

**Washington State Chiropractic Quality Assurance Commission  
Policy/Procedure**

<b>Title:</b>	Submission requirements and deadline for items to be considered for inclusion on a Commission meeting agenda	Number: CH – 12-11-14
<b>Contact:</b>	Commission Program Manager	
<b>Effective Date:</b>	December 11, 2014	
<b>Approved:</b>	Gary L. Smith, DC, Chair, Chiropractic Quality Assurance Commission	

**PURPOSE:**

The Chiropractic Quality Assurance Commission (Commission) has a large workload to accomplish at each bimonthly meeting. Preparing for each meeting requires significant planning and organization well in advance of the date of the meeting. The purpose of this policy is to identify the deadline and requirements for submission of items to be considered for inclusion on a Commission meeting agenda.

**POLICY:**

It is the policy of the Commission that all items requested to be considered for inclusion on a Commission agenda be submitted to the Commission office no later than 30 calendar days prior to the date of the meeting. This deadline policy applies to all requesters, including Commission members.

In addition, twenty copies of any material to be reviewed by the Commission related to a requested item must also be included with the request, if the material is five or more pages.

**POLICY EXCEPTIONS:**

An exception to this policy may be made only when the request relates to an issue which may have significant impact on patient health or public safety.

This policy is effective December 11, 2014 and remains in effect until the Commission withdraws the policy.



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Gabe Smith, DC, Chair

12/11/14  
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Date