

## **Guidelines for Writing A Resident Component Resolution**

### **Structure of A Resolution**

A resolution is a main motion in parliamentary procedure which expresses the House of Delegates' formal opinions or sentiments. Often a resolution is prefaced by statements, each introduced by the word whereas, that state the reasons for the resolution. The statements contained in the "WHEREAS" are of no legal effect, and sometimes are the cause of disagreement. Members frequently attempt to debate and amend these prefacing statements, often to the neglect of the main resolution. The "WHEREAS" are useful mainly when the organization plans to publish the resolution and wishes the reasons for its adoption to be read with it. A "Preamble" paragraph can be substituted for the "WHEREAS." It serves the same purpose as the "WHEREAS", but is less formal.

The "RESOLVED" clause(s) comes at the end of all prefacing statements and should be concise and clear. It (they) should be stated in the affirmative, since the negative form is often confusing to the House of Delegates. If the wording of the resolution is unclear, confusing, unnecessarily long, involved, or if the "RESOLVED" clause is stated in the negative, it is within the purview of the Chair to request the proposer to rephrase the motion prior to the House of Delegates being opened officially for business, and if necessary, help in doing so. However, the Chair can rephrase the motion only in wording that is approved by its proposer.

Resolutions may call on the Resident Component to take a specific action or position ("Internal Resolution"), or call on the ASA to take a specific action or adopt a policy ("External Resolution"), or may be a combination of both. In the case of the latter, the "Internal" and "External" portions should appear in separate, free-standing "RESOLVED" clauses to facilitate transmittal of the external portion to the ASA.

All resolutions must include a fiscal note. Inquiries regarding fiscal notes should be directed to the staff of the ASA Resident Component.

The proposer may rephrase or withdraw the motion at any time before it is stated by the Chair to the House of Delegates for consideration. It is recommended that, in planning to submit resolutions, one checks with the Chair, delegate or staff for proper form.

When a resolution is introduced by a State delegation, the name of the section should appear at the beginning of the resolution. Since either individuals or section delegations can introduce resolutions, a delegation's name on the resolution denotes that the "entire delegation" has approved the resolution.

In summary, the following points should be considered when writing a resolution:

- All resolutions must be typed and in proper form to be considered by the Resident House of Delegates.
- “WHEREAS” clauses or Preambles of the resolution should identify a problem or need for action, address its timeliness or urgency, its effects on the Resident Component, ASA, or the public at large, and indicate whether the proposed policy or action will alter current ASA policy.
- Neither “WHEREAS” clauses nor Preambles will be voted upon. Instead, they offer an explanation and the rationale of the resolution.
- “RESOLVED” clauses are the essential part of the resolution; they should positively state the action or policy called for by the resolution.
- Requests for internal Resident Component action and external (ASA) policy should be stated in separate “RESOLVED” clauses.
- A single issue should be addressed in each resolution. If multiple “RESOLVED” clauses are included in a resolution, each “RESOLVED” clause must be independent, related to the central subject, stated in simple and concise terms, and completely comprehensible after removal of the “WHEREAS” statements.
- All resolutions require a “fiscal note.” ASA staff members can address questions regarding fiscal notes.

Points to consider:

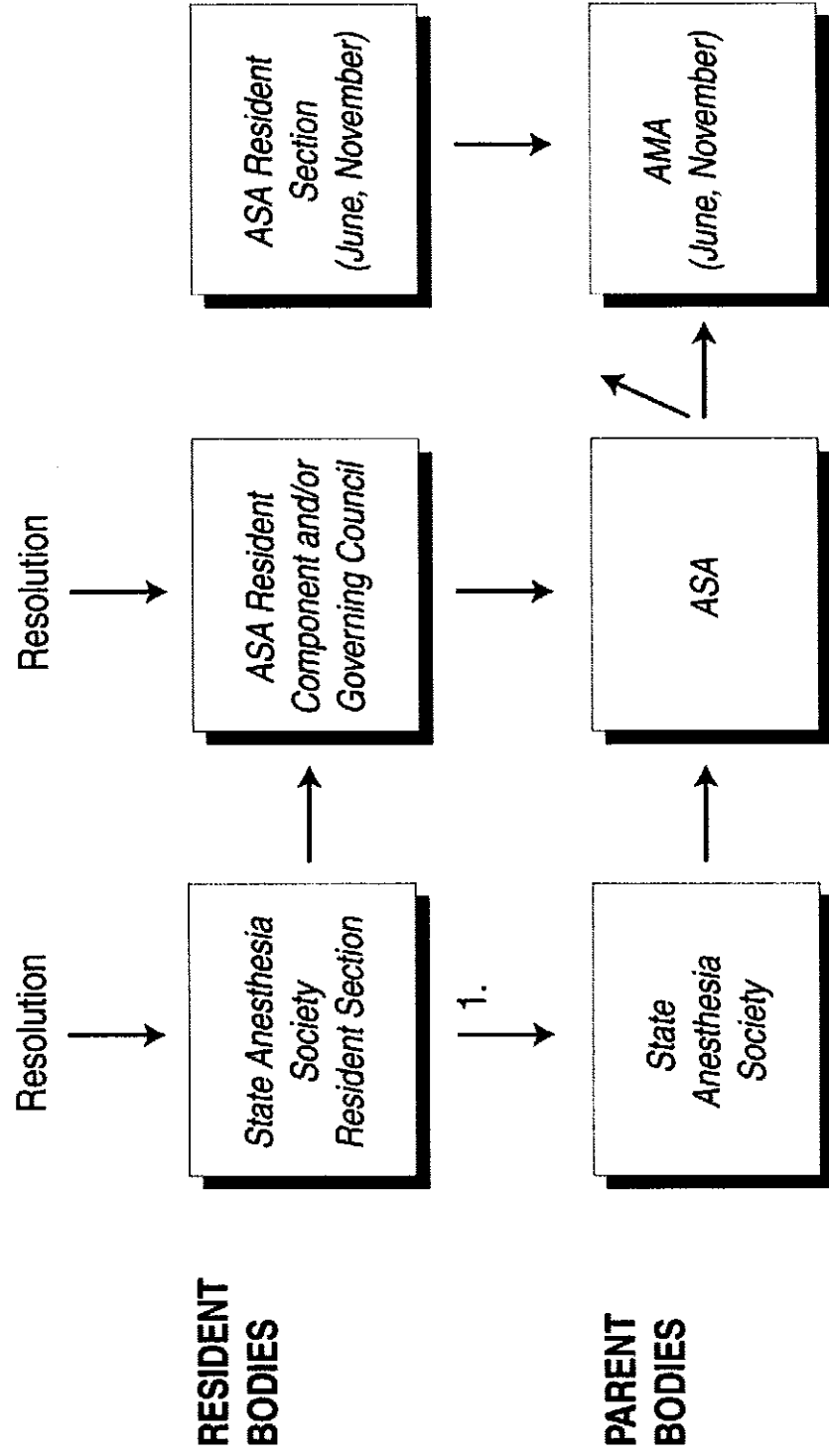
- A. Unclear resolutions may not be passed.
- B. Grammatically poor resolutions may be defeated.
- C. Too many “RESOLVED” clauses may cause referral or defeat of a resolution.
- D. “WHEREAS” may help defeat or pass a resolution.

### **Issue Research**

Research is the first step in developing a resolution. Solid data must be presented which support the requested action. In addition, it is imperative to cast the resolution in light of the overall historical development of the issue.

**Figure 1**

Pathways through which your resolution may enter  
the chain in organized medicine.



1. Depends on state