

American Physician Scientists Association Resolution Writing Guide

This document serves as a resource for writing well-crafted resolutions. Resolution authors will be required to submit resolutions that fit the format described below.

Questions? Please contact the APSA Vice President, Hanna Erickson (hanna.erickson@physicianscientists.org).

The deadline to submit resolutions is **Monday February 19, 2018***.

*These must be in their final formatted form at this time. It is *highly suggested* that you submit earlier than the deadline to allow time for initial feedback.

Resolutions can be submitted by email to hanna.erickson@physicianscientists.org.

Picking a Topic

A resolution can be about absolutely anything! However, it is important to keep in mind that the resolution will need to be approved by a majority of APSA IRs and the Board of Directors to be put into effect. Typically these will fit into two categories - those that request a change in APSA policy/initiatives and those that request that APSA takes a certain position/advocates for a cause (see the description of Resolution Statements below).

Example topics that fit within these categories include:

- Requesting that APSA petitions the NBME for an extension of the USMLE time limit to 10 years to account for longer PhDs, particularly for SSH MD/PhD students
- Requesting that APSA advocates for LCME policy regarding parental leave for medical students, which currently does not exist
- Requesting that APSA develops a guide for applying to MD/PhD programs
- Requesting that APSA changes how it distributes funds to local chapters (with a specific proposal for how to distribute funds)

Writing a resolutions statement

Resolutions provide background information and propose a course of action. They are comprised of “whereas” statements (background) and “resolved” statements (proposed course of action). An example resolution is given below:

Establishing a Resolutions Process for the American Physician Scientists Association

Sponsor(s): Hanna Erickson, IR for University of Illinois at Urbana-Champaign; John Doe, IR for Some University

WHEREAS, One of the American Physician Scientists Association's objectives includes to be "the most representative voice and influential advocate to policymakers and the American people regarding the need for supporting physician-scientist training" (1),

WHEREAS, No current mechanism exists to regularly assess the needs and issues facing physician-scientists in training,

RESOLVED, That the Board of Directors adopts a resolutions process to assess the needs of APSA members.

REFERENCES:

(1) <http://www.physicianscientists.org/?page=about>

Heading

The resolution should begin with a title that is both concise and accurately descriptive. It must begin with a gerund (verb ending in "-ing"). This is to be bolded. Sponsor(s) should be listed below along with the institution they represent. A resolution may have one or multiple sponsors. These sponsors must all be institutional representatives. Sponsors should be listed in succession with a semicolon separating each name and institution.

Whereas Statements

A key to a successful resolution is well-researched background information provided in the "Whereas" statements that establish a strong rationale for why a course of action should be taken. Typically, a well-researched resolution should have 4-10 whereas statements. In writing whereas statements, be factual not speculative and provide references when applicable. The purpose of these statements is to inform those who are voting on the resolution about why this resolution is appropriate and feasible for APSA to adopt; they will not be retained in APSA records once a resolution is approved. The first word following "whereas" should be capitalized.

Resolution Statements

These are the statements that will eventually be acted upon by the Board of Directors should the resolution pass (and should be phrased accordingly). They may request changes in APSA policy or that APSA takes an action. Multiple resolved statements may be included in a single

resolution (though more than two is discouraged). These should be clearly stated and feasible for APSA to implement.

Since these are *action* statements, they should contain an *active* verb such as: Accepts, adopts, affirms, appeals, appreciates, approves, authorizes, calls upon, commends, concurs, condemns, declares, designates, directs, promotes, recognizes, recommends, seeks, suggests, supports, or urges

References

References can help strengthen your whereas statements. Should you find an applicable reference, please indicate the reference number within parenthesis in the whereas statement then list the references at the bottom.

Helpful tips

A number of factors contribute to a successful resolution:

- More co-sponsors
- Clarity
- Well-researched
- Feasible scope
- Novelty