

## **Procedure for taking positions on key issues between meetings:**

Approved by CPA Council March 2000

1. Staff will identify whether there is an appropriate CPA committee or committees with jurisdiction over the subject matter involved. If there is not an applicable committee, a TAC, if the president determines one is needed, will be created with appropriate experts.
2. If time permits, the regulation or other document, proposal, etc., being reviewed will be sent to the committee or TAC for review and comment, the comments will be synthesized, and a recommendation, with background, will be sent to the executive committee for approval. No conference call will be scheduled unless the president determines that one is needed. If a conference call is needed, the officers and members of the subject matter committee or TAC who represent the range of views expressed will be invited to participate in the call.
3. If time is short, the regulation, document, proposal, etc., being reviewed will be sent to the executive committee and subject matter committee or TAC simultaneously for review and comment. If the reviewers' comments are in substantial agreement, the policy will be adopted as recommended by the reviewers. If there is not substantial agreement, a conference call will be scheduled, with the officers and members of the subject matter committee or TAC who represent the range of views expressed will be invited to participate in the call.

### ***Note:***

The full GA Committee will also receive copies of all e-mails that are sent.