



## **PROCESS TO SUBMIT A COUNCIL ADVISORY RECOMMENDATION (CAR)**

### **Process**

- Identify a problem/need and possible solutions
- Review the CAR database to understand the history of previous discussions on your topic
- Gather background information to support your society's recommendations
- Use the template to create a draft
- Obtain board approval from your society on the final CAR
- Seek co-sponsorship from societies (optional)
- Submit your CAR

### **Documents and Key Dates**

- Everything you need is available here: [www.aao.org/council](http://www.aao.org/council)
  - Download the template
  - Search and review prior CARs
  - Seeking society co-sponsorship? Use the Council Roster link at the bottom of the page. (Each society must obtain approval from their board to co-sponsor a CAR.)
- Submit your final CAR. A link to submit your CAR will be available on the council website between Dec. 1, 2022 and Feb 2, 2023.
- Questions about the CAR process may be directed to Liz Sharpe (lsharp@aa.org)