

National Association of Medical Examiners

A. Position Paper Process

1. Twice yearly the NAME Position Paper Committee will solicit position paper topic suggestions from all NAME members.
2. A position paper is initiated by the President or by direction of the Board of Directors.
3. The President, with the Executive Committee's approval, appoints the lead author.
4. The lead author, with the Executive Committee's approval, selects experts and co-authors to assist in preparing the first draft of the paper.
5. The first draft of the position paper is submitted to the Standards Committee to evaluate for potential conflicts with existing Standards and/or the implied creation of a new Standard. If the Standards Committee identifies conflicts or perceives a new standard is proposed, attempts to resolve this will be made with the submitting author. Resolutions include: authors' revision, revision of an existing Standard, or proposal of a new Standard to the Standards Committee. (Note: the latter two forms of resolution require voting by the NAME membership at the annual Business Meeting, in accordance with NAME policy.)
6. The draft is then submitted to the Board of Directors for review and comment. The Board of Directors votes (simple majority) to accept or reject the paper in concept.
7. The draft is re-edited (if valid changes have been suggested by the EC or BOD) and posted on the NAME website for 30 days, during which time the general membership has the opportunity to review and comment. Comments are submitted to the Chair of the Position Paper Committee who will prepare a spreadsheet without submitters name and present to the lead author.
8. The authors re-edit the paper based on members' comments and then submit with track changes to the Executive Committee for approval, along with a spreadsheet that includes each of the members' comments received, a description from the authors about how they chose to adjudicate each of the comments (i.e., no changes, comment edited, etc.), and their rationale for the action taken. The Executive Committee votes (simple majority) to accept, accept with additional revisions, or reject the paper. The EC Discusses and reaches consensus about whether the paper is Scientific or Administrative.
9. Following Executive Committee approval, the position paper is presented to the Board of Directors no less than one month prior to the next Board of Directors' meeting for final approval. Final approval requires a super-majority (3/4) for acceptance. If accepted the Board of Directors then discusses and votes on the paper's status as scientific or administrative, with super-majority vote required as above.
10. Accepted position papers will be published as approved (with the exception of stylistic changes) in the journal of NAME (currently *The American Journal of Forensic Medicine and Pathology*) as a position endorsed by the National Association of Medical Examiners for five years.
11. A paper rejected by the Executive Committee or Board of Directors may be submitted to any medical journal as the product of the authors, but it may not be identified as an endorsed opinion of NAME.