**tips for writing a resolution**

**Resolutions**

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

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

Any FAFP member in good standing is invited to submit a resolution for discussion and approval by the FAFP Board of Directors, as outlined on the [FAFP Resolution Submission Portal](https://www.fafp.org/policy-resolution-proposal-form).

**Writing a Resolution**

Format

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

* **Title**: Clearly and concisely conveys the topic of the proposal/recommendation.
* **"Whereas" clause(s)**: Clearly and concisely identifies a problem or need for change and includes verifiable data.
* **"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. Each resolved clause must begin with the organization followed by the action (e.g., RESOLVED, that the American Academy of Family Physicians (insert action: request, seek, pass, create, etc.). See the sample resolution for further guidance.
* **Author(s)**: Identifies the organization (e.g., FAFP) or FAFP members who propose the resolution.

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 AAFP, FMA and/or other organizations address the issue? If so, reference in the Whereas clause.
* Does the resolution advance a strategic or legislative priority of the FAFP?
* Does the resolution address a problem impacting a significant number of FAFP members?
* Is the recommendation within the scope of the AAFP or FMA?
* Does the recommendation require the expenditure of AAFP or FMA funds (e.g., costs associated with staff time, research, meetings, production, travel)? The importance of the resolution should be commensurate with the projected cost or else it could jeopardize the likelihood of passage.
* What do others think of your proposal? It is important to discuss your colleagues about issues important to them and areas of concern, and then collaborate on potential solutions via resolution development.

Assistance: For help writing a resolution or other questions, email Jay Millson at jmillson@fafp.org