

Resolution Writing Template

SUBJECT:

PRESENTED BY:

AUTHOR:

WHEREAS

, therefore be it

RESOLVED,

Instructions for writing

WHEREAS – justification

Keep to 1 ½ pages maximum

Footnotes: Keep it simple. All resolutions will be merged into one document for distribution.

From the AAFP guidelines...

What are the basic rules for writing a resolution?

Rule #1 Every resolution must have a title, “whereas” clause(s) and “resolved” clause(s) and carry the author’s name(s). The title should be clear and concise and convey the general idea of the topic of the resolution.

The “whereas” clauses should explain the rationale for the resolution -- identify a problem or need for action, address its timeliness or urgency, its effects on residents, medical students, MAFP and/or the public at large and indicate whether the proposed policy or action will alter current MAFP policy. The “resolved” clause(s) are the meat of the resolution. These clauses should be clear and concise and positively state the action or policy called for by the resolution.

Rule #2 Give special attention to the following: 1) Limit the number of “whereas” clauses to the minimum required to provide reasonable support for the “resolved” clause(s). 2) Carefully check the facts and verify the data used. 3) Limit the use of adjectives or qualifying adverbs which are considered “editorial opinion” and focus on the essentials.

Rule #3 If a resolution is adopted, the only part that remains is the “resolved” clause(s). Consequently, the “resolved” clause(s) must stand alone. This means that you should be able to read these statements separately and have them make sense. Avoid using acronyms. There should be no pronouns used (e.g., it, they, we, etc.) that refer to other resolved statements or the “whereas” clause(s). Each “resolved” clause should be perfectly clear without the rest of the document present.

Rule #4 Less is more – if “resolved” clauses become too long or involved, the intent may be lost. It is better to split an idea into two “resolved” statements than to create a single clause that leaves everyone confused.

Rule #5 ONLY ONE ISSUE SHOULD BE ADDRESSED IN EACH RESOLUTION. If multiple “resolved” clauses are included in a resolution, each “resolved” clause should be related to the central subject of the resolution.

Rule #6 Before submitting a resolution, carefully weigh the merits of your proposal by considering the following questions:

- 1) Is this issue/topic of special interest to many, some, or a few members, family physicians, others?
- 2) Is the recommendation within the scope or authority of the MAFP?
- 3) Is the recommendation relevant to the Academy's strategic priorities?
- 4) Does the recommendation have cost implications for the Academy (in terms of research, meeting costs, production charges, travel expenses, staff time, etc.)?
- 5) Has this recommendation already been addressed by the resident or student congress? If so, what action was taken by the referral body?
- 6) Is the Academy currently addressing this issue/topic?

Research is the first step in developing a resolution. Solid data must be presented that support the requested action. In addition, it is imperative to cast the resolution in light of the overall historical development of the issue.

The history of an issue can be approached both with respect to current MAFP actions and past MAFP policies, as well as the positions and actions of other organizations. During the conference, resources will be available to provide information on the Academy's policies, positions and current activities.

What is the process for submitting a resolution?

The basic format of a resolution and sample resolutions are attached.

Deadline The deadline for submitting resolutions at the next Congress of Delegates is June 1, at 6:00 p.m. Submissions after that date will be considered late and may not make it into the COD Delegates Handbook.

What happens to a resolution when it is submitted?

- Each resolution is assigned to a reference committee. At the publicized time, the committee hears testimony on its resolutions. The author of the resolution is allowed to testify first if he/she wants to. Then anyone with an interest in the resolution being discussed may offer input.
- Following the hearing, the reference committee discusses what was said and develops a report that includes a recommendation on each resolution. The committee will either recommend that a resolution be adopted, not adopted, offer a substitute resolution for adoption or recommend the resolution be included on a "reaffirmation calendar" because it reflects current policy or is being addressed in existing programs and services.
- The reference committee presents its report during the final business session. This report summarizes the hearing discussion and the rationale for the committee's recommendations. The report includes an index page, listing all items with the committee's recommendations. This is a consent calendar. Based on the consent calendar, reference committee reports are voted on in one vote. However, any item or items may be extracted for debate. If items are extracted, those items are voted on separately.

What happens to resolutions that are adopted by the COD?

- Resolutions may be directed to the AAFP Congress of Delegates, which convenes in late September/early October or they may be directed to the appropriate bodies (e.g., Board of Directors, commissions). The Board Chair reviews these recommendations. Once the recommendations are approved, the resolutions are distributed to the appropriate bodies for consideration.

SAMPLE RESOLUTIONS

Sample Resolution #1

**RESOLUTION
16-00 (to be filled in by staff)**

SUBJECT: Alternative Sources to Title VII Funding for Medical Education

PRESENTED BY: Public Health Commission

AUTHOR: John Smith, MD

WHEREAS, Title VII funding has been in jeopardy for many years, and

WHEREAS, Title VII is an integral source of funding for multiple health care-related activities, including medical student and medical resident education, and

WHEREAS, Title VII has been useful in ensuring the supply of primary care physicians to underserved areas, now, therefore, be it

RESOLVED, That the MAFP continue its efforts to identify and advocate for alternative sources of sustainable funding for medical student and resident education and faculty development for family medicine, and, be it further

RESOLVED, That the MAFP encourage local constituent chapters to identify sources of funding for medical student and resident education and faculty development for family medicine.

Sample Resolution #2

**RESOLUTION
16-00 (to be filled in by staff)**

SUBJECT: Crash Course on Cash, Codes and Computers

PRESENTED BY: Jane Jones, DO

AUTHOR: Jane Jones, DO

WHEREAS, There is a need among residents for focused education on the business aspects of running a practice, and

WHEREAS, the MAFP has developed a course entitled the "Crash Course on Cash, Codes and Computers" that specifically meets this need, and

WHEREAS, the National Conference is the largest annual gathering of family medicine residents, now, therefore, be it

RESOLVED, That the MAFP consider offering the "Crash Course on Cash, Codes and Computers" in conjunction with the National Conference of Family Medicine Residents and Medical Students.