

INTERSTATE MEDICAL LICENSURE COMPACT

#7 – Policy on Changes to the IMLCC webpage or public facing media

ADOPTED: November 5, 2020

EFFECTIVE: November 5, 2020

AMENDMENT HISTORY (LIST WHEN AMENDED AND CITE SECTION NUMBER):

- None

I. Policy Statement

The Interstate Medical Licensure Compact Commission (IMLCC) Statute, Section 11, paragraph (c), creates the Interstate Commission as a body corporate and joint agency of the member states. The Interstate Commission is further charged in IMLCC Statute, Section 11, paragraph (j) to make its information and official records available to the public for inspection. Through this policy the Interstate Commission has determined that the process to provide information and make available the official records is an authority retained by the Interstate Commission not to be delegated to the IMLCC executive director or staff, unless outlined in this policy.

II. PURPOSE

The purpose of this policy is to:

- A. Establish the process and guidelines to be used to authorize changes to the IMLCC's webpage and other public facing media; and
- B. Delineate the delegated authorization to IMLCC staff.

III. DEFINITIONS

Communications Committee – A standing committee established by the Interstate Medical Licensure Compact Commission pursuant to IMLCC Bylaws, Article VII, Section 2.

IMLCC Website – The public website hosted and maintained by the Interstate Medical Licensure Compact Commission to provide information to the public, applicants, commissioners, and member board staff. The website is also used to access the application process.

Public facing media – Any publication, print or electronic, where information is distributed to the general public to provide information about the IMLC/IMLCC or its activities.

IV. PROCESS

- A. All substantive information provided on the IMLCC website or other public facing media must be approved by the Communications Committee in advance.
- B. The Communications Committee delegates to the executive director, or staff authorized by the Executive Director, the authority to make non-substantive updates or changes to the IMLCC website or other public facing media which are administrative or technical in nature, as deemed necessary to conduct business. Examples include, but are not limited to:
 - a. Posting minutes of Interstate Commission and its committees approved during the normal course of business;
 - b. Posting notices of meeting dates and times as approved by the Interstate Commission and its committees during the normal course of business;
 - c. Posting of public documents as approved by the Interstate Commission or its committees;
 - d. Posting of press and information releases approved by the Interstate Commission and its committees during the normal course of business;
 - e. Posting of reports and audit results approved by the Interstate Commission and its committees during the normal course of business;
 - f. Posting of updates to the information regarding the level of participation by member board and legislation introduced by states or territories to join the IMLCC;
 - g. Posting of support contact and fee information provided by a member boards;
 - h. Posting of contact information about the IMLCC;
 - i. Posting of rulemaking information as approved by the IMLCC Rules and Administrative Procedures Committee;
 - j. Technical updates as they relate specifically to the IMLCC application processes; and
 - k. Specific actions authorized by the Communications Committee as it deems necessary.

V. RESPONSIBILITY

The executive committee shall be responsible for administering this policy and ensuring that this policy is current, compliant with all statutory requirements and case law, and consistent with other applicable standards. The executive committee may delegate administration and maintenance of this policy to the executive director.