

## Operations and Procedures Handbook

### DESCRIPTION OF ORGANIZATION

The National Joint Committee on Learning Disabilities (NJCLD) is an unincorporated association with a tax identification number.

### MISSION STATEMENT

The [mission of the National Joint Committee of Learning Disabilities \(NJCLD\)](#) is to provide multi-organizational leadership and resources to optimize outcomes for individuals with learning disabilities.

To pursue its mission, the NJCLD will

- facilitate communication, collaboration, and consensus among member organizations;
- identify and address needs in research, policy, and professional education and development related to learning disabilities;
- provide an interdisciplinary forum to increase communication and understanding among educational organizations, communities, and governmental agencies at the national, state, and local levels;
- act as an advocate and make recommendations on key issues affecting individuals with learning disabilities; and
- develop and disseminate papers, statements, reports, and other resources in the area of learning disabilities to clarify issues, influence policy, improve practice, and increase knowledge.

*(Approved 2016; Updated 2020)*

### HISTORY

NJCLD's origins can be traced to 1971, when the International Reading Association (IRA) —now the International Literacy Association (ILA)—established the Disabled Reader Committee. This special interest group was subsequently charged with increasing the collaboration between reading specialists and other professionals involved with learning disabilities. As part of that effort, stakeholders convened a meeting in 1974 at Johns Hopkins University in Baltimore to discuss the definition, assessment, and remediation of students with learning disabilities. An oversight in the invitation to the meeting excluded an organization. This led to some discussions, and in 1975 the Joint Committee

on Learning Disabilities (JCLD) was created. The initial goal of the JCLD was to establish greater cooperation among organizations that were primarily concerned with individuals with learning disabilities.

At that time, member organizations included the American Speech-Language-Hearing Association (ASHA); the IRA; the Association for Children With Learning Disabilities (ACLD), now the Learning Disability Association of America (LDA); the Division of Children With Communication Disorders (DCCD) of the Council for Exceptional Children (CEC), now the Division for Communication, Language, and Deaf/Hard of Hearing of the CEC (DCD); and the Orton Dyslexia Society (ODS), now the International Dyslexia Association (IDA). During this meeting, the committee elected its first Chair, Stephen Larsen. In addition, the organizations reached a consensus to focus the committee's work on three main issues: competencies, service delivery models, and communication sharing. The committee stressed the importance of identifying a child's needs and the competencies required to address them, rather than focusing on "definition or jurisdiction."

With the passing of P.L. 94-142, the Education for All Handicapped Children Act of 1975, the Education for the Handicapped Office in the U.S. Office of Education asked the JCLD to respond to the regulations implementing the law that were applicable to students with learning disabilities. This topic was addressed during the JCLD meeting in April 1976. JCLD met again in October of that year with the goal of preparing a unified statement in response to the first draft of the *Concept Paper on Specific Learning Disabilities* (Section 5.b, for P.L. 94-142).

The organizations represented at that October 1976 meeting included ACLD; ASHA; DCCD; Division for Children with Learning Disabilities of the CEC (DCLD), now the Council for Learning Disabilities (CLD); IRA; and ODS. This has been described as a most contentious meeting that resulted in the lack of a unanimous agreement. The organizations' differences became more evident when the JCLD did a panel presentation at the Association for Children with Learning Disabilities conference in March 1977. After that panel presentation, the JCLD did not meet for 2 years.

Under the leadership of Katherine Butler, JCLD reconvened in February 1980. The mood at the time was described as positive, and member organizations' representatives worked hard to overcome the differences that had impacted their past work together. During this meeting, the attendees made important decisions, including renaming the committee the **National Joint Committee on Learning Disabilities (NJCLD)**. At the meeting's conclusion, the representatives agreed to focus their work on children, adolescents, and adults with learning disabilities. The representatives also

agreed to establish a steering committee and to have independent meetings, rather than convene at one of the member organization's annual conferences. Finally, it was decided to meet twice per year on a regular basis.

In 1982, the Division for Children with Learning Disabilities of the CEC (DCLD) became the Council for Learning Disabilities (CLD). The Division for Learning Disabilities of the CEC (DLD) was created, and in 1984 it and the National Association of School Psychologists (NASP) joined NJCLD. Subsequently, the Association for Handicapped Student Services Programs in Post-Secondary Education (which was formed in 1977 and is now the Association on Higher Education and Disability [AHEAD]) joined in 1990. As of September 2020, the following are members of the NJCLD, known as "Member Organizations":

- The Academic Language Therapy Association (ALTA)
- Association of Educational Therapists (AET)
- Association on Higher Education and Disability (AHEAD)
- American Speech-Language-Hearing Association (ASHA)
- Council for Exceptional Children (CEC): Division of Communication, Language & Deaf/Hard of Hearing (DCD)
- Council for Exceptional Children (CEC): Division of Learning Disabilities (DLD)
- Council for Learning Disabilities (CLD)
- International Dyslexia Association (IDA)
- International Literacy Association (ILA)
- Learning Disabilities Association of America (LDA)
- National Association of School Psychologists (NASP)
- National Center for Learning Disabilities (NCLD)

## **MEMBERSHIP**

The NJCLD is a national committee founded in 1975 to represent organizations concerned with individuals with learning disabilities.

### **NJCLD Membership Requirements**

To be a Member Organization of the NJCLD, an organization shall

1. Be a nationally-based, non-profit organization;
2. Be (a) an individual-membership organization, or (b) a non-individual-membership organization that has as its primary mission or purpose a focus on individuals with learning disabilities;

3. Have as a major purpose of the organization or organization subgroup to support evidence-based education and the welfare of individuals with learning disabilities; and
4. Have demonstrated a commitment and capacity to improve the quality of education, programs, and services for individuals with learning disabilities through activities, such as: developing and disseminating position statements and information; identifying research and service delivery needs; and providing services and/or programs.

*(Approved October 30, 2004; Updated 2020)*

## **NJCLD APPLICATION FOR MEMBERSHIP**

### **Required Information**

An NJCLD Membership Application requires the following information:

1. A statement of agreement to support the mission of the NJCLD.
2. A statement of agreement to support the definition of learning disabilities developed and adopted by the NJCLD. (all NJCLD papers, documents, reports, resources and products are developed based on the NJCLD Definition of Learning Disabilities [Adopted 1990; Updated 2016] <https://njcld.org/ld-topics/> );
3. Historical information supporting the number of years that the organization has been in existence
4. Submission of a copy of the organization's constitution, articles, and/or bylaws.
5. Written proof that the organization is nationally or internationally based and is a nonprofit organization in the United States.
6. Details of the organization's membership indicating if the organization is an individual membership organization—and if so, indicating how many total members are in each membership category.
7. A written document showing that the organization is either (a) an individual-membership organization or (b) a non-individual-membership organization that has as its primary mission or purpose a focus on individuals with learning disabilities.
8. A written document highlighting that the organization, or subgroup within the organization, has as a major purpose to improve the quality of education, programs, and services for individuals with learning disabilities.
9. Submission of written documentation and explicit examples of activities relevant to learning disabilities over the preceding 3 years demonstrating that the organization has a commitment and capacity to improve the quality of education, programs, and services for individuals with learning disabilities (e.g., through

activities such as developing and disseminating position statements and information, identifying research and service delivery needs, or providing services and/or programs).

10. Provide the list of the current officers and members of the Board of Directors (i.e., governing board) and Advisory Boards (if applicable).
11. Provide a chart or other resource that depicts the organization's structure.
12. A statement of support indicating a commitment to NJCLD activities. This statement includes the following:
  - a. Have a minimum of one representative from the organization participate in all NJCLD meetings (each Member Organization may have up to three representatives to the NJCLD).
  - b. Pay annual dues (currently \$350 per year).
  - c. Disseminate NJCLD products via the organization's communication vehicles.
  - d. Work collaboratively with other NJCLD Member Organizations on issues related to learning disabilities.

See Appendix for the NJCLD Membership Application Form.

*(Approved October 30, 2004; Updated 2020)*

### **Application Process:**

An organization seeking membership in the NJCLD shall submit the following two documents to the NJCLD Chair:

1. A letter of interest, and
2. A completed NJCLD Membership Application. *(The application will be reviewed by the NJCLD Chair for completeness prior to the Chair forwarding it to the representatives for consideration.)*

Upon receipt of a complete NJCLD Membership Application, the following actions shall happen:

1. The representatives from all Member Organizations in Good Standing shall have the opportunity to review the NJCLD Membership Application;
2. The Chair shall invite the applicant to present at the next NJCLD meeting in person or virtually *(with all expenses paid by the applicant organization)*;
3. The NJCLD Membership Application shall be considered at the next NJCLD Business Meeting, and the vote shall be taken on whether to approve the applicant's request for membership; and

4. The Chair shall then inform the applicant of the NJCLD decision on its application to be a Member Organization.

*(Approved October 4, 2004; Updated 2020)*

## **MEMBERSHIP COMMITMENT**

### **Types of Membership**

There are two types of NJCLD membership:

1. Member Organization in Good Standing
2. Inactive Member Organization

### ***Member Organization in Good Standing***

The following is required in order for a member organization to be a Member Organization in Good Standing:

1. A Member Organization must be represented in at least 75% of the NJCLD quarterly meetings each calendar year with a minimum of at least one representative participate from that Member Organization (*each Member Organization may have up to three representatives to the NJCLD*);
2. Pay annual dues of \$350 per year;
3. Disseminate NJCLD products via the Member Organization's communication vehicles;
4. Work collaboratively with other NJCLD Member Organizations on issues related to learning disabilities; and
5. Provide documentation of the Member Organization's protocol for approval of NJCLD documents.

Member Organizations (not NJCLD) determine how representatives are selected, how long they can serve, and how they report back.

### ***Inactive Member Organization***

A Member Organizations that does not have representation in at least 75% of the NJCLD quarterly meetings in a calendar year shall become, on January 1 of the subsequent year, an Inactive Member Organization. Inactive Member Organizations (1) must pay annual dues of \$350 per year and (2) may not participate or vote in any Business Meeting. An Inactive Member Organization may be reinstated as a Member Organization

in Good Standing and thus may be eligible to participate and vote in a Business Meeting after having a representative participate in all NJCLD meetings for any consecutive 12 months.

If an Inactive Member Organization fails for 3 calendar years to be reinstated as a Member Organization in Good Standing, or if it fails to pay its annual dues in any year, then it will no longer be a Member Organization. If the organization seeks to again be a member of the NJCLD, then it must submit a NJCLD Membership Application and go through the entire application process as described above.

***The following are the commitments of the Member Organizations' representatives:***

1. Actively participate in the work of the NJCLD during meetings and virtually participate in any in-between meetings. This includes completing assigned tasks according to the timelines set by any subcommittee;
2. Provide an orientation and an overview of NJCLD's mission to new representatives from their organization prior to their attendance at a meeting, including an update on the status of each subcommittee;
3. Communicate and report back to the Member Organization's leadership the outcomes of NJCLD meetings and progress on products;
4. Periodically review with the Member Organization's leadership their continued commitment to participate in the NJCLD;
5. Actively disseminate and promote use of NJCLD products (symposium, resources, papers, definition of LD, website, etc.);
6. Cite and encourage other colleagues to cite NJCLD documents and reports;
7. Invite their organization's members and other colleagues to any NJCLD symposium;
8. Promptly seek input and approval from the Member Organization's leadership as NJCLD products are developed; and
9. Abide by the NJCLD group norms for effective collaboration.

*(Approved 2014)*

**NJCLD Group Norms/Roles and Responsibilities**

1. Advance the NJCLD mission in everything we do.
2. Use a respectful tone in all communications.
3. Honor commitments during and between meetings.
4. Contribute to making the meetings positive and enjoyable for everyone.
5. Accept that there will be different ideas discussed, and as a committee, we may not reach immediate consensus.

6. Accept diversity, and use it to enhance the group deliberations.
7. Opt out respectfully, and respect an organization's choice to opt out.
8. Be open and supportive; work with transparency.
9. Gently remind members if/when they are not meeting the agreed-upon norms.

*(Approved January 2014)*

## **Dues**

NJCLD is supported by annual dues of \$350 per Member Organization.

## **MEETINGS**

### **General**

- NJCLD holds two (2) general meetings each year - one in the Spring and one in the Fall ; these include working sessions and a business meeting. The Fall meeting is typically held in-person and at a member organization's office. The general meetings generally are one and one-half (1 ½ days). NJCLD also holds two additional virtual meetings each year, usually in the Winter and Summer. These virtual meetings are generally on a weeknight for 1 ½ hours. Other virtual meetings may be called by the Chair.
- Each Member Organization is responsible for all travel and hotel expenses incurred by their representatives to participate in meetings.
- Subcommittee meetings are held throughout the year as described in the Appendix.

### **Business Meetings**

During the in-person biannual meetings, at the virtual meetings in January and July, and otherwise as called by the Chair, a meeting shall be conducted by the Chair on matters pertaining to advancing NJCLD's operations and activities (this is known as the Business Meeting).

The presence of a representative from three-fourths of the Member Organizations in Good Standing shall constitute a quorum for a Business Meeting. The voting on all motions at Business Meetings except for the election of the Chair, which is otherwise set forth in this Handbook shall be by a vocal yea and nay, and the results shall be announced by the Chair and recorded in the minutes. Approval of a motion except for the election of the Chair requires a three-fourths affirmative vote by the representatives

present at the Business Meeting, with each Member Organization in Good Standing represented at the Business Meeting having one vote.

At a Business Meeting, the following activities may occur:

- approval of minutes;
- provision of a financial report;
- presentation, discussion, and approval of a budget;
- approval of NJCLD expenses;
- approval of Strategic Plan;
- votes taken on the approval of documents for which the representatives are authorized to approve (e.g., statements, resources, and administrative documents);
- the review and vote on any membership application;
- appointment of the Treasurer, Secretary, Committee Administrator, and Subcommittee Chairs and Co-Chairs by the Chair;
- decision on the dates for future meetings;
- other matters pertaining to advancing NJCLD's operations and activities.

The Secretary shall record separate minutes on the Business Meetings; NJCLD will archive the approved Business Meeting minutes so they are readily available to all representatives of Member Organizations in Good Standing.

## **OFFICERS/LEADERSHIP**

### **Chair**

#### ***Terms for the Chair***

- The Chair's term will begin on January 1, subsequent to their election.
- The duration of the Chair's term is 3 years.
- The Chair can serve for a maximum of two consecutive terms.
- A representative who has been Chair for 6 years is eligible to become Chair again after a 2-year hiatus as Chair.
- In extenuating circumstances, the Committee may decide to prolong the service of the Chair beyond two terms of office. This could be either by extension or approval of an additional term of office. Any one individual would not serve in this capacity more than 9 consecutive years. (Rev. 9/2023)

- In the event of a situation that prohibits the election from occurring in a timely manner, or for the orderly transition of a new Chair (such as the new Chair-elect not being able to fulfill their duties), the current Chair may remain in the role, though a new election should happen as soon as possible. (Rev. 9/25)

### ***Process for Electing the Chair***

The process for electing the Chair is as follows:

- The Chair will be elected at the spring meeting of the NJCLD in the year before the beginning of their term.
- Representatives from the current Chair's Member Organization are not eligible to be considered for Chair in the immediately subsequent term.
- Eligible representatives of member organizations wishing to be considered for Chair will submit interest to the current Chair for dissemination to the representatives. The deadline to submit interest is December 31. The slate will be shared with member organizations in the January meeting. The election will occur at the spring meeting in the year before the beginning of their term.
- If more than one name is put forth, anonymous voting will occur to select the Chair.
- The Chair is elected by a simple majority vote by the representatives present at the meeting with one vote per Member Organization in Good Standing at the Business Meeting.
- In the Chair's absence, the Chair shall appoint an Acting Chair.

### ***Responsibilities of the Chair***

The responsibilities of the Chair are as follows:

- Preside at all NJCLD quarterly meetings.
- Lead NJCLD by establishing, in a collaborative manner, its priorities and ensuring production and completion of each product or initiative.
- Review and evaluate organizational needs for continuance of current subcommittees; add or delete subcommittees to meet established needs.
- Serve as an ex-officio member of all subcommittees.
- Appoint all subcommittee Chairs and Co-Chairs.
- Meet with all subcommittee Chairs quarterly.
- Perform all duties incident to the office of Chair and such other duties as may be prescribed by the NJCLD from time to time.
- Coordinate with the Committee Administrator on meeting logistics.

- Prepare agendas for meetings and conference calls in collaboration with representatives, and distribute required resources prior to meetings and conference calls.
- Remind members about the group norms at the beginning of each meeting or as otherwise indicated.
- Ensure that the Secretary takes meeting notes and produces that the minutes or a record of the meeting.
- Serve as the point of contact for new member requests, applications, and orientation.
- Monitor Member Organizations' participation, and contact Member Organizations that have been absent from 25% of the NJCLD quarterly meetings in a calendar year.
- Advise a Member Organization if (a) its status has changed from a Member Organization in Good Standing to an Inactive Member Organization or (b) it is no longer a member of NJCLD because of its failure to meet the requirements of membership.
- Engage with stakeholders who request information about NJCLD's work and who ask about opportunities to post their resources on the NJCLD website. (When necessary, the Chair will bring said requests to NJCLD members to review.)
- Appoint a Secretary.
- Appoint a Treasurer.
- Appoint a Committee Administrator.

## **Secretary**

- The Secretary is appointed by the Chair and serves at their discretion.
- The Secretary shall not be a representative from the Chair's Member Organization.
- There shall be an Alternate Secretary who is appointed by the Chair who shall serve the role of Secretary in the event the Secretary is unavailable.

### ***Responsibilities of the Secretary***

The responsibilities of the Secretary are as follows:

- Taking roll call.
- Taking minutes.
- Sending draft minutes to the Chair for review.
- Sending final draft minutes to the Chair for approval by the representatives at the next Business Meeting.

- Distributing the approved meeting minutes.
- Archiving all meeting minutes.

## **Treasurer**

- The Treasurer is appointed by the Chair and serves at their discretion.
- The Treasurer shall not be a representative from the Chair's Member Organization.
- There shall be an Alternate Treasurer who is appointed by the Chair who shall serve the role of Treasurer in the event the Treasurer is unavailable. The Alternate Treasurer shall be a signer on any NJCLD bank accounts.

### ***Responsibilities of the Treasurer***

The responsibilities of the Treasurer are as follows:

- Maintaining checking account balances and bank statements.
- Preparing financial reports and annual budget.
- Paying expenses, such as costs for food and product development.
- Archiving financial documents.

## **Committee Administrator**

This position is currently held by the ASHA Ex Officio member.\*

- The Committee Administrator is appointed by the Chair and serves at their discretion.
- The Committee Administrator is a representative of a Member Organization in Good Standing (this allows them to vote).

### ***Responsibilities of the Committee Administrator***

The responsibilities of the Committee Administrator are as follows:

- Participates in NJCLD quarterly meetings and as otherwise requested by the Chair.
- Collaborates with the NJCLD Chair to develop meeting agendas.
- Uploads minutes to the NJCLD digital library.
- Coordinates logistical aspects of in-person and virtual meetings (e.g., sets up virtual platform, plans and orders meals, organizes the planning meeting, produces and distributes reports).

*\*The current (September 2020) Committee Administrator is the ASHA Ex Officio, whose position responsibilities pursuant to ASHA's Committee Toolkit are as follows: serves as fully participating committee member (without vote) and participates in face-to-face and conference call meetings; provides logistical and operational support to facilitate the committee's ongoing work; serves as resource to the committee on ASHA policies, products, procedures, and programmatic and policy history; completes assignments made by the Chair; assists the Chair and BOD Liaison in identifying potential committee members; prepares an annual budget, in collaboration with the Chair; collaborates with the Committee Chair and the BOD Liaison to ensure ongoing communication about the work of the committee; prepares and submits documents for select and widespread peer review; disseminates committee product(s) as specified in the enabling resolution; and implements committee recommendations, as appropriate.*

## **STRATEGIC PLAN**

The long-term goals and action plan of the NJCLD shall be set out in the NJCLD Strategic Plan. The Strategic Plan shall document and establish the direction of the work (e.g., topics for papers) and activities (e.g., the symposium) of the NJCLD for 3 years looking forward. The Strategic Plan shall be reviewed at least annually and revised at any time. The Strategic Plan is approved at a Business Meeting. The approved Strategic Plan shall be published on the NJCLD website.

## **SUBCOMMITTEES**

### **Standing Subcommittees**

In order to advance the work of the organization, the NJCLD has standing subcommittees. The Chairs and Co-Chairs of the standing subcommittees are appointed by the NJCLD Chair and serve at the discretion of the Chair. The standing subcommittees shall meet as prescribed in the *NJCLD Meeting Schedule* (see Appendix); they shall also meet as otherwise necessary to accomplish their work.

Detailed descriptions of the standing subcommittees' activities are included in the Appendix.

The standing subcommittees are as follows:

Public Policy Subcommittee. The Public Policy Subcommittee gathers policy concerns from Member Organizations. It develops statements, papers, and other publications to

inform and influence policy, improve practice, and increase awareness regarding learning disabilities.

Communications Subcommittee. The Communications Subcommittee is responsible for translating NJCLD-approved content into formats that are user-friendly and accessible to our various stakeholders. It also communicates and coordinates with graphic designers and ensures consistent brand identity on official NJCLD communications, including the NJCLD website (NJCLD.org), social media page, and handouts. It also tracks NJCLD's online impact through web-based metrics.

Symposium Subcommittee. The Symposium Subcommittee identifies the topic, format, and potential speakers for NJCLD symposia. It coordinates the content and event-planning process, including marketing, registration, logistical arrangements, travel, and reimbursement for symposia.

Operational and Procedures Handbook Subcommittee. The Operational and Procedures Handbook Subcommittee is responsible for the ongoing evaluation of the *NJCLD Operational and Procedures Handbook* (hereafter, "the Handbook"), proposes or receives proposals for changes to the Handbook, and coordinates the adoption of any changes to the Handbook. The subcommittee reviews the Handbook annually to ensure that it remains relevant and up-to-date.

## **PAPERS, STATEMENTS, RESOURCES, AND ADMINISTRATIVE DOCUMENTS**

The NJCLD produces Papers, Statements, Resources, and Administrative Documents as prescribed by the Strategic Plan. Prior to the writing of a document, attendees shall take a vote at a Business Meeting to determine if the document shall be a Paper, Statement, Resource or Administrative Document. At any time prior to the final approval of a Paper, Statement, Resource, or Administrative Document, any Member Organization in Good Standing may request that the NJCLD reconsider its determination of the document and take a new vote at a Business Meeting. The process for the writing of a document is set forth in the Appendix. The next four subsections describe each document type.

### **Paper**

A *Paper* is a document written on a topic or issue that may include observations, conclusions, or recommendations based upon evidenced-based research. Documents that fall under the category of a Paper may include position papers that are formal pronouncements reflecting NJCLD's official position regarding a specific issue and that are accompanied by supporting documentation. Existing papers are reviewed every 5

years for currency—or more frequently if needed; at a Business Meeting, the NJCLD attendees shall take a vote to determine whether, after review, an existing paper shall be classified as Updated or Revised.

### ***Updated Paper***

An *Updated Paper* is one in which the research, position, information, or recommendation is not changed, but rather the paper is updated so that its language is current—for example, replacing the word “handicap” with “disability” or editing the document to make the pronouns in the paper gender neutral.

### ***Revised Paper***

A *Revised Paper* is one in which the subject matter is reexamined because new evidence-based research has been published or because the NJCLD now holds a different position on the topic. A Revised Paper completely replaces the existing Paper, and the existing Paper shall no longer speak authoritatively for the NJCLD.

### **Statement**

A *Statement* is a collective reaction to a current issue.

### **Resource**

A *Resource* is an original NJCLD communication that is designed to share data or previously published research with interested stakeholders (e.g., a survey of state regulations) but does not make recommendations or espouse a position beyond that consistent with the mission of NJCLD. A Resource may also be a document or other media source that summarizes or presents previously approved NJCLD content but provides no additional information (e.g., an infographic on a Published Paper).

### **Administrative Document**

An *Administrative Document* advances the administration of NJCLD’s work (e.g., the NJCLD Application Form or meeting minutes).

## **Approval Process for Papers, Statements, Resources, and Administrative Documents**

## ***Paper***

1. **PROPOSAL FOR VOTE:** A topic for a paper will be proposed. It will include its purpose and impact on relevant stakeholders (e.g., students, educators, parents, policymakers, etc.) This will be proposed to the NJCLD to be at a Business Meeting. The type of paper will be identified (e.g., paper or position statement). The lead author of the proposal will select approximately 5 members to be on the writing team.
2. **OUTLINE FOR COMMENT:** An outline is created, which will identify the structure of the paper (what's included, etc.). The outline will then be sent to the representatives (who will determine whether it's necessary to share this to their respective member organizations) for feedback. Representatives/member organizations will have 30 days to give feedback on the outline.
3. **DRAFT FOR COMMENT BY THE**
  - a. **MEMBER REPRESENTATIVES:** The draft of the paper, when complete, will be sent to the representatives of the member organizations for comment. The comment period will be 14 days.
  - b. **INCORPORATION OF MEMBER REPRESENTATIVE FEEDBACK:** The writing team will consider the comments/feedback from the representatives, within 21 days, creating a DRAFT FOR COMMENT BY THE MEMBER ORGANIZATIONS.
  - c. **MEMBER ORGANIZATIONS:** After the writing team has created a DRAFT FOR COMMENT BY THE MEMBER ORGANIZATIONS, it will be distributed to the member organizations for comment/feedback. The comment period will be 30 days.
4. **FINAL PAPER FOR APPROVAL:** The writers will consider the information to create the Final Paper for Approval. The member organizations will have 30 days to either adopt the paper or reject it.
5. **IF FINAL PAPER FOR APPROVAL IS REJECTED:** If the paper is rejected, the writing team will use the feedback to revise the paper and create a new Final Paper for Approval. The writing team shall strive to create the new Final Paper for Approval within 45 days, but will be complete and distributed to member organizations no later than 30 days before the next business meeting. This shall be the REVISED PAPER FOR APPROVAL where member organizations will have 30 days to either adopt the paper or reject it.
6. **APPROVED PAPER:** Upon approval of the Paper by 75% of the Member Organizations eligible to vote, the Paper becomes the Approved Paper.
7. **COPYEDITING:** The Approved Paper is sent to an editor for copyediting.
8. **PUBLISHED PAPER:** After copyediting of the Approved Paper, the Paper shall be published (after which it is known as the Published Paper).

The Published Paper shall include the following information:

- This statement: “This is an official document of the National Joint Committee on Learning Disabilities (NJCLD). The mission of the NJCLD is to provide multi-organizational leadership and resources to optimize outcomes for individuals with learning disabilities. NJCLD member organizations are nonprofit, national organizations whose mission includes supporting individuals with learning disabilities. [www.njclld.org](http://www.njclld.org).”
- The date on which the Published Paper was approved by 75% of the Member Organizations eligible to vote.
- If the Published Paper is a Revised Paper, then a footnote shall be included on the first page stating the following: “This document replaces an earlier version, *[provide here information on the previous version – i.e., title and date]*, which shall no longer speak authoritatively for the NJCLD. ”

### ***Statement, Resource, Administrative Document, and Updated Paper***

A Statement, Resource, Administrative Document, or Updated Paper is approved at a Business Meeting. If it is an Updated Paper, then a footnote shall be included on the first page stating the following: “The document replaces an earlier version, *[provide here information on the previous version – i.e., title and date.]*”

### ***Amendments to the Operational and Procedures Handbook***

The Handbook is an Administrative Document of NJCLD; as such, approval of amendments to the Handbook shall take place at a Business Meeting (as stated in the previous subsection).

## **DISCRIMINATION**

All NJCLD programs and activities shall not discriminate on the basis of race, ethnicity, gender, gender identity, gender expression, age, religion, national origin, sexual orientation, or disability and shall be conducted in furtherance of this policy.

## **DISSOLUTION**

The duration of the NJCLD shall be perpetual unless the NJCLD Member Organizations in Good Standing unanimously determine that it should be dissolved. Should the NJCLD dissolve and should final liquidation occur, the funds cannot be paid to any officer, individual representative, or member organization of the NJCLD. The remaining funds, after paying all debts, will be distributed evenly to Member Organizations in Good Standing.

---

*This is an official document of the National Joint Committee on Learning Disabilities (NJCLD). The following are the member organizations of the NJCLD: Academic Language Therapy Association, American Speech-Language-Hearing Association, Association of Educational Therapists, Association on Higher Education and Disability, Council for Learning Disabilities, CEC Division for Learning Disabilities, International Dyslexia Association, International Literacy Association, Learning Disabilities Association of America, National Association of School Psychologists, National Center for Learning Disabilities, and The Reading League. (Rev. 9/25)*

*The mission of the National Joint Council of Learning Disabilities (NJCLD) is to provide multi-organizational leadership and resources to optimize outcomes for individuals with learning disabilities.*