

CSTE position statement timelines

	Ordinary Process	Expedited Handling	Presidential Review	Interim Position Statement
Criteria for acceptability	None. Should be sponsored by an active member, whenever possible.	Criteria to be judged by the Secretary-Treasurer: 1. Issue is time-sensitive, AND 2. The issue has substantial importance due to its impact on public health, AND 3. The quality of the draft position statement is adequate (e.g., format follows standard CSTE template and criteria, agencies for response are appropriately identified, references are provided, statement of problem or desired action is clearly defined), AND 4. The chair of the appropriate committee (Inf. Dis., Chronic Dis., Env-Occ-Inj) agrees to accept the proposal into the Expedited Handling process.	Extremely urgent and relevant issues, as judged by the President.	Issue is time-sensitive, AND Cannot wait until the next business meeting to be addressed, as judged by the EC.
Time for Submission	Until 10 weeks before business meeting.	Between 10 and 3 weeks before the business meeting.	Last 3 weeks before business meeting.	Any time.
Review by Resolution Committee	By 8 weeks before business meeting, resolution is assigned to specific committee, which finds members to assist in review. By 6 weeks before business meeting, resolution is reviewed and suggestions for revision are sent to author. Revised resolutions must be submitted by 4 weeks before the business meeting.	None, but must be reviewed and approved by EC. Authors may be required to make rapid revisions.	None. President consults with EC members, as deemed appropriate. Committee (ID, CD, E-O-I) review is required. Authors may be required to make very rapid revisions.	None. Must be reviewed and approved by the EC, and ratified at the next business meeting.
Post on CSTE website	Before 3 weeks preceding the business meeting.	As soon as possible, but no later than 2 weeks before business meeting.	After adoption.	Immediately after approval.