How do I submit a policy proposal?
An online submission form for policy matters is available cma.ca. We invite you to review the process for this pilot as outlined below.

**Member Proposals (Policy)**

- Policy member proposals will address policy matters, including policy gaps; if deemed existing policy, the sponsor will be informed at the initial stage.
- Policy proposals may be submitted year-round. They will be vetted by a ‘Proposal Review’ group and may be referred to a committee, working group or the Board as appropriate.

1. **Proposal intake** (sponsors are members, CMA communities, PTMAs, affiliates or other stakeholders within the medical profession) – sponsor completes online form; each proposal requires the support of 10 CMA members at the time of submission.

2. **The initial proposal will be reviewed to see if it is existing policy and against other eligibility criteria** (i.e., in keeping with CMA’s strategic direction and plan, including fit, focus and relevance to CMA 2020) – determine if the proposal is in scope or out of scope. If the policy proposal is out of scope, inform sponsor; if in scope, proceed to next step. Preliminary determination of a proposal being out or in scope will be confirmed or denied as the case may be by a Proposal Review group struck by the Board and populated by a cross section of physicians.

3. **The review will consist of an analysis of the proposal and eligibility criteria to determine appropriateness vis-à-vis existing policy or policy gaps.** If the proposal is deemed existing policy, inform sponsor; if the proposal fits a policy gap, proceed to next step.

4. **It will also be determined if the proposal fits the following secondary criteria:**
   a. not likely to initiate debate or dissent among the profession (i.e., non-controversial)
   b. requires little to no resources to implement
      - If policy proposal meets criteria, consider
        i) If proposal can stand alone, send to the Board for consideration (see Step 10).
        ii) If proposal requires further development – if so, work with sponsor, member expert and/or stakeholders to develop proposal further before sending to the Board for consideration (see Step 10)
      - If the proposal does not meet these criteria, proceed to next step

Note: This step allows us to fast track such proposals and leave consultations (as noted in next step) for those proposals that require more innovative, inclusive and courageous dialogue.

5. **Engage members, PTMAs and affiliates in reviewing and prioritizing eligible policy proposals for further development** using e-platforms such as social media (e.g., Rounds), e-panel, communities of interest and/or e-polling (keep Board and members informed of progress); depending on the level of interest and/or importance/urgency, the proposal would either proceed to the next step or either be set aside for future consideration or dismissed at this stage (inform sponsor).

6. **Further develop policy proposals through engagement** with members, PTMAs, affiliates, CMA communities, at Health Summit or other forum, or via working group using e-platforms such as social media (e.g., Rounds), e-panel, communities of interest, e-polling, etc. as appropriate.

7. **Submit developed policy proposals as draft policy to Board for approval to consult** in a more formal fashion (since not all key stakeholders will have provided their input during the previous stage).

8. **Consult members, CMA communities, PTMAs, affiliates and other stakeholders on draft policy through discussion, email and/or via e-polling.**
9. **Review feedback** and incorporate into new draft policy.
10. **Send policy to CMA Board for consideration.** If adopted, communicate to members (including sponsor), add to policy database and use in advocacy (by the individual, or potentially in a news release, campaign, submission to government, etc.). If policy is not adopted, refer to a committee or working group for further development. Sponsors will be kept apprised as the process unfolds.