

*CSHP Board and Branch Reference Manual*

<b>CATEGORY: 4.2 Official Publications</b>	<b>PAGES: 1</b>
<b>NUMBER: 4.2.3</b>	<b>EFFECTIVE: March 8, 2009</b>
<b>TITLE: Board Approval of CSHP Official Publications</b>	<b>REVISED: April 2016 (Title)</b>

**POLICY**

Official Publications will represent the views of CSHP and shall be approved by the Board after careful consideration of the evidence available. All reasonable precautions shall be taken by CSHP to verify the information contained in these publications.

*This policy applies to CSHP National and all its branches.*

**DEFINITIONS**

None

**PROCEDURES**

1. The Board receives a recommendation to approve or remove an Official Publication from the chair of the committee or task force that wrote a new paper or revised an existing Official Publication.
  - i) If the vote on the recommendation can occur at either the Mid-term Board Meeting or summer Board Meeting, the recommendation should be included in the chair's report to the Board.
  - ii) If the vote should not wait until Board meets face-to-face, the chair of the committee or task force should forward the recommendation to the Executive Director, who will forward the recommendation to the Board for an electronic vote.
2. The Board votes on the recommendation.
3. The Executive Director informs the chair of the committee or task force of the results of the Board's vote. (This information may be relayed to the committee or task force via the Coordinator, Professional & Membership Affairs.)
4. If the Board adopts the paper as an Official Publication the following activities are undertaken:
  - i. The paper is published and distributed according to the *Publication of CSHP Official Publications* policy and procedures;
  - ii. The *CSHP Official Publications: Glossary* is updated as warranted and posted to CSHP's website.
5. If the Board retires an Official Publication, the paper is removed from circulation. Terms used in the retired paper are removed from the *CSHP Official Publications: Glossary*. The revised *CSHP Official Publications: Glossary* is posted to CSHP's website.

**REFERENCES:** None

**FORMS:** None