

SNEB POLICIES & PROCEDURES MANUAL

SECTION 14

RESOLUTIONS & POSITION PAPERS

to create a subcommittee that includes a variety of perspectives to develop the entire range of activities necessary for communicating and implementing the resolution.

If the development of a position paper is requested in a resolution, and the resolution is adopted, the position paper procedure will then be used. A call to develop a position paper may be initiated through the resolution process, but it is not required. In addition, a resolution may recommend a Society position on an issue, using the resolution format.

Board approval will be required before an approved resolution can be fully adopted if any of the following criteria exist:

1. The resolution obligates/has a fiscal impact of more than \$500 in Society expenses.
2. The Board determines that a burdensome amount of Board or staff time will be required to implement the Resolution.
3. A resolution is passed which conflicts with another resolution or policy currently in effect.

Approved, SNEB Board, May 13, 2005, amended July 14, 2006, amended January 11, 2012

14.9 Position Paper Development, Review and Approval Process:

Position papers provide a comprehensive discussion of SNEB's policy on one or more topics. Containing extensive background information and analysis, the position paper provides a more complete understanding of the issues and the reason behind the positions(s) set forth by the organization.

Position paper committee.

The Journal Committee (JC) will be responsible for position papers through its Invited Papers subcommittee. The Invited Papers subcommittee normally consists of the Editor in Chief (EiC) and two members of the JC, including the JC chair or designee. Meetings are held bimonthly, with the EiC as chair. However, with regards to Position Papers, this subcommittee will be expanded to include in addition,

ACPP chair

JNEB Associate Editor, one

SNEB President elect [to follow any paper through its completion]

SNEB Member at Large with liaison to Divisions

One Past President of SNEB

The EiC will co-chair these meetings with the SNEB past President. It is expected that this expanded Invited papers subcommittee will meet at least three times per year, with the following responsibilities:

- identify topics that may be appropriate for a SNEB position paper
- receive topic ideas for position papers from SNEB members and Divisions
- oversee the call for authors and reviewers
- review JNEB peer-reviewed position papers before they are sent to the SNEB BOD for approval.

Development, Review and Approval

If a topic is identified, more frequent meetings may be needed.

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In general,

1. Topic identification can occur through multiple channels, but all will be processed through this committee.
2. Each topic will include a short rationale.
3. The topic and rationale will be discussed by this committee. Consensus to move forward or not will be determined. The chairs will forward to the SNEB BOD through the SNEB President elect both decisions; for topics that are to move forward, the BOD will be asked to give preliminary approval, call for more discussion, or decline to move forward.
4. Once a topic meets consensus approval by this committee and BOD, a call for authors would be made, specifically soliciting authors who are SNEB members. Depending on the topic, it may be necessary to include non-members as authors to obtain the most qualified persons. However, the lead author must be an SNEB member. The committee would select the authors and help create a timeline.
5. The position paper would be submitted through the JNEB submission/review process, The Editor-in-Chief would solicit 3 reviewers with expertise in this area, one or more of which would specifically be members of a related SNEB Division, when appropriate. The editor would work with authors to identify those reviewer suggestions that are critical, good ideas, or not appropriate, according to each comment.
6. After any revisions, the paper would be reviewed by the ad hoc committee members for any critical revisions that may be needed prior to BOD approval.
7. The position paper then would be submitted to the BOD for approval, noting that any small, non-critical edits would be made by copyeditors within JNEB. Both the committee and BOD also would receive the blinded reviewer comments, in order to be aware of any potential problems with the paper. Minor copyediting comments would not be forwarded.
8. Authors and reviewers would be acknowledged within the paper, as well as BOD approval.

Joint Position Paper

SNEB may work in concert with other organizations to develop a Joint Position Paper.

The process for preparing and approving position papers is as follows:

1. SNEB Board approves concept of and/or participation in the Joint paper.
2. The JC Invited Papers Committee identifies authors:
 - a. The JC Invited Papers Committee will oversee the call for authors process.
 - b. Consideration should be given to expertise within the SNEB Divisions.
 - c. Each organization typically identifies only one author, but this may vary with organizations. Correspondence with other organizations should proceed by the JC Invited Papers Committee co-chairs and similar individuals from other organizations.

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3. JNEB identifies reviewers:
 - a. The Editor-in-Chief would solicit 3 reviewers with expertise in this area, one or more of which would specifically be members of a related SNEB Division, when appropriate. The editor would work with authors to identify those reviewer suggestions that are critical, good ideas, or not appropriate, according to each comment.
 - b. Consideration should be given to expertise within the SNEB.

Process:

- a. The editor would work with authors to identify those reviewer suggestions that are critical, good ideas, or not appropriate, according to each comment.
 - b. After any revisions, the paper would be reviewed by the ad hoc committee members for any critical revisions that may be needed prior to BOD approval.
 - c. The position paper then would be submitted to the BOD for approval, noting that any small, non-critical edits would be made by copyeditors within JNEB. Both the committee and BOD also would receive the blinded reviewer comments, in order to be aware of any potential problems with the paper. Minor copyediting comments would not be forwarded.
 - d. Authors and reviewers would be acknowledged within the paper, as well as BOD approval.
4. Updated/revised position paper is distributed to reviewers identified in item 3 above for 30-day comment period. This is a detailed review of the paper.

Section 14.9 Adopted by the SNEB Board February 18, 2010 and amended May 28, 2015.