



GUIDELINES FOR DEVELOPING AND SUBMITTING RESOLUTIONS TO THE AAPA HOUSE OF DELEGATES

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Deadlines:

Bylaws resolutions are due 90 days prior to the convening of the House.

- **May 2021 Virtual HOD Meeting – February 19, 2021**

Non-bylaws resolutions are due 60 days prior to the convening of the House.

- **May 2021 Virtual HOD Meeting – March 21, 2021**

What is a resolution?

A resolution is a tool used to submit a policy proposal to the House of Delegates (HOD). Once accepted by the HOD, the resolution becomes a main motion and is handled as described in the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* and the HOD Standing Rules.

Types of Resolutions

There are several types of resolutions depending on the action required and the respective roles of the HOD and Board of Directors (BOD) within the Academy.

1. **Policy Resolutions** are defined in the HOD Standing Rules as "expressions of the collective values, philosophies, and principles of the PA profession." Policy resolutions can propose new policy, or they can amend or retire existing policy. Policy resolutions cannot direct the BOD to take a specific action nor require a specific expenditure of funds. Resolutions can make recommendations to the BOD through the philosophy stated on an issue.

There are two types of policy vehicles that resolutions may propose:

- A policy statement is short and concise and states Academy policy on a particular topic.
 - A policy paper presents Academy policy and supporting information/data on a particular topic. The supporting information cites facts and figures from a variety of sources and may include a bibliography.
2. **Recommendation Resolutions** suggest (but cannot require) that the BOD take an action that falls under the Board’s responsibility. These resolutions may recommend to the BOD changes in Academy structure and function. Per the Bylaws, certain Academy functions are the responsibility of the BOD. The Bylaws also require that the BOD take into consideration any recommendations of the HOD on these matters, but, the final decision rests with the Board. Care should be taken with this type of resolution to ensure that it is stated as a recommendation. The HOD can also request the Speaker to communicate recommendations from the HOD to external organizations.
 3. **Bylaws Resolutions** propose changes to the Academy’s Bylaws. Both the HOD and the BOD must approve proposed Bylaws changes. Approved Bylaws proposals initiated by the House are forwarded to the BOD who must also approve the Bylaws change in order for it to take effect.
 4. **Congratulations, Commendation, or Condolence Resolutions** offer the wishes of the House and send messages from the Academy. They are recorded in the Summary of Actions of the HOD, but do not become part of the Policy Manual. Per the Standing Rules, such resolutions are not a part of the standard business of the House and automatically stay on the Consent Agenda. They are included in the Speaker’s Report and are accepted without further debate, comment, or vote.

This type of resolution is easy to write. It fits into the old style of presentation: the “whereas and resolved” format. When it is proposed that some person or group of people be commended for actions helpful to the profession, there are specifics that can be included in the “whereas” sections. The “whereas” statements lead directly to the “resolved” portions. The “resolved” paragraph(s) might ask for a specific action on the part of the HOD, such as a letter or a copy of the resolution to be sent to the parties involved.

This same style may be used for resolutions of condolence in remembering fellow PAs or others who have influenced our profession who have passed away during the year.

Please see the [example](#) at the end of this document for the format of these resolutions.

Each resolution submitted is reviewed by the House Officers to ensure it is in order. Resolutions that address areas not appropriate to the HOD are ruled out of order and unacceptable unless they can be rewritten as appropriate policy statements, or as recommendations to the BOD. Bylaws resolutions must be consistent with Bylaws Article XIV.

(See the section on [Helpful Hints](#) for more information.)

Who Can Submit Resolutions?

Non-Bylaws Resolutions: Non-Bylaws resolutions may be submitted by (a) the Board of Directors, (b) any commission, work group, or task force, (c) any chapter, (d) officially recognized specialty organizations, (e) any caucus, (f) the Student Academy, or (g) the collective House Officers. The official minutes of the submitting body should record the vote on each resolution submitted for consideration by the House. (*SR-2710*)

Bylaws Resolutions: A proposal for the amendment or repeal of Bylaws or adoption of new Bylaws shall be initiated by (a) the Board of Directors, (b) any commission or work group, (c) any chapter, (d) officially recognized specialty organizations, (e) any caucus, (f) the Student Academy, or (g) the collective House Officers. (*Article XIV, Sec. 2*)

What is the proper format for resolutions?

1. Title

The title of the resolution should be as descriptive as possible. Please remember that the title will “go away” when placed in the policy manual if the resolution passes. The title "Resolution" is not acceptable. Example: for a resolution to create a policy on reduced health care expenses, the title should read:

Support for Reduced Healthcare Costs

For bylaws amendment resolutions, **the title should include the article and section numbers** of the relevant bylaws. Example:

Amendment to Bylaws, Article III, Section 5: Classes of Membership -- Amending Definition of Affiliate Membership.

2. Resolved:

The first section of the resolution after the title should be the “Resolved” portion. This is the part that defines the action you want the HOD to take or recommend to the BOD. It should read, "Resolved ... (requested action, i.e., propose, amend, adopt, rescind, etc.)." The Resolved portion is incorporated word for word into the *AAPA Policy Manual*, so it should be as complete as possible, and it should be able to stand on its own as a policy statement. The Resolved portion is not restricted to one sentence, paragraph, or thought. In other words, you can have the words "...and further resolved..." and define additional action you wish taken, as long as it is related to the original intent. However, multiple **Resolved** portions may end up in different parts of the *AAPA Policy Manual*. **The House Officers may make minor grammatical or typographical changes that do not alter the intent of the resolution. Additionally, as the Resolved portion becomes policy, it must be in parliamentary order to be accepted.** Example:

AAPA encourages PAs to reduce healthcare costs by becoming educated on diagnostic and treatment guidelines, thereby reducing costs by eliminating tests and treatments that provide no benefits to patients.

A “Resolved” portion to amend or rescind existing policy must refer to the AAPA Policy by number. The current policy must be included in its entirety, and appropriately annotated by striking through (~~striking through~~) the language to be deleted and capitalizing (CAPITALIZING) proposed additions. If an entire article or section is proposed, the original article or section must be stated, and then struck, and the proposed article or section inserted directly following it (CAPITALIZED).

3. Rationale/Justification

The “Rationale” section is your opportunity to provide support of your requested action, i.e., the justification for taking such an action and follows the “Resolved” portion. This may include the history of the issue, arguments in favor or support of the position, expected positive results or outcomes, and benefits to the profession. Note that if your resolution is adopted, the rationale portion does NOT go into any documents such as the policy manual (in other words, it disappears).

4. Review of Current Policy

A review of the current *AAPA Policy Manual* is required to ensure that your proposal will have its desired effect. Be sure to review Policy Papers as well. Note any other policies that may need to change if your proposal passes. If current policy needs to be amended or rescinded because of the proposed resolution, include those proposals along with the original resolution. You should also provide any current policies that support or are related to your resolution as well. Include your list of related policies beneath the rationale.

5. Possible Negative Implications

If your resolution has any possible negative implications, you should include this information. This should include implications such as: arguments in opposition of your resolution, conflicts with existing policy, possible negative outcomes, and conflicts with other groups/organizations.

6. Financial Statement

If your resolution has any financial impact, including use of staff time, you must include this information with your resolution. Reasonable assistance to obtain financial information can be requested from the AAPA staff by contacting the HOD staff advisor at HODstaffadvisor@aapa.org. If you do not include this information in your submitted resolution, it may be added by the House Officers or it may be sent back to the author to complete. The financial impact of a resolution should be included beneath the rationale. This should include the financial impact on the AAPA as well as any constituent organizations.

7. Submission and Signatures

Electronic submission is required and needs to clearly indicate the sponsor and the name/title of the submitter. Resolutions submitted by a chapter or specialty organization should be signed electronically and sent via e-mail by the secretary, secretary/treasurer, president, or chief delegate. Your organization’s minutes must record the vote on each resolution submitted for consideration by the House, but you should not submit the minutes unless specifically requested.

Resolutions submitted by: (a) the BOD, (b) any commission, work group, or task force, (c) any chapter, (d) officially recognized specialty organizations, (e) any caucus, (f) the Student Academy, or (g) the collective House Officers, must be signed by the (a) AAPA secretary, (b) commission, work group, or task force chair, (c) Chapter Secretary, Secretary/Treasurer, President, or Chief Delegate (d) specialty organization Secretary, Secretary/Treasurer, President, or Chief Delegate (e) caucus Secretary, Secretary/Treasurer, President, or Chief Delegate (f) student President or Chief Delegate, or (g) Second Vice-Speaker respectively. Please consult with the HOD Staff Advisor at HODstaffadvisor@aapa.org if you have any questions.

When and to whom do I send resolutions?

Resolutions should be sent to the HOD Staff Advisor via e-mail at HODstaffadvisor@aapa.org.

Bylaws resolutions are due 90 days prior to the convening of the House – **August 22, 2020** for the November Virtual HOD Meeting or **February 20, 2021** for the May 2021 HOD Meeting. Non-bylaws resolutions are due 60 days prior to the convening of the House – **September 21, 2020** for the November Virtual HOD Meeting or **March 22, 2021** for the May 2021 HOD Meeting. All submissions must be received by the HOD Staff Advisor by 5:00 p.m. Eastern Time on those dates.

You are encouraged to submit your resolutions as early as possible and not wait until the very last minute! This allows the House Officers ample time to review your resolution(s) for accuracy in format and content and allows them to work with you to address any problems, rather than simply ruling them out of order.

You are encouraged to consult the House Officers (houseofficers@aapa.org) early in the development stage of your resolution. They are happy to assist with resolution development and writing.

Is the procedure different for bylaws amendments?

The same format is used for bylaws amendment resolutions and non-bylaws resolutions.

The Academy Bylaws have several sections dealing specifically with bylaws resolutions.

Article XIV

Section 2: A proposal for the amendment or repeal of existing Bylaws provisions or adoption of new Bylaws provisions shall be initiated by (a) the Board of Directors, (b) any commission or work group, (c) any Chapter, (d) any officially recognized specialty organization, (e) any caucus, (f) the Student Academy, or (g) the collective House Officers.

Section 3: Proposed amendments shall be in such form as the House Officers prescribe.

Section 4: Amendments may be filed for presentation at the next annual meeting of the House of Delegates or for consideration in an electronic vote.

Section 5: Each amendment to be presented at the annual meeting of the House of Delegates shall be filed with the Governance Commission at least three (3) months

prior to that meeting. The Governance Commission's proposed amendments shall be exempt from the three (3) month filing requirement.

- a. To be considered for electronic vote of the House of Delegates, amendments must be submitted 150 days or greater before the annual meeting of the House of Delegates.*

Section 6: Proposals that are not initiated by the Board of Directors will be presented to the Board of Directors substantially in the form presented to the Governance Commission with such technical changes and conforming amendments to the proposal or existing Bylaws as the Governance Commission shall deem necessary or desirable.

- a. If for presentation at the next annual House of Delegates meeting, the proposal may be considered and acted upon prior to the annual meeting of the House. The proposed amendments along with the Board of Directors' action thereon, shall be distributed to each member of the House of Delegates at least 30 days prior to the annual House meeting in connection with the meeting notice required by Article VI, Section 4.*
- b. If the proposal is to be submitted for electronic consideration of the House of Delegates, the proposed amendments along with the Board of Directors' action thereon, shall be distributed to each member of the House of Delegates within 15 days of Board of Directors' action. The House of Delegates will then vote on the proposal in accordance with the Standing Rules on electronic voting.*

Section 7: Proposed amendments that come to the House of Delegates with the prior approval of the Board of Directors will become effective upon approval of the House by a two-thirds (2/3) vote of all delegates present and voting.

Section 8: If the House of Delegates approves a proposed amendment by a two-thirds (2/3) vote of all delegates present and voting, that was either not approved by the Board of Directors, or was amended by the House of Delegates, then the proposed amendment as passed by the House of Delegates, will be submitted to the Board of Directors for its action.

The Governance Commission's role (section 5 and 6 above) is to evaluate the need for bylaws amendments using these criteria:

- Does the amendment define the structure of an organization rather than define the beliefs and philosophy (which is policy)?
- Does the proposed amendment conform to the AAPA Articles of Incorporation and Bylaws?

What happens after a resolution is submitted?

Resolutions Submitted on Time

Resolutions submitted by the deadline are included in the HOD meeting materials posted to the HOD webpage at least 30 days prior to the House meeting. Each resolution is pre-assigned to a reference committee for hearing.

Late Resolutions

Resolutions not received in the national office by the deadline must be presented in person to the Speaker of the House preferably at least 24 hours prior to the opening day of the House meeting but, no later than 8:00 a.m. 400 copies of late resolutions must be submitted for all members of the House and reference committee. A Resolutions Review Committee, consisting of the reference committee chairs and at least one House Officer, reviews each proposed late resolution. This review considers the importance and timeliness necessitating a late resolution. The late resolution is proposed from the House floor in the opening session under items of “New Business.” A delegate of the submitting organization reads only the resolved portion of the resolution. The Resolutions Review Committee then reports to the House whether it believes each late resolution should be accepted for consideration or not. If there is any objection to the late resolution, a two-thirds majority of the delegates present and voting is required to accept the resolution. Accepted late resolutions are referred to the appropriate reference committees.

Emergency Resolutions

Resolutions not published in the House materials, nor submitted by 8:00 a.m. on the opening day of the House may be proposed during “New Business” on the closing day of the House meeting. Emergency resolutions require an 80% vote of the delegates present and voting for consideration. The resolution sponsor/s should consider the importance and timeliness necessitating an emergency resolution. This method is strongly discouraged because it circumvents the hearings process, and votes could be cast with inadequate data.

Action at the House Meeting

The reference committee hearing is critical for developing the best policy for the Academy and profession. Though occurring when the House is not “in-session,” it is during the reference committee hearing that testimony is heard on each individual resolution extracted from the consent agenda. **Any Academy member may present testimony during a reference committee hearing.** Resolution sponsors are encouraged to be present to give testimony and answer questions. Prior to the HOD meeting, the reference committees research any previous actions or documents, and if necessary, contact the authors of the resolution for clarification. At the actual hearing, the reference committee members may call upon any AAPA member or staff to testify as needed on an issue. The reference committees make recommendation(s) based upon the quality of the arguments rather than on the quantity of pro or con testimony. This focus enables the House reference committees to serve as knowledgeable bodies and make recommendations on the best policy rather than merely reflecting testimony such as redundant opinions expressed at the hearing.

At the completion of the reference committee hearings, the committee deliberates and prepares a report. During General Session II on the final day of the HOD, the reference committees present

their reports to the House. After hearing the reference committee's recommendation, the House votes to adopt, amend, reject or refer each resolution. Additional new debate on each resolution may occur on the floor of the House, although this procedure is discouraged. The appropriate and best time for debate is during the hearings when all Academy members can participate.

After the House Meeting

Resolutions adopted by the HOD become Academy policy at the close of the House unless they require BOD action. Resolutions that require Board action are presented by the House Officers to the BOD at their next meeting. Final Board action is reported back to the HOD. All adopted and approved resolutions are then incorporated into the *AAPA Policy Manual*. Resolutions that are "referred" to a particular group for further consideration must be addressed by that group in a quarterly and/or annual report. The group will present their recommendation to adopt, amend, or reject the referred resolution in the appropriate manner for consideration by the House.

Helpful Hints (or Common Pitfalls)

Keep these items in mind while developing your resolution:

- Policy Resolutions related to matters under the purview of the HOD are statements of philosophy. They should stress what the AAPA believes, rather than suggesting action that should be taken. In other words, the House determines the goal, but does not specify the best course of action to achieve that goal.
- Think in terms of the profession, rather than the Academy. In other words, you should say that "PAs should encourage citizens to wear seat belts," rather than "the Academy should encourage citizens to wear seat belts."
- Remember, each suggested policy statement should be able to stand on its own.
- The HOD does not make fiscal decisions – the BOD does.
- The HOD may recommend that the BOD take a specific action, such as establishing a Commission, but it cannot mandate that the Board do so. Resolutions of this type must be worded as recommendations, or they will be out of order.
- Be sure to search for and include related policies.
- Resolutions must have a financial estimate included as a part of the rationale and justification. Within reason, AAPA staff can help determine the approximate costs associated with a resolution.
- Consider asking the appropriate commission or work group for assistance. They may have studied this issue and be able to lend help.
- Resolutions of Congratulations, Commendation, or Condolence have a different format from policy resolutions.
- A Resolution should be limited to one main concept.

If you have any questions about your resolution, contact any of the House Officers (houseofficers@aapa.org) or the HOD Staff Advisor (HODstaffadvisor@aapa.org) for guidance. They are more than happy to help you.

Sample Resolution Format

2021-_- - **Title**

2021-_- - **Resolved**

Amend policy xxx as follows:

Insert policy language here

Rationale/Justification

Explain why you are submitting the resolution

Related AAPA Policy

List any related policies including policy numbers

Possible Negative Implications

List any possible negative implications

Financial Impact

List any costs associated with your resolution

Attestation

I attest that this resolution was reviewed by the submitting organization's Board and/or officers and approved as submitted (commissions, work groups and task forces are exempt).

Signature

Include name, position in your CO

Contact For Resolution

List name and email of who to contact with any questions

Sample Resolution of Condolence/Special Resolutions

Memorial Resolution of Condolence — John C. Doe, PA-C

Whereas, the Michigan Academy of PAs suffered a great loss with the death of John C. Doe, PA- C, in July of 2020, and

Whereas, John Doe exemplified the role of PA to his patients and peers, and

Whereas, John Doe was devoted to the Michigan Academy of PAs, serving as chairman of its Legislative Committee from 2011-13, and as vice president in 2013-15, and

Whereas, the kindness and compassion of this gentle man made a difference in the lives of those he encountered during his lifetime of dedication, be it therefore

Resolved, that the House of Delegates of the American Academy of PAs recognize John C. Doe's many contributions to his profession and his community, and be it further

Resolved, that a copy of this resolution be provided to his wife, Mary, and his family with deepest sympathy from the members of the American Academy of PAs.