

## NCME Principles and Procedure for Adopting Policy Position Statements<sup>1</sup>

NCME Policy Position Statements are formal statements articulating where the organization stands with respect to a given issue. Such a stance may be pro, con, or a more neutral position intended to promote and inform public discourse.

### **Principles for determining whether a particular issue is appropriate for an NCME position statement:**

In reviewing potential issues, the Board should consider only those for which the following questions can be answered in the affirmative:

- Is the topic one that centrally concerns assessment or measurement in education or in the professions and, thus, one in which NCME might credibly claim an interest?
- Is the existence of an NCME position, once known to policy makers and educators more generally, likely to inform policy discourse?
- Is the majority of the organization's membership likely to be in agreement with the idea of taking a position and with the substance of the proposed position?
- Is the topic manageable in a brief statement?

### **Procedure:**

- The Past President will be responsible for any position papers that are in progress or are initiated during his or her term. The Past President may choose to delegate some or all of this responsibility to willing Board members.
- Any NCME member may submit an idea for a position statement. The Executive Committee reviews each idea and, in consultation with the Board, decides whether the proposed statement should be drafted and who should draft it. Ideas for position statements may also originate with the Board. With the agreement of the Executive Committee, a member with expertise in the area in question is then asked to draft the statement.
- The first draft of the position statement should be presented to the Executive Committee within 2 months of the original request. A draft statement should be no more than 1000 words. The statement should be written in such a way as to be comprehensible by an educated general public and should avoid the use of jargon to the degree possible.
- After a preliminary review by the Executive Committee to assure that the draft addresses the issue at hand and is free of major problems, the draft is passed on to the Board for comments. If warranted, the draft is discussed at a Board meeting or in a conference call.
- Comments are passed on to the author, who then revises the statement.
- The revised draft is reviewed by the Board, which can (1) request additional changes or (2) vote to submit the statement for member comment. If the Board requests additional changes, the statement is returned to the author for further revision.
- Once the Board has approved the statement for distribution to membership, the management company sends the statement to all members with a request for comments within 4 weeks.

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<sup>1</sup> Supersedes "NCME Principles and Procedure for Adopting Public Policy Positions," dated February 3, 2017.

- The Board reviews the member comments (or a summary of those comments if they are extensive) and determines which ones warrant further changes in the statement. The author is then asked to make these changes.
- Once the changes have been made, the Board votes on whether to post the statement. Assuming that a majority of Board members approves, the statement is then posted on the NCME Website. Posted statements should be marked as follows: “Drafted and reviewed by NCME members. Approved by the NCME Board of Directors on [date].” If the Board does not approve, it can decide to request further changes or abandon the statement.

**Publicity and dissemination of posted statements:**

The Board may decide to take any of the following actions:

- Refer the statement to the Outreach and Partnership Committee for possible joint dissemination with a like-minded partner organization
- Create and disseminate a press release to be sent, as appropriate, to:
  - Education media
  - Education organizations
  - US ED and White House education staff
  - US Senate and House education staff
  - State education departments
  - NCME membership
- Use the statement as the basis for additional communication pieces drafted for target audiences. Each piece would be targeted to a particular audience (e.g., parents, teachers, or policy makers). Pieces would be drafted by the appropriate NCME committees or by entities commissioned by NCME.

*Approved by the NCME Board of Directors July 11, 2019*