

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)  
BOARD OF DIRECTORS  
POLICY AND PROCEDURE  
(BOD P/P)**

BOD P/P Number:	2000-3	Date Established: September 23, 2000	
		Date Revised: July 14, 2015	
Reference:	EC Meeting	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	<b>TEMPLATE FOR SUBMISSION OF ACHA GUIDELINES PUBLICATIONS FOR BOARD OF DIRECTORS CONSIDERATION</b>
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BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
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Purpose:	To establish a format for submission of the Association's <i>Guidelines Publications</i> to the Board of Directors for consideration.
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Policy:	Any submissions of original or revised ACHA <i>Guidelines Publications</i> to the Board of Directors for their consideration (including guidelines, recommendations, standards, position statements, or white papers) shall be presented in a manner that reflects clearly the consensus of the group (coalition, committee, section, or task force) and shall be accompanied by clear justification and rationale as to the need and intended effect of the publication.
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Procedure:	<p>All ACHA <i>Guidelines Publications</i> (originals or revisions) submitted to the Board of Directors for consideration shall be forwarded to the national office in a format that best represents the proposal in its entirety.</p> <p>Time permitting, the ACHA national office shall convert the proposed content into ACHA's standard layout for such publications and then forward the proposal to the Executive Committee for their initial review.</p> <p>The ACHA Executive Committee shall determine subsequent disposition of the proposal which may include either:</p> <ul style="list-style-type: none"> <li>• Return to the submitting entity for further work/clarification</li> <li>• Forwarding to the full Board for consideration</li> <li>• Approval (on behalf of the Board) for publication</li> <li>• Disapproval (on behalf of the Board) for publication</li> </ul>
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Resources:	National Office	Volunteer
Human:	Staff Liaison Production Staff Executive Assistant/BOD Liaison	Committee Chair Task Force Chair Coalition Chair Section Chair
Financial:		
Other:		

