

Resolution Writing 101

All Mississippi Academy of Family Physician members are invited to write and submit resolutions for consideration at the MAFP Business Meeting.

Writing and presenting resolutions is a great opportunity to direct MAFP policy and address issues of interest or concern to family physicians and family medicine. In addition, resolutions can honor outstanding achievement or memorialize deceased family physician leaders.

Please follow these simple guidelines when drafting resolutions to ensure that the MAFP Business Meeting and its reference committee run smoothly and that the intent of your resolution is clear and concise:

- Resolutions should be submitted to the Executive Director at least 30 days prior to the date of the meeting. Any late resolutions regarding an issue that has arisen since the resolution submission deadline may be presented with a 2/3 vote of the assembly. Regardless of the importance of the action, if a resolution should have reasonably been submitted prior to the on-time submission deadline, it should not be accepted. Any late resolutions must be submitted in proper form along with a written statement addressing the urgency of the resolution, the importance of the resolution to MAFP, and why the resolution is being presented late. Six typewritten copies of the late resolution must be submitted to the Speaker and Vice Speaker prior to the start of Saturday's CME session.
- Each resolution must have a sponsor (for example, a local chapter or a MAFP member). Each resolution must have a title that accurately reflects the action called for by the resolution. Each and every resolution must have a fiscal note even if the cost of implementing the resolution is small. Resolutions should deal with a single topic or subject. Any resolution not meeting these basic requirements will be returned to the author for appropriate revision.
- "Whereas" clauses simply explain the problem or situation. Since the "whereas" statements explain and support the "resolved" portion, they precede the "resolved" clause in the written text. "Whereas" sections of resolutions are not adopted by the MAFP Business Meeting, but if they are not stated clearly and factually and directly relate to the "resolved" clause, they may produce unnecessary debate and detract from the effectiveness of the resolution itself.
- "Resolved" clauses stand alone and should be written as such. The "resolved" clause is the only portion of the resolution that will be voted on. Therefore, the "resolved" portion should be clear and action-oriented. Keep the "resolved" clause focused on what is desired as the end result.
- It is often easiest to write the "resolved" portion of the resolution first. It forces the author to identify the desired action. After finishing the "resolved" clause, write the "whereas" clauses, checking each to determine if the clause is relevant and provides necessary information. Provide adequate support for your "resolved" clause(s), but limit the number of "whereas" clauses to a reasonable number. Carefully check facts, quotes, references, and statistics for accuracy. Verify any data used, stick to the point, eliminate legalese, and leave your soapbox at home.
- A resolution submission form is available on the [MAFP website](#). To complete the online form, simply fill in the fields and click "submit" to send it to the MAFP.

If you have questions about resolution drafting that are not addressed here, please contact the MAFP office by calling (601) 853-3302.

The MAFP welcomes your resolutions and hopes you find this to be a helpful guide. Even if you decide not to write or present a resolution, please plan to attend the MAFP Business Meeting and play a part in making policy for MAFP.