

# Process for the Development, Adoption and Review of Position Statements

*Recommended for adoption by the Delegates Assembly, April 2009*

*Adopted by the NAEA Board, July 2009*

*Revised, July 2016*

## **About NAEA Position Statements**

NAEA Position Statements should be reflective of a national issue or topic of interest to the profession and/or field of visual art education and should advance the mission of the Association. Once adopted by the NAEA Board of Directors, NAEA Position Statements represent the 'official' position of the Association, and should be useful to both members and the national office, when responding to requests from the media, school board members and school administrators, legislators, Congressional offices, and other policy makers regarding the view of the visual arts education community pertaining to an issue or topic. Position Statements can also be used to guide direction for the association's programming and activities.

## **Adoption of NAEA Position Statements**

In the interest of participation and transparency, all members are invited to participate in the identification of salient issues and trends within the profession and the field and in the recommendation and development of Position Statements to be reviewed and discussed by the Delegates Assembly. All NAEA leaders are invited to participate in the discussion at the Delegates Assembly meeting. The Delegates Assembly will vote on a recommendation to the NAEA Board for action on each Position Statement presented. All NAEA Position Statements are adopted by the NAEA Board.

## **How to Recommend a Position Statement**

Recommendations for position statements may be initiated from several sources, such as:

- The NAEA Board (includes Regional Vice Presidents and Division Directors),
- The Delegates Assembly,
- NAEA Issues Groups,
- State Associations,
- Individual NAEA members

NAEA members who are interested in recommending that NAEA create and adopt a Position Statement on a particular issue should contact their representative(s) to the NAEA Board (Division or Region) or their state association.

Recommendations may take the form of:

- 1) A suggestion for an issue or topic to be addressed in a Position Statement, or
- 2) An actual draft of a Position Statement.

## **Management of the Process for Developing, Vetting, and Recommending Position Statements for Action by the NAEA Board.**

In order to begin NAEA's work on the development of NAEA's Platform and Position Statements, the Platform Working Group was formed in early 2008. The Platform Working Group is comprised of the four Vice Presidents, and the seven Division Directors. The Vice President serving on the NAEA Executive Committee is the Chair of the Platform Working Group. (The Platform Working Group became a Standing Committee in April 2010.)

The Platform Working Group is charged with managing NAEA's Platform and Position Statements. All recommendations for new Position Statements are referred to the Chair of the Platform Working Group. It is the responsibility of the Chair to see that recommendations are placed on the agenda for the next Platform Working Group meeting. The Platform Working Group meets in advance of each NAEA Board

meeting. (October, January, May) and at additional times throughout the year as needed to complete its work.

While recommendations for new Position Statements can come forward at any time, it is most expedient if these recommendations are made prior to the October meeting of the Platform Working Group so that they can be reviewed prior to the Delegates Assembly meeting at the national convention.

The following process is employed when developing and adopting Position Statements for the association.

**Step 1: Recommendation is Received by the Platform Working Group**

The Chair of the Platform Working Group receives a recommendation.

**Step 2: Recommendation is Discussed by the Platform Working Group. The Platform Working Group Determines the Course of Action for Each Recommendation.**

The Platform Working Group discusses the recommendation at one of its scheduled meetings.

**A. If the recommendation is presented as a suggestion for an issue or topic to be addressed in a Position Statement these steps are followed:**

1. The Platform Working Group agrees that NAEA should develop and adopt a Position Statement regarding the suggested issue or topic.
2. (optional step) If the Platform Working Group feels it needs input from the NAEA Board regarding whether or not a Position Statement on this issue or topic should be prepared, this will be secured at the next NAEA Board meeting. The NAEA Board may determine that -
  - a. the Platform Working Group should move forward with the development of a draft Position Statement on this issue or topic, or
  - b. that development of a draft Position Statement should be delayed for a period of time, or
  - c. that it is not in the best interest of NAEA to develop a Position Statement regarding this issue or topic at this time.
3. The Platform Working Group identifies appropriate expertise to develop the draft Position Statement. This could be the Platform Working Group itself, members of an Issues Group, staff members, or another group of individuals with knowledge of the issue or topic.
4. The Platform Working Group establishes a deadline for the draft to be finalized. Once the draft has been received, the process for reviewing a draft of a Position Statement is implemented.

**B. If the recommendation is presented as the draft of a Position Statement, the Platform Working Group recommends one of the following options:**

1. The Platform Working Group reviews the draft and approves it as is, and the draft goes to the Delegates Assembly for review and action.
2. The Platform Working Group reviews the draft, makes modifications, and approves it with those modifications, and the draft goes to the Delegates Assembly for review and action.
3. The Platform Working Group feels that the draft of the Position Statement needs more work, provides comments back to the group that drafted the Position Statement for more writing work and a deadline for returning a new draft to the Platform Working Group;
  - a. The Platform Working Group receives a new draft and approves it as is, or modifies it further, followed by presenting it to the Delegates Assembly for review and action.

**Step 3: Vetting Process Prior to the Delegates Assembly**

Any Draft Position Statements that will be discussed at the Delegates Assembly will also be posted electronically for review by the membership prior to the Delegates Assembly. Comments may be forwarded to the Chair of the Platform Working Group prior to the Delegates Assembly. There will be time for discussion about drafts of Position Statements during the Delegates Assembly meeting, and all NAEA leaders are welcome to participate in these discussions.

#### **Step 4: Delegates Assembly - Discussion and Determination of a Recommendation to the NAEA Board regarding the Position Statement**

Following discussion, the NAEA Delegates Assembly will vote on their recommendation regarding the draft of the Position Statement as a recommendation to the NAEA Board for action at their next meeting.

1. The Delegates Assembly approves the draft of the Position Statement as is, or approves it with modifications, and recommends that the modified Position Statement be adopted by the NAEA Board, or
2. The Delegates Assembly rejects the draft of the Position Statement and recommends that the NAEA Board not adopt it.

#### **Step 5: NAEA Board Action on the Position Statement**

The NAEA Board, at its next meeting, will consider the recommendations and take action based on the recommendations of the Delegates Assembly.

The NAEA Board can vote to:

1. Adopt the Position Statement as is, or
2. Modify and adopt the Position Statement, or
3. Send it back to the Platform Working Group for further work, or
4. Reject it entirely, meaning that there will not be a NAEA Position Statement on this issue or topic at this time.

#### **Approved Position Statements will be posted on the NAEA website.**

Once adopted by the NAEA Board, statements will become the 'official' position of the Association, and part of NAEA's Platform and published via appropriate NAEA communications vehicles, including the NAEA website. The NAEA website contains a location to house information about the NAEA Platform and Position Statements and a listing of the Chair and other members of the Platform Working Group with contact information.

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#### **Regularly Scheduled Reviews of Adopted Position Statements**

After approval by the NAEA Board, each NAEA Position Statement is automatically reviewed by the NAEA Platform Working Group. The first review takes place three years after the initial adoption. Subsequent reviews take place every five years. In completing this review, the Platform Working Group makes a recommendation to the Delegates Assembly to reaffirm the Position Statement as is, modify the Position Statement by adopting recommended revisions, or archive each Position Statement. Archiving a Position Statement means it is no longer relevant in any context. The new language to modify Position Statements should be provided with the recommendation.

The Delegates Assembly reviews the recommendation of the Platform Working Group for each Position Statement. The Delegates Assembly approves or further modifies the recommendations for all of the Position Statements under review and the Vice Presidents submit them to the NAEA Board. The NAEA Board then takes action by vote on each Position Statement under review.

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#### **NAEA Board Action on Position Statements When Action Cannot Wait for Delegates Assembly**

Recognizing the NAEA Board of Directors as the governing authority of the Association, there are times when NAEA needs a Position Statement on an issue, given its visibility in the media or other discussion in the education community, and it will not be possible to wait up to a year for the next meeting of the Delegates Assembly. The following process outlines steps for adopting a new Position Statement falling outside the regular approval process as previously described.

## **Positions of NAEA**

In its role as leading advocate for visual arts education, NAEA routinely takes positions on many issues related to legislation and national policy.

1. The NAEA Board develops policy positions at its meetings throughout the year as required by circumstances that arise.
2. Throughout the year as required, the NAEA Board in consultation with the Executive Director develops policy positions on behalf of the association.
3. All positions established to either influence a decision of other organizations or bodies external to NAEA, or define the thinking of NAEA members on issues of public concern, shall be developed through one of three processes:
  - 1) Action by the NAEA Board, or
  - 2) Action by the NAEA Board as recommended action by the Delegates Assembly, or
  - 3) Action by the NAEA Board as recommended by the Platform Working Group.