



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 (ALF) 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, or there is existing board policy (ie, creating a new section) the ALF Executive Committee and the Chapter Forum Management Committee (CFMC) 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 Academy. 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.
- * The ALF Executive Committee and the CFMC reserves the right to exclude resolutions beyond the purview of the AAP. If the resolved portion of a resolution is already being addressed by the AAP or there is existing board policy the ALF Executive Committee and the CFMC reserve the right not to accept the resolution.*

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 sponsorship

III. **SPONSORSHIPS OF RESOLUTIONS**

Resolutions can only be sponsored by chapters, committees, councils, sections, or districts. Sponsorship implies agreement on the resolution content. Please note, provisional sections cannot sponsor resolutions. Multiple sponsorships are not necessary.

IV. **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 or she submits is asked to disclose such a conflict of interest upon submission of the resolution. In addition, those individuals will be asked to disclose their conflict prior to speaking for or against resolutions in either the reference committee hearings or the general voting sessions at the ALF.

V. **THE USE OF INDUSTRY NAMES IN RESOLUTIONS**

The AAP acknowledges that opportunities and resources (including non-dues revenue) exist and the AAP will therefore seek partnerships that can serve to further its mission, provided that these relationships are in agreement with its core values. When making a reference to industry in a resolution, generic names should be used (ie, soft drink, pharmaceutical, etc). References to proper names in reference to industry in resolutions will be changed by the CFMC to the generic form. However, proper names in reference to industry may be included in the Background Information of a resolution by the author.

VI. **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 ALF Main page, [here](#).
- Log in with your MyAAP credentials.
- To the right of the page, under Looking for a Past Resolution, click in the search box to search for any resolution.
- Type a keyword, date, author name, or title to search for a resolution.



All resolutions that have been written from 1995 to present will appear in your search. This will help you to determine whether or not a resolution dealing with this subject is necessary.

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 above 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.

[Top 10 Database](#)

What happens after a resolution is submitted?

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 January resolutions are assigned final numbers so that they can be grouped by similar subject matter and sent to the CFMC for review. If the CFMC has any questions regarding a particular resolution, they may call the author for clarification or changes. These resolutions will then be placed on the MyAAP section of the AAP Web site within 30 days of the ALF. This will give all members an opportunity to view the resolutions prior to the 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.

VII. 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 of the resolution must be identified. Resolutions can be submitted by fellows, chapters, committees, councils, sections or districts.
- DATE** - Date submitted. (see below, Section VIII - 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 RESOLVES. 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. Resolutions are limited to 2 authors.

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

BACKGROUND

INFORMATION - The author of the resolution should supply background material, if possible. Staff will gather information as well. This information will be sent to the Chapter Forum Management Committee to review.

VIII. 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 November 15th, 2017**. Resolutions which require AAP bylaws changes should be submitted at least 90 days prior to the ALF. Resolutions requiring a bylaws change will be noted in the background information.

2) Late Resolutions (LR#)

Resolutions presented after November 15th 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 emailed to Jonathan Faletti, Manager, Chapter Programs, at jfaletti@aap.org, with a cc to your CFMC representative. To see who your CFMC representative is visit My AAP [here](#).

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

The Member Engagement and Value Board Subcommittee 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 addressed by their group in a timely fashion.

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 ALF Web site and will be included in the following year's Annual Leadership Forum workbook.

All committee/council/section/and department responses are tracked by the Chapter Forum Management Committee (CFMC). The CFMC representative receives the responses from his/her district's adopted resolutions, follows up with resolution authors on an individual basis, and reports on them 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.

Examples	Approximate Cost
Creation of a Task Force	\$20,000
Committee Meeting (10 members, 1 staff)	\$7,000
Conference Call (\$.16 a minute, 11 people, 2 hours) Reserved line, toll free service	\$211
AAP Bylaw Referendum (if the referendum is in conjunction with the AAP elections)	\$1,200
AAP Bylaw Referendum done on its own	\$35,000
Oral History (per person)	\$3,500
Pedialink Course Per Hour of Instruction	\$10,000- \$60,000
EQIPP Course (Per hour of instruction including Maintenance of Certification (MOC) Part 4 Credits)	\$150,000-\$270,000
Public Relations:	
Issue a news release to print and broadcast media nationwide	\$1,000
Distribute camera-ready feature to local newspapers across the country	\$4,000
Hold a news conference featuring AAP spokesperson	\$6,500
Produce and distribute a video news release (pre-packaged for broadcast)	\$20,000 - \$25,000

Date last reviewed: 4/4/17