

# WRITING AND SUBMITTING RESOLUTIONS

The following is a quick reference for the "how to" of writing resolutions. To view more detailed information, see the Guidelines for Submitting Resolutions [here](#).

## WHAT IS A RESOLUTION?

Resolutions afford AAP members the opportunity to provide input regarding AAP efforts to address important child health issues. They can request the Academy take action on a particular issue not already addressed in AAP policy or request the Academy inaugurate a new program or activity.



## WHO CAN WRITE A RESOLUTION?

Any Fellow of the Academy in Good Standing.

## SPONSORSHIP

In order to be considered normal business of the Leadership Conference, a resolution must be sponsored by a chapter, committee, council, section, or district. Sponsorship implies agreement on the resolution content.



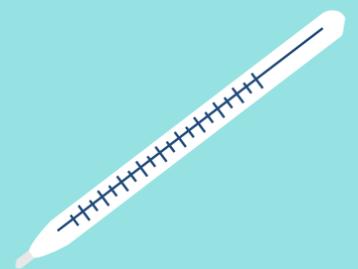
## I HAVE AN IDEA, NOW WHAT?

Research is the first step to determine if the data to support the need for the resolution above and beyond what the AAP is already doing is necessary. The resolve should clearly define the action to be taken by the Academy and the resolution should be limited to one page.



## TYPES OF INEFFECTIVE RESOLUTIONS

1. Resolutions on already existing AAP Policy. Search policies [here](#).
2. Resolutions on upcoming AAP policy that will address the issue the resolution is recommending. View the Statement in Progress list [here](#).
3. Resolutions that request the Academy advocate for a position on which there are already advocacy efforts. View advocacy initiatives [here](#).
4. Resolutions requesting the creation or promotion of existing educational materials or resources that already exist. View educational resources [here](#).
5. Resolutions to develop caregiver resources or educational materials that already exist. Search caregiver resources [here](#).
6. **Note for committees, councils, and sections:** A committee or council should not write a resolution about drafting a policy statement if they are the group responsible for drafting that policy. Neither should a council or section submit a resolution about developing an educational program if that entity is responsible for developing that program. In short, it is important to consider whether the work that would ensue from an adopted resolution from a committee, council, or section would in fact be undertaken by that group. If that is the case, and the work is clearly within the purview of that group, a resolution before the Leadership Conference is not needed.
7. Resolutions out of scope of the Academy's mission.



## CONTACT YOUR CHAPTER FORUM MANAGEMENT COMMITTEE (CFMC) REPRESENTATIVE

All 10 Districts of the AAP have a CFMC representative. They can be found [here](#). Your CFMC representative is available to guide you in the resolution writing process. CFMC members are the trackers of resolutions before and after the Leadership Conference.



## REMINDERS

- Resolution Submission deadline is April 1, 2022
- CFMC Members can be found [here](#)
- The full Guidelines for Resolutions can be found [here](#)
- The resolution template can be found [here](#)



# RESOLUTION FORMAT

Download the 2022 Resolution Template [here](#).

The body of a resolution has the following information:

## RESOLUTION #

A number will be supplied by AAP staff.

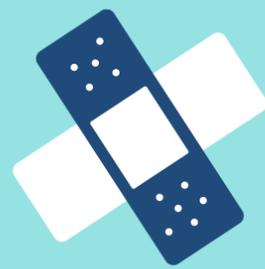


## TITLE

The title should be concise and reflect the action for which the resolution calls.

## SPONSORED BY

The sponsor of the resolution must be identified. Resolutions must be sponsored by a chapter, committee, council, section or district. Sponsorship implies agreement on the resolution content. Multiple sponsors are not needed.



## DATE

The date the resolution was submitted to the AAP national office.



## DISPOSITION

Reflects the vote during the Leadership Conference.

## WHEREAS

The whereas statements should be written clearly to define the problem and state that a solution is possible. Please remember that the whereas statements are not voted on and must be limited to three or four statements in order to ensure the focus remains on the resolved(s) portion of the resolution.



## RESOLVED

Each resolution must contain a resolve which stands alone and requests action by the Academy. The resolution must not have more than 2 resolves. The resolution also must not include bullet points within the resolves. For clarity, authors are encouraged to be as succinct as possible.



## 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 2022 Leadership Conference.

## AUTHOR

Fellow(s) who drafted the resolution may be contacted for clarification. Resident and candidate fellows who author resolutions must obtain the support of an AAP full fellow to co-author the resolution. District Chairpersons and District Vice Chairpersons are not eligible to be authors of resolutions.



## EMAIL AND CHAPTER

The email address and chapter where the author can be reached.

## BACKGROUND INFORMATION

The author of the resolution may supply background material if needed. This information will be sent to the Chapter Forum Management Committee and Senior Leadership Team to review.

