

*Approved by the Board of Directors: June, 3 2021*

## **CTSA Public Statements Protocol**

### **From the CTSA By Laws. Article III- Publications**

*3. As the occasion warrants, the Board of Directors shall determine whether other publications are necessary or desirable to achieve the purposes of the Society.*

*Note: On occasion, CTSA officers, members of the Board of Directors and the Executive Director can make public declarations and send communications as part of interviews or media updates. Such statements are beyond the scope of this protocol.*

A **public statement** in this document is a statement made publically on behalf of the CTSA to express a formal comment, position or clarification. The primary audience of CTSA public statements is the Society's membership. A CTSA public statement by nature has the potential to be read and interpreted by others beyond its intended primary audience. Any such interpretation(s) is to be assessed in light of the statements' initial intent.

1. All CTSA public statements are to reflect the mission, goals and interests of the organization.
2. In principle, public statements are exceptional modes to communicate concerns associated with the mission, goals and interests of the organization. If such concerns or calls to action can be communicated via other regular means, these are to be used first and foremost.
3. Only the CTSA Board of Directors can issue a public statement on behalf of the organization.
4. Procedure to produce a public statement:
  - 4.1. Individual members of the CTSA, members of the Board of Directors and members of appointed committees may suggest to the current President at any time ideas for a public statement that may address a concern associated with the mission, goals and interests of the organization. A public statement may also address larger ecclesial or social concerns. In such case, the public statement must address those concerns in light of its values, commitments and expertise. All suggestions for a public statement are to be directed to the President.
  - 4.2. Only the President initiates the conversation with the Board of Directors about a potential public statement in light of suggestions received or on her/his own initiative.
  - 4.3. When the possibility of a public statement emerges, the President will initiate a consultation with the Board of Directors using the following practical steps:
    - 4.3.1. *Consultation step 1:* Consultation with the presidential line: Past President, President-Elect, Vice-President. If supported by three officers on the presidential line, the consultation moves onto step 2.

- 4.3.2. *Consultation step 2:* Consultation with other officers (i.e., Secretary and Treasurer) and board members as well as the CTSA Executive Director. If supported by the majority, the consultation moves onto step 3.
          - 4.3.3. *Consultation step 3:* The President proposes a motion to the entire Board of Directors to proceed with the drafting of a public statement. If the motion fails, the proposal is to be tabled or reintroduced maximum one more time within a year period from the time it was first introduced. If the motion passes according to Robert's Rules of Order, the process of drafting the public statement moves forward.
  - 4.4. The President will convene a Drafting Committee. Ideally, such committee will involve the following member categories:
    - 4.4.1. At least two members of the Board of Directors. One of them must be an officer.
    - 4.4.2. A member of the constituency that proposed the public statement (e.g., committee, general membership, interest group).
    - 4.4.3. An expert on the public statement's topic from the CTSA membership.
    - 4.4.4. If needed, non-CTSA professional with expertise on the public statement's topic.
  - 4.5. The Drafting Committee will submit a draft of the public statement to the President.
  - 4.6. The President may consult with other members of the Board of Directors or the Society as needed, then make editorial recommendations.
  - 4.7. The Drafting Committee will submit the statement to the President a second time.
  - 4.8. The President will share the statement with the entire Board of Directors and the Executive Director to receive feedback and recommendations.
  - 4.9. The President will collect the feedback received and send back to the Drafting Committee.
  - 4.10. The Drafting Committee will submit the final version of the public statement to the President. If deemed appropriate, the President may make further recommendations.
  - 4.11. The President presents the final draft of the public statement to the Board of Directors with a motion to be approved. The motion is to be shared via any regular means of communication approved by the Board of Directors to conduct business. The Board may suggest minor edits that make the statement clearer, if needed. If the motion passes according to Robert's Rules of Order, the public statement is to be published immediately.
  - 4.12. The public statement is to be published and distributed by the CTSA Executive Director according to the Society's established mechanisms of communication and published on the Society's website.
5. On occasion, in light of a public statement, the Board of Directors may invite the members of the Society to take a particular course of action in their own institutions, at the local level or through their research. In that case, it is the responsibility of the President, always in consultation with the officers of the Board, and communicating with other entities within the Society as appropriate, to determine procedures and structures to implement the course of action. The Board of Directors, upon request from the President and after appropriate consultation, will decide by majority vote the type of support and resources considered necessary to achieve the intended goals.