



Resolutions Fact Sheet

What is a Resolution?

A resolution is the vehicle used to propose to the Idaho Medical Association (IMA) House of Delegates (HOD) an official policy for adoption or directive for action, or both.

Who can submit a Resolution?

Resolutions may come from an individual IMA member, committee, Board of Trustees, a local or specialty society, or an outside physician entity or association.

Whereas clauses + Resolved clauses = Resolution

The resolution is comprised of two parts: (1) "Whereas" clauses that include introductory facts or circumstances of the issue and (2) "Resolved" clauses that specifically outline policy or action directives.

"Whereas" clauses explain the rationale for the resolution and provide supporting information on the issue. All "Whereas" clauses and background information should be thoroughly researched and factually accurate. They may include the reason something is an issue, statements of timeliness/urgency, relevance to medicine, reasons for action, etc. They should be clear, concise, and logically support the "Resolved" clauses. "Whereas" clauses provide background for discussion at the HOD and **do not** become a part of the permanent record of passed resolutions.

"Resolved" clauses are the formal conclusions of a resolution and should be able to stand alone as a complete and understandable statement. They should contain specific action items or policy statements. They may also ask IMA to work with stakeholders, such as national associations, insurers, AMA, etc., to resolve an issue. "Resolved" clauses, if adopted by the HOD, actually become IMA policy and are documented in the IMA Health Policy Manual; "Whereas" statements are not recorded.

Things to Consider when Drafting a Resolution:

- 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 medicine in Idaho?
- How will the resolution benefit patients and/or the general public?
- Is the resolution consistent with the mission and priorities of the IMA?
- Is the resolution timely? Does it accurately reflect current law and circumstance? Does it anticipate a long-term IMA 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?

Submitting a Resolution

There are several facts you should be aware of prior to submitting a proposed resolution:

- Resolutions may be authored by any IMA member. However, they must be introduced/presented by an official delegate who is in attendance at the HOD meeting.
- To avoid duplication, compare your resolution idea to existing policy in [IMA's Health Policy Manual](#).
- Every resolution must have a title, one or more "Whereas" clauses, one or more "Resolved" clauses, and bear the name(s) of its author(s) and sponsor(s).
- "Resolved" clauses should be simple and direct. Only one issue should be addressed in each "Resolved" clause.
- References should be cited for relevant facts when appropriate, and supporting documents attached as needed.

If your resolution does not meet the above guidelines, IMA staff may edit it for format, taking care not to alter the content. If time allows before publication of the HOD materials, you will have an opportunity to review and approve your resolution to be sure your original intent was not affected by the editorial changes made by IMA staff.

A resolution proposed for consideration by the HOD should be submitted by delegates acting on their own behalf, or on behalf of the component medical society or specialty they represent, in writing through our online [Resolution Submission Form](#). Please submit all questions about drafting a resolution to IMA staff at HOD@idmed.org.