

## **“The Pulse” Staff Review Process**

---

*What happens after an individual MMA member, the MMA Medical Student Section (MSS), or the MMA Resident & Fellow Section (RFS) submits a policy proposal through “The Pulse?”*

- Within 5 business days of receipt of a Pulse proposal, MMA staff send a “Next Steps” email to the proposal submitter detailing the staff review process.
- Within 40 business days, MMA staff complete a staff review of the proposal. The proposal is compared against a standardized set of criteria to determine how best to move forward. Staff reviews will result in one of four decisions:

*See next page.*



ACTION	CRITERIA		RATIONALE
(1) Deny	A	The proposal includes inappropriate or illegal content.	Standard MMA risk management.
	B	The proposal is duplicative of current MMA policy.	Reaffirmation of existing policy is not a valuable use of The Pulse and members' time; MMA sunset review process allows for retention of prior policy if still relevant.
	C	The proposal remains unclear after modest staff assistance with revisions (e.g., two hours).	Intended to ensure reasonable investment of staff time on unclear or incomplete proposals.
	D	The proposal is directly related to a proposal that was heard by the Board of Trustees, the Policy Council, or a standing committee in the past two years AND the submitter does not provide, upon request, satisfactory evidence that there has been a change in the clinical or legal landscape that warrants reconsideration.	Intended to ensure that time spent by members and the Board is not inappropriately spent on repeat topics, absent compelling reasons for doing so.
(2) Require Revisions	A	The proposal is unclear.	Intended to ensure clear, high-quality proposals are processed through The Pulse.
	B	The proposal includes an ask which is not actionable by the MMA.	Intended to ensure that proposals align with the role and expertise of the MMA; also designed to ensure that proposals focus on policy, not governance or implementation issues.

ACTION	CRITERIA		RATIONALE
(3) Refer to Committee	A	The proposal is clear but would benefit from committee discussion and refinement.	Intended to allow MMA committees the opportunity to discuss proposals, particularly those that are complex, likely to be controversial, or similar to issues on the committee's current work plan.
	B	The proposal does not meet any of the criteria for "Deny" or "Require Revisions," AND a committee chair extracts the proposal for further discussion and refinement.	Intended to allow committee chairs to bring selected Pulse proposals before their committee if they believe it is relevant and appropriate for committee review.
(4) Initiate a Membership- Wide Poll on "The Pulse," then Assign to an MMA Board of Trustees Meeting	A	The proposal does not meet any of the criteria for "Deny," "Require Revisions," or "Refer to Committee," AND no committee chair extracts the proposal for further discussion and refinement.	N/A

*See next page.*

### **Membership-Wide Voting on “The Pulse”**

*What happens when an MMA staff review of a proposal results in the decision, “(4) Initiate a Membership-Wide Poll on ‘The Pulse,’ then Assign to an MMA Board of Trustees Meeting?”*

- Please reference the graphic on the next page (i.e., p. 5).
- The proposal will be assigned to the agenda of a future MMA Board of Trustees (BOT) meeting.
- 21 days prior to the assigned BOT meeting date, all MMA members receive a “Pre-Board Email” that prompts them to log into “The Pulse” to vote and comment on the proposal. To be clear, these votes and comments do not determine the proposal’s adoption. Rather, these votes and comments assist the BOT when they discuss, and ultimately act, on the proposal.
- The “Pre-Board Voting Period” lasts for 14 days. Halfway through the “Pre-Board Voting Period,” a “Reminder Email” is sent to all MMA members who have yet to vote and comment on the proposal.
- At 11:59pm on day 14, the “Pre-Board Voting Period” closes. The BOT is given 7 days to review the votes and comments prior to the assigned BOT meeting date.
- On the BOT meeting date, the BOT discusses the proposal, reviews the votes and comments from the “Pre-Board Voting Period,” and takes action on the proposal (e.g., “adopt in full,” “adopt with amendments,” “refer to committee,” or “reject.”)
- MMA staff take approximately 5 days after the assigned BOT date to prepare and upload materials summarizing BOT action.
- Approximately 5 days after the assigned BOT date, all MMA members receive a “Post-Board Email” that prompts them to log into “The Pulse” to vote and comment on the BOT’s action on the proposal. The “Post-Board Voting Period” lasts 7 days.



## The Pulse Process: Voting

