Board.
- The executive director will notify the Board when such policies should be considered for review.
- Any board member can request a board policy be discussed and opened for review.

*Revised 2019*