

2018 CSTE Position Statement Timeline

	Ordinary Process	Expedited Handling	Presidential Review	Interim Position Statement
Criteria for Acceptability	None. Must be sponsored by a CSTE Active Member.	<u>Criteria to be judged by the Secretary-Treasurer:</u> 1. Issue is time-sensitive, AND 2. The issue has substantial importance due to its impact on public health, AND 3. The quality of the draft position statement is adequate (e.g., format follows standard CSTE template and criteria, agencies for response are appropriately identified, references are provided, statement of problem or desired action is clearly defined.), AND 4. The chair of the appropriate committee agrees to accept the proposal into the Expedited Handling process.	Extremely urgent and relevant issues, as judged by the President.	<u>Criteria to be judged by the Executive Board:</u> 1. Issue is time sensitive, AND 2. Cannot wait until the next business meeting to be addressed.
Time for Submission	Until 13 weeks before Business Meeting 3/15/2018 .	Until 3 weeks before the Business Meeting 5/24/2018 .	Last 3 weeks 5/24/2018 (but not later than 48 hours) before Business Meeting.	Any time.
Review by Resolution Committee	By 11 weeks before Business Meeting 3/29/2018 resolution is assigned to specific committee, which finds members to assist in review. By 9 weeks before Business Meeting 4/12/2018 , resolution is reviewed and suggestions for revision are sent to author. Revised resolutions must be submitted by 7 weeks before the Business Meeting 4/26/2018 .	None, but must be reviewed and approved by the Executive Board. Authors may be required to make rapid revisions.	None. President consults with Executive Board members, as deemed appropriate. Authors may be required to make very rapid revisions.	None. Must be reviewed and approved by the Executive Board, and ratified at the next Business Meeting.
Post on CSTE Website	By 6 weeks preceding the Business Meeting 5/03/2018 .	As soon as possible, but no later than 2 weeks before Business Meeting 5/31/2018 .	After adoption.	Immediately after approval.

CSTE Business Meeting
June 14, 2018
CSTE Annual Conference
West Palm Beach, Florida