

## Formal Policy Approval Process as Adopted by the SCB Board of Governors December 2013 and Amended March 2014

1. When any member, local chapter, or other subgroup or office of SCB proposes a new position statement, the proponent will submit the proposal to the Chair of the Policy Committee of the relevant Section or Working Group (henceforth "Section"). The Chair of the Section Policy Committee shall forward the proposal to the Chair of the Global Policy Committee at the same time that the proposal is submitted for review under the procedures outlined in the bylaws of the relevant Section. If both the Section Policy Chair and Global Policy Chair determine that a) the policy statement does not involve issues of global or multi-sectional scope, b) is not in conflict with existing policy positions of the global SCB organization or other SCB sections, c) is consistent with the strategic priorities of SCB and its Regional Sections and SCB's 501(c)(3) status, and if the statement is approved under Section procedures, the statement will be considered approved as a policy statement of the relevant Section.
2. If both the Section Policy Chair and Global Policy Chair agree that the proposed statement does involve issues of global or multi-sectional scope, the Global Policy Chair shall forward the original proposal to the Global Policy Committee for consideration under procedures outlined in paragraph 4 below. Any revisions to the proposed statement will be made in coordination with the originating Section as appropriate.
3. If the Section Policy Chair and Global Policy Chair do not agree on the scope of the proposed statement, or if objections are raised that cannot be immediately resolved regarding the consistency of the proposed statement with SCB's strategic priorities, 501(c)(3) status, or existing policy positions, the statement will be reviewed within 5 additional working days by a rapid policy review group (RPRG) consisting of the respective Policy Committee Chairs and Presidents of the Section and global organization. A majority vote of the RPRG will be required to approve any statement subjected to RPRG review. In the event of the rejection of a statement, the RPRG is required to transmit a brief summary of reasons causing the rejection to the relevant Section board. Members of the RPRG shall designate a proxy if they expect to be unavailable for more than two business days and shall send this information to other members of the group.
4. When any member, local chapter, or other subgroup or office of SCB proposes a new position statement that they believe is primarily global in scope, they shall transmit the proposal to the Global Policy Chair and Committee. Within 5 working days, the Global Policy Committee must vote whether or not to consider the statement. If the Global Policy Committee approves consideration of the statement, it shall be revised in collaboration between the proponents and the committee and then subject to a vote of the Global Policy Committee within 10 working days after the final version is transmitted to the committee.
5. If a statement is prepared by the Global Policy Committee itself or one of its standing subcommittees (not including the Section Policy Subcommittees), it will similarly be subject to a vote of the committee within 5 working days after the final version is transmitted to the committee.
6. When any member, local chapter, or other subgroup or office of SCB wished to appeal the rejection of their proposal by the policy committee of the relevant Section/Working Group, they may appeal to the Global Policy Committee following procedures outline in paragraph 4.
7. In cases described in paragraph 2-6, the statement will be considered approved when a majority of the votes received from members of the Global Policy Committee are affirmative, except if one or more members votes to block approval.
9. If a minority of the Global Policy Committee votes to block approval of the proposed statement, and if objections are raised that cannot be immediately resolved, the statement will be reviewed within 10 additional working days by a rapid policy review group (RPRG) consisting of the respective committee representatives and Presidents of one of the proponent sections and one of the opposing sections, as well as the global policy chair and the president of the global organization. A majority vote of the RPRG will be required to approve any statement subjected to RPRG review.
10. All grant proposals submitted by SCB or its sections which involve development of policy statements will clearly specify that all proposed statements will be submitted through appropriate channels for approval, but that approval or endorsement of a proposed statement by SCB cannot be guaranteed. Final decisions on all language contained in SCB

policy statements rests with the relevant SCB representatives referenced in paragraphs 1-6 above, rather than with funders or other outside organizations.

11. Within 3 working days of approval, all statements will be transmitted by either the global Policy Chair or Section/Working Group Policy Chair to the Executive Office for posting on the SCB website.