

MEMBER PROPOSALS (POLICY)

How do I submit a policy proposal?

An online submission form for both corporate and policy matters is available on cma.ca. The process for this pilot is outlined below.

Member Proposals (Policy)

- Policy 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 reviewed by a ‘Proposal Review’ group. The Board may then refer them to a committee or working group for further consideration or consult as needed with members, PTMAs, affiliates, etc.
 - Member proposals approved by the Board as CMA policy will be entered into CMA’s PolicyBase (a fully searchable database containing all current CMA policy) and considered for inclusion in existing CMA advocacy or carried forward if an advocacy opportunity should arise in the future. Sponsors and members are welcome to use these new policies in their own advocacy initiatives. New policies stemming from member proposals will be featured on cma.ca as they become available.
1. Proposal intake (sponsors are members, CMA communities, PTMAs, affiliates or other stakeholders within the medical profession) – **each proposal requires the support of 10 CMA members at the time of submission; sponsor completes [online form](#), which will facilitate the collection of member endorsements.**
 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, inform sponsor. Sponsors will be kept apprised as the process unfolds.

