

Washington Academy of Family Physicians

How to Write a Resolution

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WAFP House of Delegates

- 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 60 days before the House of Delegates, so the Speaker and Vice Speaker can provide feedback. Submission after the deadline is possible but not ideal.
- The House of Delegates is held each year in early May.



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 WAFFP?



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:

- From wafp.net, click “Members” in the upper right corner.
- From there, scroll down to “Resolutions.” You will see current resolutions as well as a historical 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



Title and Author

- 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



Resolved 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 include 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>



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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 2021 WAFP House of Delegates is Thursday, May 6, 2021
- Sign up to be a delegate for your local 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 public?
- Is the resolution consistent with the WAFP mission and priorities?
- 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 Resolutions can be 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 October and February of every year, at a minimum.



More questions?

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