



COLLEGE ON PROBLEMS OF DRUG DEPENDENCE

POLICY ON POSITION STATEMENTS

Definition. A position statement is a formal document that (1) makes specific recommendations on topics related to substance use disorders based on current scientific knowledge, and (2) includes a summary of this knowledge along with the recommendations. Position statements are distinguished from other comments the President and/or Board might make (such as administrative actions or comments on legislative or regulatory authority) by requiring development and approval by this formal process.

Origination. The President initiates the development of a position statement. The statements are prepared either by standing committees of the Board or by *ad hoc* committees appointed by the President. Additional members may be temporarily appointed to a standing committee by the President for the purpose of developing a position statement. Membership on *ad hoc* committees should include a Chair (appointed by the President) and 5-10 individuals having expertise in relevant scientific fields (selected by the President with concurrence of the Chair). Whenever possible, consideration should be given to ethnic, gender, and geographical representation in the selection of *ad hoc* committee members.

Timeframe. Committees are expected to complete the work of drafting position statements within the time period specified by the President and following the internal review timelines specified in this policy. Exceptions to these timelines may be made by the President when the position statement concerns an urgent issue.

Format. All position statements should follow a similar format. They should be concise in length, usually no more than a few pages, and contain a background section in addition to specific recommendations.

Preliminary review. Once drafted, a position statement should be submitted to all Board members for comments. Within 20 days, comments from Board members should be returned to the Chair of the committee for his/her consideration.

Final review. After comments have been considered, the final draft of the position statement should be distributed by the Chair of the committee to each Board member for final review. Board members will have 20 days to review the statement.

Final approval. Approval of a position statement will require an affirmative vote by at least 2/3 of current Board members (votes can be tallied electronically). If 2/3 of current Board members do not approve the position statement, it will be referred back to committee.

Distribution. After Board approval, the position statement will represent the official view of CPDD (the organization). A copy of the position statement will be posted on the CPDD website.

Retiring Policy Statements. The President may choose to retire older policy statements and have them removed from public display.

Notice. The process for development and approval of position statements will be made known to all CPDD members.

Adopted by the Board of Directors on xx