

Resolution Worksheet

1. Problem statement: what specific practice problem does this resolution seek to solve, or, if this resolution pertains to new GAFP policy or change of policy, what issues does it seek to address?
2. Problem Scope: Approximately how many GAFP member or members' patients are affected by this solution or proposed policy?
3. Specific Solution: What specific solution are you proposing to resolve the problem or policy, I. E. What action do you wish GAFP to take?
4. Evidence: What evidence exists to 1) indicate that a problem exists; or 2) that there is a need for a new or revised policy?
5. Fiscal note: What type of administrative support will be required, if any, from the GAFP staff/from budget, to accomplish your ask?
6. Citations: Please provide citations if any to support your proposed solutions- can be from other chapters, or literature.

Resolution Writing Guidelines

A resolution is a member's formal written proposal or recommendation for GAFP to:

- Establish policy;
- Address an issue of concern;
- Eliminate a non-essential activity; or,
- Explore or implement a new program.

Any GAFP member in good standing is invited to submit a resolution for discussion and voting by the membership at the Annual Congress of Delegates, typically held in November. The GAFP requirements for timely submission is 45 days prior to the COD in order to be considered on time. Late resolutions may be considered but are not guaranteed to be discussed or reviewed by reference committee.

Writing a Resolution

Format

For GAFP to consider a resolution, it must follow the standard format.

- **Title:** Clearly and concisely conveys the topic of the proposal / recommendation.
- **Author/Co-authors(s):** Identifies the GAFP members who propose the resolution.
- **"Whereas" clause(s):** Clearly and concisely identifies a problem or need for change and includes verifiable data. Avoid jargon here. Do include citations from literature if there are any that support your ideas
- **"Resolved" clause(s):** Clearly and concisely states the solution to the problem or the action that will bring about change. This must be a **stand-alone statement** that, when separated from the rest of the resolution, makes sense. **It is often easiest to write this clause first, followed by the "whereas" clause(s) with data showing the severity of your identified problem and the need for a solution.**

Considerations

A researched and well-thought-out resolution increases the likelihood that it will be approved.

- **Do any current or past actions or policies of GAFP, AAFP, and/or other organizations address the issue?** Click <https://www.gafp.org/wp-content/uploads/2022/08/Current-Policy-Manual.pdf> for GAFP's internal and external policies (Policy Manual); Click <https://www.aafp.org/about/policies.html> to view those of the AAFP.
- Does the resolution advance a strategic priority of the Academy? Click <https://www.gafp.org/wp-content/uploads/2022/08/Strategic-Plan-2021-2024.pdf> to view our one-page summary
- How many members are affected by the resolution's recommendation?
- Is the recommendation within the scope of the Georgia Academy? Can we make an impact? Or is this a resolution you would like to go to the AAFP?
- Does the recommendation require the expenditure of GAFP and/or AAFP funds (e.g., costs associated with staff time, research, meetings, production, travel)? If so, be sure to identify the fiscal note in your resolution.
- What do others think of your proposal? It is important to survey your colleagues about issues important to them and areas of concern, and then collaborate on potential solutions to present to the Academy. Please review our legislative session wrap up that references our priorities from 2022 and what passed and didn't pass to see if others have this as a burning issue as well. Click <https://www.gafp.org/2022-legislative-session-wrap-up/> to review.

Have you reviewed AAFP and GAFP current policies and strategic plan to make sure that the address has not already been addressed?

Yes

No

How-to Assistance

- For help writing a resolution, GAFP Headquarters and we can put you in touch with the Speaker and Vice Speaker for the COD.
- Prior to the COD, the Speaker/Vice Speaker may have posted office hours to personally assist with resolution writing.

Submitting a Resolution

- GAFP accepts resolution submissions year-round. Members may submit a resolution one of two ways:
 - [Online form and worksheet \(https://www.gafp.org/wp-content/uploads/2022/08/Fillable-Resolution-Form-2022.pdf\)](https://www.gafp.org/wp-content/uploads/2022/08/Fillable-Resolution-Form-2022.pdf)
 - [Printed version of form and worksheet emailed to the GAFP \(amcarthur@gafp.org\)](mailto:amcarthur@gafp.org)
- In accordance with GAFP bylaws, resolutions received in writing by the GAFP Chief Executive Officer at least 45 days prior to the Congress of Delegates (COD) will be accepted, discussed, and voted on at the meeting.
- Late resolutions will be accepted, discussed, and voted on only if there is an affirmative vote of two-thirds of the members present and voting at the COD.

Life of a Resolution

- Resolutions submitted by members are reviewed by Speaker/Vice Speaker/GAFP staff which are charged with reviewing resolutions for clarity, formatting, and editing prior to the Congress of Delegates.
- The first meeting of the Congress of Delegate occurs 2-3 weeks prior to the November Annual Meeting (**Thursday, October 20, 2022 at 6:00 PM**) and takes place as a conference call. At this first meeting of the COD the reference committee will hear testimony from the authors and any members that would like to speak for or against the topic. Following the hearing, the reference committee will draft recommendations. Their recommendations include one of four outcomes:
 - Adopt as written
 - Adopt for information (no action needed, consistent with current policy)
 - Adopt with edits (substitute resolutions)
 - Not adopt
- Recommendations from the reference committee are then forwarded to the membership for consideration at the COD at the Annual Scientific Assembly Meeting, in accordance with the timeline outlined above.
- At this second part of the COD, held in person, at the November Annual Scientific Assembly on **Saturday, November 12, 2022 at 1:00 PM**, authors and GAFP members may extract a resolution to provide further testimony / share more of their rationale for supporting or not supporting resolutions.
- Approved resolutions affecting AAFP are sent for consideration at the next [AAFP Congress of Delegates](#), which convenes in the fall each year.

EXAMPLES

The following are examples of well-stated resolutions, causing little debate and adopted as written.

Example 1

WHEREAS, The Women, Infants and Children Supplemental Food Program (WIC) was initiated to provide better nutrition and nutritional counseling to pregnant women, lactating mothers, and their infants and children up to five years of age, and

WHEREAS, studies at the Harvard School of Public Health have determined that the program is effective in decreasing the number of premature births and low birth weight infants (American Journal of Clinical Nutrition, 40:579, 1984; JADA 80:221, 1982), and

WHEREAS, nine million women, infants and children are estimated to be eligible for the WIC program but currently only one-third of these are being served, and

WHEREAS, the AAFP supports cost effective, preventive health measures and adequate nutrition for all children, now, therefore, be it

RESOLVED, That the AAFP actively encourage the United States Congress to support increased funding for WIC to enable higher participation in the program.

Example 2

WHEREAS, A great number of physicians practicing in the United States are of Hispanic origin, and

WHEREAS, there is a vast interest among Latin American physicians for continuing educational material in family practice, now, therefore, be it

RESOLVED, That the AAFP study the economic and educational viability of translating into Spanish the Home Study Self-Assessment Course and any other pertinent material of educational value.

*Partially adopted from the Michigan Academy of Family Physicians and AAFP Guidelines for Resolution Writing