

Writing and Submitting a Resolution – A Step by Step Guide

The following is a quick reference for the “how to” of writing resolutions. To review more detailed information, please see the “Guidelines for Submitting Resolutions” located on My AAP at:

<http://www.aap.org/en-us/my-aap/chapters-and-districts/Resolutions/Pages/Submitting-Resolutions.aspx> (AAP ID and password required).

The purpose of a Resolution: To provide a formal mechanism whereby the members of the Academy can give input concerning Academy policy and activities.



What is a Resolution:

- Request that the Academy develop a statement or otherwise take action on a particular issue.
- Request that the Academy inaugurate a new program or activity or reconsider a current AAP Program or Activity.
- Request that the Academy change its operating procedures

*All resolutions are *advisory* to the Board of Directors and are not binding.



I have an idea for a resolution...now what?

- **Who can write a Resolution** - Fellows of the Academy with or without group endorsement, chapters, committees, councils or sections, and districts.
- **Contact your District Chapter Forum Management Committee Representative (CFMC)** – All 10 districts of the AAP have a CFMC representative. The CFMC members can assist you with the resolution writing process. CFMC representatives can help guide the development of resolutions at district meetings for presentation at the Annual Leadership Forum. CFMC members also track resolutions before and after the Annual Leadership Forum, and maintain ongoing contact with resolution authors, providing updates on Academy responses. **Your CFMC representative is available to guide you in the resolution writing process.** To see who your CFMC representative is visit My AAP at: <http://www.aap.org/en-us/my-aap/directories-rosters/Committee-Council-and-Section-Rosters/Pages/AAP-National-Elected-Committees.aspx>
- **Fill out the Resolution Template** found at: <http://www.aap.org/en-us/my-aap/chapters-and-districts/Resolutions/Pages/Submitting-Resolutions.aspx>.



The Body of a Resolution

- **“Whereas” clauses** – should define problem, relevance of the problem and possible solutions. (3-4) is acceptable)
- **“Resolved” clauses** – should stand alone and request action by the Academy (no more than 2 resolveds)
- **Fiscal Notes** – are generally supplied by staff, but whenever possible, the authors are encouraged to supply fiscal notes upon resolution submission.



PLEASE DON'T MISS THE DEADLINE – DECEMBER 1!

- Resolutions **MUST** be submitted by **December 1**. Any resolutions submitted after **December 1** and before the opening session of the Annual Leadership Forum (typically mid-March annually), will

be considered LATE RESOLUTIONS. Submit Resolutions to: Hope Hurley, Manager, Chapter Programs, via e-mail at: hhurley@aap.org with a cc to your CFMC representative.



The Anatomy of a Resolution

- Following is an explanation of the resolution format:

RESOLUTION # - a number will be supplied by Central Office

TITLE - should reflect the action for which the resolution calls

SPONSORED BY - the sponsor(s) of the resolution must be identified. Resolutions can be submitted by fellows, chapters, committees, councils, sections or districts.

DATE - Date submitted.

DISPOSITION - Reflects vote of the Forum.

Whereas - These statements should be written clearly to define the problem and state that a solution is possible. Please remember that the Whereas' are not voted on and should be limited to three or four statements in order to assure that the focus remains on the resolved portion of the resolution.

RESOLVED - Each resolution must contain a Resolved which stands alone and request action by the Academy. The resolution may not have more than 2 RESOLVEDS. The Resolution also may not include bullet points within the resolved. For the purpose of clarity, we encourage authors to limit the character length of each resolved.

FISCAL NOTE - Fiscal notes are generally supplied by staff, but whenever possible, the authors are encouraged to supply fiscal notes upon resolution submission.

REFER TO - Resolutions should be referred to the Annual Leadership Forum or, if urgent, to the AAP Board of Directors.

**AUTHOR/
CONTACT
PERSON** -

Fellow(s) who drafted the resolution and can be contacted for clarification. Resident and candidate fellows who author resolutions must also obtain support of an AAP full fellow to co-author the resolution.

EMAIL - Email address where the author/contact person can be reached.

**BACKGROUND
INFORMATION** -

The author of the resolution should supply background material, if possible. The author's background material should be limited to 2 pages or 86 lines using a 12 point font with a 2 inch left margin. Any background material exceeding 2 pages will be placed in the additional electronic background book. Staff will gather information as well. This information will be sent to the Chapter Forum Management Committee to review.