



Submitting Position Statements on Behalf of the GCA – Policy Paper

The following outlines the process to be followed when committees wish to submit group comments and position papers on behalf of the GCA. The intent of the process is to inform the GCA membership about important issues and our position on them. Then, to the extent that is reasonable and possible within the timeframes we are given, this process should allow GCA members to help shape our position in attempt to make them representative of the association as a whole.

Upon wishing to prepare a formal position under the GCA name, a committee must:

1. **Have a Committee Chairperson** to organize meetings and report to the membership on behalf of the committee at monthly meetings. The chair does not necessarily need to prepare the document but should communicate with the executive regularly and ensure the membership is aware of what is being worked on. The chair is responsible for mediating conflicting points of view within the committee.
2. **Notify Membership** through the GCA Secretary of the topic the committee plans to address. The Secretary will include the contact information of the committee chair. The committee chair reserves the right to limit the size and scope of the meeting to a reasonable working group.
3. **Conduct Initial Meeting.** Those wishing to attend the initial committee meeting on this subject must communicate with the committee chair to obtain meeting logistics. The committee chair may contact GCA executive to reserve a room at the Greely Community Centre for larger meetings.
4. **Draft Response** based on the outcomes of the initial committee meeting. This is Version I of the response.
5. **Submit to Membership for Review** by e-mail including clear and appropriate deadlines through the GCA secretary. Comments on the draft are to be sent directly to the author of the document. Committee members reserve the right to omit comments that are inappropriate or are in direct conflict with the majority of the group. The updated document with membership input is Version II of the response.
6. **Conduct Follow-Up Meeting** if necessary to reconcile comments received from membership.
7. **Submit to Executive for Review** by e-mail who will then approve the final version of the document with any amendments. This will be Version III of the response and it may then be sent to the recipient on GCA letterhead.
8. **Submit Final Version** to the recipient including all executive members on cc. Also include a copy to the Web Site coordinator to post on the GCA web site. The Secretary will notify membership that the final version has been posted on the GCA web site.

Important Footnotes:

- ☉ In cases where deadlines do not permit the time to implement each of the steps outlined above, the committee chairperson must communicate with the President or Vice-President in order to discuss an alternate process.
- ☉ Occasionally the GCA will be asked to comment on issues that divide our community and reaching consensus or coming to any meaningful conclusion may be difficult. If a clear position voiced by a majority of residents can not be obtained from this process, the committee should either:
 - generate a mutually agreeable response;
 - document both sides of the issue and specify that consensus could not be reached; or
 - abstain from any formal response and encourage individuals to submit responses on their own behalf