

# Guidelines on Writing A Resolution



WASHINGTON ACADEMY  
*of* FAMILY PHYSICIANS

# 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 interact with your colleagues around policy and advocacy matters.
- Resolutions are due to the WAFP 60 days before the House of Delegates to give the Speaker, Vice Speaker, and staff opportunity to provide feedback and background. Submission after the deadline is possible but not ideal.
- The House of Delegates is held each year in late April/early May.

# What is a Resolution?

- Resolutions ask the WAFP to take a position or action on an issue and can be directed either internally or externally.
- Resolutions are used by WAFP leadership to determine its agenda, including organizational strategy and state public policy agenda.

**Resolution #1**  
**Brought By: Thurston-Mason-Lewis Chapter**

**"Continuity of Care"**

## **Advocating for the Continuity of Care in Family Medicine**

WHEREAS, evidence suggests that the involvement of family physicians in patient care contributes to reducing the cost of health care and enhances health outcomes, and

WHEREAS, longitudinal relationships between patients and their primary care physicians have been shown to significantly improve overall health outcomes, and

WHEREAS, existing payer systems often present barriers to maintaining continuity of care for patients, particularly during transitions or changes in payer coverage, now, therefore, be it

**RESOLVED**, that the Washington Academy of Family Physicians (WAFP) shall actively advocate for the education and awareness of the critical value of continuity of care provided by family physicians, and be it further

**RESOLVED**, that advocacy by the Washington Academy of Family Physicians in support of the critical value of continuity of care will primarily target state insurers and employee plan administrators, and be it further

**RESOLVED**, that the Washington Academy of Family Physicians will collaborate with payer systems within the state of Washington to develop and implement effective channels facilitating patients' ability to maintain continuity of care with their chosen family physicians.

### **References:**

1. Cabana, M. D., & Jee, S. H. (2004). Does continuity of care improve patient outcomes? Child Health Evaluation and Research Unit, Division of General Pediatrics, University of Michigan Health System.
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3. Goodwin, J. S. (2021). Continuity of Care Matters in All Health Care Settings. *JAMA Network Open*, 4(3), e213842.

# Who Can Submit a Resolution?

- Two or more individual WAFP members
- WAFP committees and task forces
- Local chapters (or the designated statewide chapters for residents and medical students)



# 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 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 all 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 recent resolutions which have come before the House:

- From [wafp.net](http://wafp.net), click “Members” in the upper right corner.
- Then click on the plus sign next to “Governance” to download and review all resolutions from the past 10 years (resolutions older than 10 years are reviewed each year — renewed if relevant or else archived).
- WAFP recently instituted a process to develop and approve standing organizational policy. Once approved, [these policies](#) will also be a critical point in your homework.



# How Do I Do My Homework?

Review other useful policies might include:

- AAFP standing policies are extensive and are also current WAFP policy unless we have defined more specific stances:  
<https://www.aafp.org/about/policies.html>
- Washington state legislative bills or existing laws:  
<https://app.leg.wa.gov/bi/topicalindex>



# Components of a Resolution

- Title
- Author
- Whereas Clauses
- Resolved Clauses
- Fiscal Note
- Health Equity Note

# Title and Author

- The TITLE concisely reflects the action for which the resolution calls.
- The AUTHORS can be  $\geq 2$  individual members, the WAFP Board\*, or WAFP committees and chapters\*.

*\*Resolutions must be formally approved by the stated group before submission.*

# Whereas Clauses

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

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Brought By: Thurston-Mason-Lewis Chapter

"Continuity of Care"

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# Resolved Clauses

- “The ASK”
- Determines policy or action (e.g., internal vs external)
- Should be as specific as possible

## Resolution #1

Brought By: Thurston-Mason-Lewis Chapter

## “Continuity of Care”

### Advocating for the Continuity of Care in Family Medicine

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# Resolved Clauses

- The resolved clauses are the only portion of the resolution that carries forward after the House of Delegates.
- Each resolved clause must stand alone, since the House could choose to adopt one resolved clause but not others:
  - Fully write out any abbreviations
  - One “ask” per clause



# Fiscal and Health Equity Notes

- If there is spending associated with your resolution, please include this as a “fiscal note”.
- If the implementation of your resolution might result in a positive or negative impact to health equity, please include this as a “health equity note”.
- WAFP staff can assist you in formulating these notes.

# Customary Language

- Whereas clauses:
  - Start with “WHEREAS,” and end with “and,”
  - The Whereas section ends with “now, therefore, be it” leading into the Resolved section
- Resolved clauses:
  - Start with “RESOLVED,” and end with “and be it further” (except for the final resolved clause)
- Here are some examples: <https://www.aafp.org/about/congress-delegates/2024-COD/2024-resolutions.mem.html> (you must be logged in to the AAFP website)





# Language for Resolutions

- Language should reflect the specific policy goal the author hopes to achieve.
- Examples:
  - 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 to achieve this goal open-ended.
- This 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?

- The WAFP House of Delegates is held each spring in late April/early May but the location varies by year. Check [WAFP's News and Events page](#) for the latest information on the next House of Delegates.
- Sign up to be a delegate for your local county chapter (or as part of the resident or medical student chapter) so you can advocate for your resolution. Check out the [HOD webpage](#) for more details on how the WAFP reimburses for lodging each year.

# At the House of Delegates

- Testimony on resolutions is collected online ahead of the event and is also heard during reference committee hearings.
- The reference committees review testimony and make a recommendation for the next steps for a resolution. Their recommendations are then considered and voted on by the full House of Delegates.

# 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 as-is
- Adopted with modifications (“in lieu of”)
- Reaffirmed as existing policy
- Not adopted
- Referred to the Board of Directors for further study



# What Next?

Volunteer to be part of a committee that is pertinent to your interests. This way, you can see your resolution through. Contact us at [info@wafp.net](mailto:info@wafp.net) to learn more about these committees:

- Bylaws
- Governmental Affairs (i.e., WAFP's advocacy committee)
- Membership and Member Services
- Professional Affairs
- Public Health





# More Questions?

[info@wafp.net](mailto:info@wafp.net)

