9. PROPOSED PROCESS FOR THE DEVELOPMENT OF POSITION PAPERS

1. The objective of the development of position papers is to reflect in writing, the MMA's policies and positions on various health and healthcare issues.
2. As policies and positions are dynamic ones and not static, the position papers will be reviewed from time to time to reflect the changing health care environment
3. The Council shall make decisions on the choice of topics, the need for revision and updating of existing position papers and the division of responsibilities of the committees responsible for preparing the draft of the position papers. In making such decisions, the views of the general membership of the MMA. shall be taken into account by Council.
4. The first draft shall be done by the committee members or person responsible. It shall include any or all of the following, as the case may be, viz:
   a. structured abstract
   b. flow chart (decision tree) where appropriate
   c. graphics must be well docuented
   d. permission for reproduction of material from other sources must be obtained and documented
   e. references
5. The second review of the draft shall be made by the committee after which the committee chairperson or person responsible sends the proposed position paper to the Honorary General Secretary.
6. The Honorary General Secretary shall submit the proposed position paper to the Council, who shall make the third review. Council shall be given ample time to study the proposed position paper before it is discussed.
7. If the Council finds the proposed position paper unacceptable, it shall return it to the committee chairperson or person responsible for additional review with specific requirements stated by Council.
8. If approved by Council, the proposed position paper shall be circulated to the general membership of the MMA for the their views (4^{th} review), which shall be communicated in writing to the Honorary General Secretary.
9. The Honorary General Secretary shall communicate all views obtained from the general membership to the committee chairperson or person responsible, who shall prepare a revised draft, if thought necessary, for Council's consideration.
10. The fifth review of the draft shall be made by Council.
11. If the Council finds the revised draft (item 10) unacceptable, it shall return it to the committee chairperson or person responsible for additional review with specific requirements stated by Council.
12. If the fifth review is approved by Council, it shall be submitted to the Annual General Meeting.
13. All position papers approved at the Annual General Meeting shall become official policy of the MMA.

14. The policy approved at the Annual General Meeting shall be implemented by Council and a report shall be submitted at the next Annual General Meeting outlining what action has resulted.
15. Sometimes policy can be implemented rapidly, but often the work spreads out over several years and the policy may need to be refined and developed by succeeding Annual General Meetings.

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11 September 1997