Resolution Writing 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 society, committee, or author's name(s). The topic or subject 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, ArMA, or the public at large, and indicate whether the proposed policy or action will alter current ArMA policy. The "resolved" clauses 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.

Resolutions can be directed to the American Medical Association's House of Delegates through ArMA's AMA Delegation, and the resolved clause must clearly state this action if desired.

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 considered "editorial opinion" and focus on the essentials.

Rule #3
If a resolution is adopted, the only remaining part 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 explicit without the rest of the document present.

Rule #4
Less is more—if the "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 confuses everyone.

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 particular interest to many, some, or a few members, physicians, or others?
2. Is the recommendation within the scope of authority of ArMA?
3. Is the recommendation relevant to ArMA's strategic priorities?
4. Does the recommendation have cost implications for ArMA (in terms of research, meeting costs, production charges, travel expenses, staff time, etc.)?
5. Has this recommendation already been addressed by ArMA?

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

The history of an issue can be approached both concerning current ArMA actions and past policies and the positions and actions of other organizations. ArMA’s Compendium of current policy is available on the website or by contacting Susan Brown at the ArMA office.

What is the process for submitting a resolution?
The deadline for submitting resolutions for each Board of Directors Meeting is on the submission form and the ArMA Website. Submissions after that date will be considered late and may not be accepted.

What happens to a resolution when it is submitted?
- Each resolution is posted to the Online Forum to accept comments from the entirety of ArMA’s membership and remains open for three weeks.
- The Reference Committee will meet to discuss each resolution’s comments and develop a report that includes a recommendation.
  - The membership will be invited to join the Reference Committee at the beginning of its meeting to provide additional comments or amendments to the resolutions.
  - The committee will recommend that a resolution be adopted, not adopted, offer substitute language for adoption, or recommend that the resolution be referred to the ArMA Board or a specific committee for further review.
- The voting body of ArMA will receive notice of the Reference Committee’s recommendation on the resolutions and provide a link to vote on the recommendations.
- At the end of the voting period, the results will be provided to the Board of Directors for approval.
What happens to resolutions that the Voting Body adopts?

- The adopted resolutions instruct the Board on its wishes respecting the operation of ArMA.
- They also act as a benchmark for the ArMA advocacy team when dealing with state legislative issues.
SAMPLE RESOLUTIONS
Sample Resolution #1

RESOLUTION 00 – (year) (to be filled in by staff)

SUBJECT: Physician Well-being

INTRODUCED BY: ArMA Public Health Committee

Whereas, healthcare organization leaders across the U.S. have identified physician burnout as a public health crisis and identified Electronic Health Records (EHR) technology and related administrative burdens as a key contributing factor, and

Whereas, multiple recent studies have identified that physicians now spend more time on EHR administrative duties than on patient care, including a 2017 study that found primary care physicians spend nearly 2 hours on EHR tasks per hour of direct patient care, and

Whereas, Medscape's 2018 survey of physicians found 42% of physicians report feeling burned out, and

Whereas, it is estimated that at least 400 U.S. physicians commit suicide each year, leading to roughly 1,000,000 Americans losing their doctors, and

Whereas, many cultural stigmas and behavioral factors surround expectations for physicians' health and ability to perform under multiple stressors including a lack of sleep, and

Whereas, the Collaborative for Healing and Renewal in Medicine (CHARM), a group of leading medical centers and organizations that includes the American Medical Association (AMA), has created the Charter on Physician Well-Being as a catalyst for addressing the growing problem of physician burnout; therefore, be it

Resolved, that the Arizona Medical Association pledge a continuing commitment to preventing and resolving physician burnout and helping physicians succeed in their life's work of caring for patients, including encouraging Arizona health system leadership to adopt the CHARM Charter on Physician Well-Being and system methods to enhance the health of all clinicians, and thus ensure the best possible patient care.
Sample Resolution #2

RESOLUTION 00 – (year) (to be filled in by staff)

SUBJECT: Climate Change and Public Health

INTRODUCED BY: AZ Section, American Congress of Obstetricians & Gynecologists

Whereas, the medical community recognizes climate change as a serious threat to public health, particularly among marginalized and vulnerable groups, and

Whereas, climate change threatens the health of Arizonans via worsening heat waves, air pollution, drought, flooding, wildfires, food insecurity, infectious disease, infrastructure disruption, and mental health impacts, and

Whereas, ArMA is a body concerned with individual and population health in our state; now, therefore be it,

RESOLVED, that the Arizona Medical Association, (ArMA) support physician education on the health impacts of climate change and urge physicians to discuss the risks with their patients and be it further

RESOLVED, that ArMA call on local, state, and federal officials to take swift action to curb climate change and to prepare for its effects, and be it further

RESOLVED, that ArMA encourage physicians to participate in local resilience efforts and to advocate for a stable climate.