How to Write a Resolution

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The WAFP is one of the few state chapters that still runs a House of Delegates. This is a great opportunity to have conversation and interaction with your colleagues about policy matters.

- Resolutions are due to the WAFP at the end of February.
- The House of Delegates is May 3, 2018.
What is a Resolution?

- Resolutions ask the WAFP to take a position or action on an issue.
- Resolutions are used by WAFP leadership to determine its agenda, including organizational strategy and state public policy agenda.
Who Can Submit a Resolution?

- Two or more WAFP individual members
- WAFP commissions
- Chapters
Other things to ponder:

- Is the issue of unique interest to Family Medicine in Washington State?
- How will the resolution benefit primary care patients and/or the general public?
- Is the resolution consistent with the mission and priorities of the WAFP?
Other Things to Ponder:

- Is the resolution timely? Does it accurately reflect current law and circumstance? Does it anticipate a longer-term WAFP commitment?
- Does the resolution allow for all possible methods and means to achieve the intended purpose, including alliances, administrative action, as well as legislative or regulatory initiatives?
How Do I Write a Resolution?

First, do your homework!

Collect the relevant facts to outline the problem

Is a resolution the best way to address this issue?
How Do I Do My Homework?

To research existing WAFP policy, check out the WAFP resolution archive

1. Go to wafp.net
2. Go to the “Academy” tab
3. Resolutions archive
How Do I Do My Homework?

Other useful policies might include:

AAFP existing policies
http://www.aafp.org/about/policies/a-z.html

State legislative bills or existing laws
http://app.leg.wa.gov/billsbytopic/
Components of a Resolution

- Title
- Author
- Whereas Clauses
- Resolved Clauses
- Fiscal Note
The TITLE concisely reflects the action for which the resolution calls

The AUTHORS can be chapters*, commissions*, or ≥2 individuals

*Resolutions must be formally approved by the stated group before submission
Whereas Clauses

- Background information
- Justifications for the proposed action(s) in the resolved clause(s)
- Answers the question WHY this should be addressed by the WAFP at this time?
Resolved Clauses

- “The ASK”
- Determines policy or action
- Should be as specific as possible
Exposed Clauses

- The resolved clauses are the only portion of the resolution that carries forward as organization policy after the House of Delegates.

- Each Resolved clause must stand alone:
  - Fully write out any abbreviations
  - One “ask” per clause
Fiscal Note

- If there is spending associated with your resolution, please note this as a “fiscal note.”
- WAFP staff can assist you in estimating what this will be
Customary Language

- **Whereas Clauses:**
  - start with “WHEREAS” and ends with “and,“
  - The Whereas section ends with “therefore, be it,” leading into the Resolved section

- **Resolved Clauses:**
  - Start with “RESOLVED” and end with “and be it further” (except the final resolved clause)

Here are some more examples:
http://www.aafp.org/events/national-conference/congresses/resolutions/samples.html
Language for Resolutions

- Language should reflect the specific policy goal the author hopes to achieve
  - Example:
    - Least Specific: “Reducing administrative burden”
    - More Specific: “Reducing the burden of prior authorization”
    - Most Specific: “Reducing the amount of time health plans have to respond to prior authorization requests”
Language for Resolutions

- Be SPECIFIC about your GOAL
- But… leave the means by which to achieve this goal open ended
  - Gives the WAFP and our policy consultants discretion to design an advocacy strategy best suited to the issue
Language Choice for Resolutions

AVOID

● "Write a Letter"
● "Submit comments"
● "Testify"
● "Partner/work with"
● "Develop Legislation"
● "Oppose laws"
● Avoid mandating time intervals for your asks

USE

● "Advocate for"
● "Advocate against"

This language allows the WAFP the flexibility to consider all options for achieving your policy goal.
Resolution Submitted! What next?

- Save the date! The 2017 WAFP House of Delegates is Thursday, May 4, 2017
- Sign up to be a delegate for your county chapter so you can advocate for your resolution
  - The cost for your hotel for the night of the HOD will be reimbursed by the WAFP
At the House of Delegates…

- Testimony on resolutions is heard during reference committee hearings
- The reference committees consider the discussion and make a recommendation for next steps
Questions to Guide Reference Committee Discussion and Report

- What is the purpose of the resolution?
- Is the depth and breadth of the problem evident and clearly understood?
- Is the issue of unique interest to family medicine in Washington State?
- How will the resolution benefit primary care patients and/or the general public?
- Is the resolution consistent with the mission and priorities of the WAFP?
- Is the resolution timely? Does it accurately reflect current law and circumstance? Does it anticipate a longer-term WAFP commitment?
- Does the resolution allow for all possible methods and means to achieve the intended purpose, including alliances, administrative action, as well as legislative or regulatory initiatives?
At the House of Delegates...

- Resolutions can be:
  - Adopted
  - Substitute Resolution Adopted
  - Reaffirmed as existing policy
  - Not Adopted
  - Referred to the Board
What next?

- Volunteer to be part of a committee that is pertinent to your interests. This way, you can see your resolution through.
  - Committees meet in September and February of every year
More questions?

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