American Physician Scientists Association Resolution Writing Guide

This document serves as a resource to help write well-crafted resolutions. Resolution authors should submit resolutions that fit the format described below.

Questions? Please contact the APSA Policy Committee Resolutions Chair, Miranda Yousif. (mirandayousif8@gmail.com).

The **deadline** to submit resolutions is **Friday, February 26, 2021**.  
*These must be in their final formatted form at this time. It is *highly* suggested that you submit earlier than the deadline to allow for initial feedback.

Early Submission deadline: **Friday, January 29, 2021**.  
**It is highly suggested that you submit one month prior to the final deadline so the Policy Committee of APSA can help you with edits, comments, and formatting modifications prior to the final submission deadline.

**Resolutions can be submitted by email to mirandayousif8@gmail.com.**

Resolution Timeline

**Call for Resolutions**  
January – February 2020

**Policy Committee Review & Writing**  
February – April 2020

**Voting by IRs**  
May 2020  
(first full week)

**Presentation to BOD**  
June/July 2020

**Follow Up**  
2020 – 2021

**Implementation**  
August 2020
1. Picking a Resolution Topic
A resolution can be about absolutely anything! However, it is important that the resolution be relevant for advancing physician-scientist goals. Specifically, resolutions can 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. Once resolutions are submitted, they will next be voted on by APSA Institutional Representatives (IRs) nationwide and then reviewed by the Board of Directors to be finalized.

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 oversees the production of an up-to-date and affordable comprehensive guide for dual-degree applicants to residencies

Language for select previous APSA resolutions can be found at the end of this document.

2. Writing a Resolutions Statement Guide Section by Section

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 success 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 up on by the Board of Directors should the resolution pass (and 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 references number within parentheses in the whereas statement, then list the references at the bottom of the resolution.

Helpful tips
A number of factors contribute to a successful resolution:

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

Example (Generic) Resolutions Statements

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:

3. Establishing a Resolutions Process for the American Physician Scientists Association

Sponsor(s): Jane Smith, IR for the University of A; John Doe, IR for X 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