



**Annual Leadership Forum**  
**American Academy of Pediatrics**  
*Chapters • Committees • Councils • Sections*

## **GUIDELINES FOR SUBMITTING RESOLUTIONS**

### **I. PURPOSE OF RESOLUTIONS**

The purpose of resolutions is to provide a formal mechanism whereby the members of the Academy can give input concerning Academy policy and activities. All resolutions submitted to the Annual Leadership Forum or to the Board of Directors directly are considered by the Board, but are advisory and not binding.

#### **Resolutions should relate to the Academy's mission**

The mission of the American Academy of Pediatrics is to attain optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults. To accomplish this mission, the Academy shall support the professional needs of its members. Resolutions must address the Academy's mission, and the proposed action of the resolution should be desirable, doable, feasible and ethical. Some useful types of resolutions include:

- 1) A request that the Academy develop a statement or otherwise take action on a particular issue.
- 2) A request that the Academy inaugurate a new program or activity or reconsider a current AAP program or activity.
- 3) A request that the AAP change its operating procedures.

If the resolved portion of a resolution is already being addressed by the AAP, the ALF Executive Committee reserves the right not to accept the resolution but to return it to the author informing him or her of the appropriate body within the AAP that is addressing the issue.

#### **What makes an Effective Resolution?**

The Resolved(s) portion of the resolution should define as specifically as possible the action to be taken by the Board of Directors and group(s) to which it will be assigned. The resolution should be limited to one page.

### **Some Ineffective Resolutions include:**

- 1) **The "Commandment"** resolution. For example, a resolution that asks the AAP to take a stand against murder doesn't accomplish much.
- 2) **The Grandiose idea.** For example, a resolution that says the AAP should bring "peace and happiness to everyone" is unlikely to accomplish much.
- 3) **The "Board of Directors Magic Wand"** resolution. When a resolution identifies a problem and no one has a proposed solution, it is unlikely to be solved by throwing it into the Board's lap.
- 4) **The Spendthrift** resolution. A resolution which asks the AAP to spend a large amount of money to accomplish a minor objective would be unwise.
- 5) The **"Amateur Expert"** resolution. This asks the AAP to act in an area in which we are not expert.

*\* Chapter Forum Management Committee reserves the right to exclude resolutions beyond the purview of the Annual Leadership Forum.*

## **II. WHO CAN SUBMIT RESOLUTIONS**

Resolutions may originate from:

- 1) Chapters, Committees, Councils or Sections
- 2) Districts
- 3) Fellows of the Academy with or without group endorsement

## **III. CONFLICTS OF INTEREST**

In an effort to be transparent and avoid potential or perceived conflicts of interest, an AAP Fellow who has a fiduciary interest in a resolution he submits should disclose such conflict of interest upon submission of the resolution.

## **IV. CHECK OUT THE RESOLUTION DATABASE**

The purpose of the resolution database is twofold; 1) The database is a quick reference for looking up past resolutions; and 2) The database allows members who are thinking about developing a new resolution to review past resolutions on the same subject and what the Academy is doing about it. In some cases an author may find that their issue is already being handled but occasionally, a new resolution is still necessary, despite past resolutions covering the topic.

Instructions to go into the resolution database:

- Go to the Member Center on the AAP Website.
- Under Chapters, Committees, Councils and Sections, click on Chapter and District Relations,
- then click on Resolutions and then click on Resolution Database  
Type a keyword, date, author name or title to search for a resolution.

All resolutions that have been written in the past 12 years will appear in your search. This will help you to determine whether or not a resolution dealing with this subject is necessary. Other search tips: When searching by title, use keywords from the title instead of using the full title. When searching by author, only use the author's last name whenever possible. When searching by date, search on a particular year and include keywords to narrow your search, i.e. "2002 vaccine". To search for an exact date, use the full text date with double quotations around the date. For example: "March 2, 2001".

TOP TEN RESOLUTIONS DATABASE

The Academy has received many requests from its members wanting to know "what were the resolutions on the Top Ten last year, or the year before"? The Top Ten Resolutions have now been added to the database. Just click on Top Ten Database, located directly below the Resolution Database. You can now click on any of the years dating back to 1999, the year the Top Ten originated. The Board response is also available.

**What happens after a resolution receives Chapter, Committee, Council and/or District support?**

The resolution is sent to the Central Office where it is typed in proper format and given the next available number. The Manager, Chapter Programs, refers the resolution to the staff liaison of the committee(s)/council(s)/department(s)/section(s) most likely to have background information. Once background information is received, it is included with the resolution.

By late-January resolutions are assigned final numbers so that they can be grouped by similar subject matter and sent to the Chapter Forum Management Committee (CFMC) for review. If the Chapter Forum Management Committee has any questions regarding a particular resolution, they must call the author for clarification or changes. These resolutions will then be placed on the Member Center of the AAP Web site within 30 days of the Forum. This will give all members an opportunity to view the resolutions prior to the Annual Leadership Forum (ALF).

Resolution authors are strongly discouraged from lobbying on behalf of a resolution, prior to the ALF on group Listservs or on AAP websites. AAP staff is under no circumstances allowed to provide any resolution author or individual with Listerv or group email information for the purposes of resolution lobbying. Lobbying for the top ten is absolutely prohibited on the voting floor of the ALF.

## **V. RESOLUTION FORMAT**

Following is an explanation of the resolution format:

**RESOLUTION #** - a number will be supplied by Central Office

**TITLE** - should reflect the action for which the resolution calls

**SPONSORED BY** - the sponsor(s) of the resolution must be identified.  
Resolutions can be submitted by fellows, chapters, committees, councils, sections or districts.

**DATE** - Date submitted. (see below, Section VI - DEADLINES).

**DISPOSITION** - Reflects vote of the Forum.

**Whereas** - These statements should be written clearly to define the problem and state that a solution is possible. Please remember that the 'Whereas' are not voted on and should be limited to three or four statements in order to assure that the focus remains on the resolved portion of the resolution.

**RESOLVED** - Each resolution must contain a Resolved which stands alone and request action by the Academy. The resolution may not have more than 2 RESOLVEDS. The Resolution also may not include bullet points within the resolved. For the purpose of clarity, we encourage authors to limit the character length of each resolved.

**FISCAL NOTE** - Fiscal notes are generally supplied by staff, but whenever possible, the authors are encouraged to supply fiscal notes upon resolution submission.

**REFER TO** - Resolutions should be referred to the Annual Leadership Forum or, if urgent, to the AAP Board of Directors.

### **AUTHOR/CONTACT**

**PERSON** - Fellow(s) who drafted the resolution and can be contacted for clarification. Resident and candidate fellows who author resolutions must also obtain support of an AAP full fellow to co-author the resolution.

**Telephone #** - Number where the author/contact person can be reached.

**Fax #** - Fax number where the author/contact person can be reached.

**Email -** Email address where the author/contact person can be reached.

**BACKGROUND  
INFORMATION -**

The author of the resolution should supply background material, if possible. The author's background material should be limited to 2 pages or 86 lines using a 12 point font with a 2 inch left margin. Any background material exceeding 2 pages will be placed in the additional background book. Staff will gather information as well. This information will be sent to the Chapter Forum Management Committee to review.

**VI. DEADLINES**

1) Regular Resolutions

To be considered as regular business and to be included in the Annual Leadership Forum workbook, resolutions must be received by the central office **no later than December 1<sup>st</sup>, 2011**. Resolutions which require AAP bylaws changes should be submitted at least 90 days prior to the ALF (or by December 1, 2011). Resolutions requiring a bylaws change will be noted in the background information.

Resolutions to be included in the workbook for a district meeting should be submitted to the Central Office at least 21 days before these meetings. Resolutions can be submitted on-site at the district meetings as well.

2) Late Resolutions (LR#)

Resolutions presented after December 1st and before the opening session of the Forum, will be considered **Late Resolutions**. All Late Resolutions must be accompanied by a statement from the author(s) setting forth:

- A. The reason (s) the Late Resolution was not submitted by the deadline date;
- B. The reason(s) that the Late Resolution cannot wait until the next Annual Leadership Forum and be submitted on time; and
- C. If expenditure of funds is anticipated in the implementation of any Late Resolution, a fiscal note is required.

Resolutions should be sent to the attention of **DeeDee Cada, Manager, Chapter Programs, Division of Chapter and District Relations, 141 Northwest Point Blvd, Elk Grove Village, Illinois, 60009-0927**. They may also be emailed to DeeDee Cada at [dcada@aap.org](mailto:dcada@aap.org)

**What happens to a resolution once it is adopted at the Annual Leadership Forum?**

The Advisory Committee to the Board on Community, Chapter and State Affairs (ACBOCCSA) reviews all adopted resolutions and refers them to the appropriate committee(s)/council(s)/section(s)/department(s) for response. A letter is sent to the staff liaison to have the resolution put on the agenda of the group's next meeting.

The staff liaison then forwards the response to the Manager, Chapter Programs in the Division of Chapter and District Relations. The response is added to the resolution. A disposition document which includes the status of all resolutions is posted on the Member Center of the AAP Website and will be included in the following year's Annual Leadership Forum workbook.

All committee/council/section/and department responses are tracked by the District Vice Chairpersons (DVC). The DVC receives the responses from his/her district's adopted resolutions and reports on them in the fall at the district breakfasts at the National Conference and Exhibition (NCE).

## Fiscal Notes

Resolutions are written to define a problem and suggest a possible course of action or solution. Often times the solution has a fiscal impact on the Academy. In such a case, the resolution should always include a fiscal note. Below is a listing of some of the more common fiscal notes.

The Academy strongly suggests that authors of resolutions refer to this reference guide in order to better understand the implications their resolution might have on the Academy. Fiscal notes are also a very important factor in determining whether a resolution should be adopted or defeated.

<b>Examples</b>	<b>Approximate Cost</b>
<b>Creation of a Task Force</b>	<b>\$20,000</b>
<b>Provisional Section</b>	<b>\$7,500+</b>
<b>Committee Meeting (10 members, 1 staff)</b>	<b>\$7,000</b>
<b>Conference Call (\$.16 a minute, 11 people, 2 hours) Reserved line, toll free service</b>	<b>\$211</b>
<b>AAP Bylaw Referendum (if the referendum is in conjunction with the AAP elections)</b>	<b>\$1,200</b>
<b>AAP Bylaw Referendum done on its own</b>	<b>\$35,000+</b>
<b>Oral History (per person)</b>	<b>\$3,000- \$4,000</b>
<b>Pedialink Module</b>	<b>\$20,000- \$40,000</b>
<b>Per Hour of Instruction</b>	
<b>eQIPP Module</b>	<b>\$80,000- \$150,000</b>
<b>Public Relations:</b>	
<b>Issue a news release to print and broadcast media nationwide</b>	<b>\$1,000</b>
<b>Distribute camera-ready feature to local newspapers across the country</b>	<b>\$4,000</b>
<b>Hold a news conference featuring AAP spokesperson</b>	<b>\$5,000</b>
<b>Produce and distribute a video news release (pre-packaged for broadcast)</b>	<b>\$25,000</b>

Date last reviewed: 5/18/11