

North Carolina Medical Society Policy Development and Approval Process

Background

This summary describes the process followed by the North Carolina Medical Society (NCMS) when developing official policy statements.

Purpose of Policy Statements

NCMS policy statements:

1. Serve as a written expression of the NCMS' official position on issues impacting health and the practice of medicine.
2. Guide the NCMS' advocacy and communications efforts.
3. Influence the activities that the NCMS undertakes to achieve its Mission and Vision.
4. Provide resources to inform the public, policymakers, media, health care providers, and other stakeholders.

Initiating Policy Development

The NCMS Board of Directors, NCMS committees, or individual NCMS members may propose development of a new policy statement or revision of an existing policy statement. Individual NCMS members can suggest topics for the Board of Directors' consideration by completing the [Board Input Form](#).

Policy Format

All policy statements should adhere to a standard template and must include a clear statement of the NCMS' position and recommendation e.g., "The North Carolina Medical Society supports access to comprehensive, quality care and social support as necessary to promote health, prevent and manage disease, reduce premature death and preventable morbidity, and achieve health equity for everyone in North Carolina."

Adoption and revision dates must be included at the end of the policy statement. References may be included where appropriate. NCMS policy statements will be published on the NCMS website in the [NCMS Policy Manual](#) and will be maintained and managed by staff with guidance from the NCMS Board of Directors and relevant NCMS committees.

Policy Approval Steps

The following steps describe the process followed for NCMS policy consideration and approval:

1. The NCMS Board of Directors will consider requests to develop a new policy statement or revise an existing policy statement received from Board members, NCMS committees, or NCMS members.
2. A majority of NCMS Board of Directors must vote affirmatively to establish a new policy statement or revise an existing policy statement.
3. The Board of Directors may assign a proposed policy to an appropriate NCMS committee.
4. The assigned NCMS committee will discuss and draft the policy statement. NCMS staff will support the research and editorial tasks of developing the policy statement.

5. The draft policy statement will be shared with NCMS members via an electronic notice for their review and feedback. A workgroup comprised of members of the Board of Directors will review the draft before it is sent to membership for feedback. All received member feedback must be shared with the originating committee before the draft policy statement can be approved by the committee.
6. The final draft policy statement must be approved by the committee by a simple majority.
7. Once approved by the committee, the draft policy statement will be submitted to the NCMS Board of Directors for review, discussion, and potential approval.
8. The Board of Directors may invite additional input in its consideration of a proposed policy.
9. In its discretion, the NCMS Board of Directors may edit a proposed draft policy statement. If extensive edits are deemed appropriate, the Board of Directors may refer the draft policy statement back to the originating committee.
10. A majority of NCMS Board Members must vote affirmatively to approve and adopt a new policy, approve revisions to an existing policy, or rescind an existing policy.