

House of Delegates

"Resolutions 101" Fact Sheet



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Writing a Resolution

A resolution is the vehicle used to convey to the House of Delegates (HOD or House) of the Pennsylvania Medical Society (PAMED) a proposal from an individual, a component or specialty society, or a section on a particular subject. The traditional format is comprised of two parts: (1) statements beginning with "Whereas" that usually include the introductory facts or circumstances and (2) the formal conclusion (known as the "Resolved").

The "Whereas" statements should introduce the facts or circumstances of the resolution. They should be clear and concise and logically support the "Resolved" portion. It is important that these prefacing statements themselves do not cause disagreement and debate to the detriment of the main resolution (or "Resolved"). All "Whereas" clauses and background information should be thoroughly researched and factually accurate. References should be cited for relevant facts when appropriate and supporting documents attached as needed. False, inaccurate, misleading, or inflammatory statements or opinions may be deemed out of order and omitted.

The "Resolved" portion of a resolution is the formal conclusion. This section should stand alone as a complete and understandable statement without referring to ideas contained in the "Whereas" statements. The "Resolved" portion, if adopted by the House, actually becomes PAMED policy; the "Whereas" statements are discarded.

Submitting a Resolution

There are several facts you should be aware of prior to submitting a proposed resolution:

- ▶ Resolutions may be authored by any member of PAMED. However, they must be introduced by an official delegate.
- ▶ To avoid duplication, compare your proposed resolution to existing policy in PAMED's Policy Compendium found here: www.pamedsoc.org/PolicyCompendium
- ▶ Resolutions must be accompanied by fiscal notes when there is a financial impact to PAMED. Staff will be happy to assist resolution authors in determining appropriate fiscal notes.
- ▶ Authors of resolutions should be sure to spell out in full at least the first mention of any word or phrase that may later be abbreviated in the resolution.

Resolutions Directing AMA Action

The submission of excessive, redundant, and/or irrelevant resolutions to the American Medical Association (AMA) potentially diminishes the reputation and credibility of the Pennsylvania Delegation to the AMA. Therefore, the following caveats have been established:

- 1) Discretion should be used in requesting AMA action.
- 2) The Speakers will advise the reference committee chairs to conscientiously consider all Resolveds dealing with the AMA and to recommend to the House the deletion of marginal Resolveds.
- 3) Pennsylvania Delegation members should attend reference committee hearings and speak against forwarding those resolutions that are existing policy or which do not appear appropriate to be submitted to the AMA. (They may also speak in that regard from the floor of the House.)
- 4) The Pennsylvania Delegation to the AMA has the responsibility to determine when and in what format a resolution adopted by the PAMED House of Delegates will be submitted to the AMA.

Deadline for Submitting a Resolution

A resolution proposed for consideration by the HOD should be submitted in writing by delegates acting on their own behalf, or on behalf of the component medical society or specialty they represent. Your Speakers have not yet finalized the closing date, and will notify PAMED membership when the date is secured.

It is never too early to share your good ideas and begin formulating a resolution that could help all Pennsylvania physicians better care for their patients.



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