**CORE Commission 2023 Holiday celebration write up criteria:**

1. Content to be educational
2. 1-2 pages in length
3. Graphs, drawings, tables, pictures, etc. are allowed to illustrate a point
4. Use a minimum of 2 Sources
5. 5-day formal review process:
	* + The Author of the Holiday writeup will send it via email to all CORE members 7 -10 days in advance of the holiday.
		+ CORE members are allowed to send emails to all members. The requirement is that members don’t REPLY ALL to the communication because then it will be considered a meeting. Please add “Don’t reply all” to your email when sending a communication to all commission members. An individual member may reply directly to the sender of the email.
		+ All members have 5 days to review the Holiday write up for comments.
		+ Be aware and respectful of the 5-day timeframe. For example, if comments for a major revision are submitted on the 4th day, and the review period ends of 5th day, the author may or may not be able to make all changes.
		+ If a member has an issue with the content in the write up, take it up with the author.
6. Professional behavior towards each other.
	1. It is expected that all members act professionally if there is a dispute over the content. Specifically, have a respectful tone in the delivery of the message, stick to the facts, don’t attack a fellow member, or make personal insinuations and assumptions.
		1. The author needs to reply to the person submitting comments if the suggested changes were made or not and state why.
		2. If a majority of members feel the content doesn’t represent the holiday in a balanced and educational manner, the write up will not be posted publicly until it can be fixed.