

LEADERSHIP CONFERENCE

AMERICAN ACADEMY OF PEDIATRICS

GUIDELINES FOR SUBMITTING RESOLUTIONS

Purpose of Resolutions

Resolutions afford AAP members the opportunity to provide input regarding AAP efforts to address important child health issues. All resolutions are advisory to the Board of Directors.

Resolutions should relate to the Academy's mission

The mission of the American Academy of Pediatrics is to attain the optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults. To accomplish this mission, the Academy supports the professional needs of its members. As such, resolutions should address the [Academy's mission, core values, or strategic initiatives](#), and the proposed action of a given resolution should be desirable, doable, feasible, and ethical. Some useful types of resolutions include:

- 1) A request that the Academy take action on a particular issue not already addressed in policy statements, clinical reports, technical reports, the strategic plan, or any other AAP endorsed publications or advocacy initiative.
- 2) A request that the Academy inaugurate a new program or activity.

If a resolution is already being addressed by the Academy, there is existing board policy, or it is out of scope of AAP activities, the Chapter Forum Management Committee (CFMC) and the AAP's Senior Leadership Team (SLT) reserve the right to not accept the resolution. The author will be notified of the appropriate body within the AAP that is addressing the issue or will be provided an explanation as why the resolution is not accepted.

Drafting an Effective Resolution

Research is the first step to determine whether the Academy is already addressing the resolution's topic. Data to support the need for the resolution above and beyond what the AAP is already doing is necessary. The resolve should clearly define the action to be taken by the Academy. The resolution should be limited to one page.

Types of Ineffective Resolutions:

1. Resolutions on already existing AAP policy that only reinforces what the policy recommends. Search Academy policies [here](#).
2. Resolutions that request the Academy take a position for which there is existing policy or advocate for a position on which there are existing advocacy efforts. View the Academy's advocacy initiatives related to federal and state advocacy [here](#).
3. Resolutions requesting the creation or promotion of existing educational materials or resources. View the Academy's professional education resources [here](#).
4. Resolutions to develop caregiver resources or educational materials that already exist. Search the Academy's caregiver resources [here](#).
5. **Note for committees, councils, and sections** - A committee, council, or section should not write a resolution about drafting a policy statement if they are the group responsible for drafting that policy. Neither should a committee, council, or section submit a resolution about developing an educational program if that entity is responsible for developing that program. In short, it is important to consider whether the work that would ensue from an adopted resolution from a committee, council, or section would in fact be undertaken by that group. If that is the case, and the work is clearly within the purview of that group, a resolution before the Leadership Conference is not needed.
6. Resolutions that are out of scope of the Academy's mission. The CFMC and the SLT reserve the right to exclude resolutions beyond the scope and purview of the AAP. If the request is to undertake activities

that are beyond the competencies or capacity of the AAP; if the resolve is already being addressed by the Academy, or if there is existing board policy, the resolution will not be accepted.

Who can submit resolutions?

Resolutions may originate from:

- 1) Individual members of the AAP (voting fellows)
- 2) Chapters
- 3) Committees
- 4) Councils
- 5) Sections

Sponsorship of Resolutions

Sponsorship implies agreement with the intent of the resolution and the sponsoring group has verified all the information included in the resolution. Resolutions can only be sponsored by chapters, committees, councils, and sections. Resolutions do not have to be sponsored when submitted, however, in order to be considered regular business of the Leadership Conference, resolutions have to be sponsored by May 15. For questions regarding sponsorship of resolutions, please contact your District's CFMC member, who can be found [here](#).

Conflicts of Interest Must be Disclosed

To be transparent and avoid potential or perceived conflicts of interest, authors must disclose whether they, or a member of their immediate family, have a relationship, commitment, or other financial, personal, or professional relationship related to the subject of a submitted resolution. In addition, anyone with a conflict of interest will be asked to disclose it prior to speaking to a resolution in both reference committee hearings and during the general voting sessions of the Leadership Conference. Please review the AAP Policy on Conflict of Interest, which can be found [here](#).

The use of industry names in resolutions

To further its mission, the AAP does seek financial partnerships provided that these relationships are in agreement with AAP core values. When making a reference to industry in a resolution, generic names should be used (ie, soft drink, pharmaceutical, etc). References to company names in resolutions will be changed by the CFMC to the generic form. However, company names in reference to industry may be included in the background information of a resolution by the author.

Review 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 learn about AAP activities on the topic. In many cases an author may find that their issue is already being addressed.

Instructions:

- Go to the Leadership Conference Main page, [here](#).
- Log in with your My Account 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 dating from 2021 to the present will appear in your search. This will help you determine whether or not a resolution is still needed.

Top ten resolution database

To review past top ten resolution responses, [click here](#). Top ten resolutions dating from 1999 to the present will be included in your search.



What happens after a resolution is submitted?

The resolution is sent to the central AAP office where it is typed in proper format and given the next available number. The resolution will be thoroughly reviewed by the CFMC, the SLT, and the Senior Manager, District and Chapter Programs. If accepted, the resolution is then referred to the staff liaison of the committee, council, sections, or area most likely to have background information. Once background information is received, it is included with the resolution.

By July of each year resolutions are assigned final numbers so that they can be grouped by similar subject matter. After reviewing the background information supplied by the staff liaison, the CFMC, and the SLT have the authority to withdraw any resolution if the background information reveals that the resolve portion is already being addressed by the Academy, there is existing board policy that addresses the resolution, or it is out of scope. If the CFMC has any questions regarding a particular resolution, they will contact the author for clarification or changes. Accepted resolutions will then be placed on the Leadership Conference Collaboration site section of the AAP Web site within 30 days of the Leadership Conference to provide members the opportunity to view the resolutions prior to the Leadership Conference.

Resolution authors are discouraged from lobbying for a particular resolution prior to the Leadership Conference on group Listservs or on AAP websites. AAP staff is not permitted to provide any resolution author or individual with Listserv or group email information for the purposes of resolution lobbying. Lobbying for the top ten is prohibited during Leadership Conference voting.

Resolution format

The format for resolutions is listed below, but all resolutions must be submitted the online portal located [here](#).

RESOLUTION # -	a number will be supplied by AAP central office staff
TITLE -	concise and should reflect the action of the resolution
SPONSORED BY -	Sponsorship implies agreement with the intent of the resolution and the sponsoring group has verified all the information included in the resolution. Resolutions can only be sponsored by chapters, committees, councils, and sections. Resolutions do not have to be sponsored when submitted, however, in order to be considered regular business of the Leadership Conference, resolutions have to be sponsored by May 15. For questions regarding sponsorship of resolutions, please contact your District's CFMC member, who can be found here .
DATE -	Date submitted via online portal
DISPOSITION -	Reflects vote of the Leadership Conference
WHEREAS -	The whereas statement(s) define the problem and state a solution is possible. Whereas statements are not voted on and each whereas statement should be no longer than one sentence to assure the focus remains on the resolved portion(s) of the resolution.
RESOLVED -	Each resolution must contain a resolved which stands alone and requests action by the Academy. The resolution may not have more than 2 RESOLVES. The resolution also may not include bullet points within the resolves. For clarity, authors are encouraged to be as succinct as possible.
CONFLICT OF INTEREST -	To be transparent and avoid potential or perceived conflicts of interest, authors must disclose whether they, or a member of their immediate family, have a relationship, commitment, or other financial, personal, or

professional relationship related to the subject of a submitted resolution. In addition, anyone with a conflict of interest will be asked to disclose it prior to speaking to a resolution in both reference committee hearings and during the general voting sessions of the Leadership Conference. Please review the AAP Policy on Conflict of Interest, which can be found here [insert link].

Does an author, or a member of an author's immediate family, have a relationship, commitment, or other financial, personal, or professional relationship related to the subject of the resolution?

Yes
No

Please explain. If you answered "No", indicate N/A.

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 Leadership Conference.

AUTHOR -

Fellow(s) who drafted the resolution and can be contacted for clarification. Resident and candidate fellows who author resolutions must obtain the support of an AAP full fellow to co-author the resolution. District Chairpersons and District Vice Chairpersons are not eligible to be authors of resolutions. **Resolutions are limited to two authors.**

EMAIL -

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

BACKGROUND INFORMATION -

REQUIRED. Limit to 750 words. Include any supporting data or literature such as links to research, statistics, or member feedback that demonstrate the need for action beyond what AAP is already doing

Provide a short explanation of what is missing in current policy or programing and why this resolution fills that gap. Some questions to consider while writing background:

- What specific problem does this resolution address?
- What current AAP activities or policies relate to this issue?
- Why is additional action needed?
- How does this resolution advance AAP's mission and values?

REFERENCES

Limit to 5 references. Please include hyperlinks where possible. References will be verified.

VERIFICATION STATEMENT:

I confirm that all information and references in this resolution are accurate and verifiable. I have reviewed relevant policies, advocacy initiatives, educational resources, and the resolution database, and affirm this resolution is not duplicative.

MISSION ALIGNMENT:

Author confirms this resolution aligns with the Academy's mission, core values, and/or strategic initiatives.

Deadlines

1) **Regular Resolutions**

To be considered as regular business of the Leadership Conference and to be included in the Leadership Conference agenda book, resolutions must be received by the central office **no later than April 1st, 2026**. Resolutions which require AAP bylaws changes should be submitted at least 90 days prior to the Leadership Conference. Resolutions requiring a bylaws change will be noted in the background information.

2) **Late Resolutions (LR#) – Due July 9, 2026 at 11:59pm CT**

Resolutions presented **after** April 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 the following:

- The reason (s) the Late Resolution was not submitted by the deadline date.
- The reason(s) that the Late Resolution cannot wait until the next Leadership Conference.
- If expenditure of funds is anticipated in the implementation of any Late Resolution, a fiscal note is required.
- Does the late resolution pertain(s) to an equity issue and/or historically oppressed and socially excluded population?
 - If yes, has the appropriate AAP entity (Section on Minority Health, Equity and Inclusion, the Section on Lesbian, Gay, Bisexual and Transgender Health and Wellness, the Council on Immigrant Child and Family Health, and/or the Committee on Native American Child Health) been contacted about the resolution?

Resolutions must be submitted to the online portal located [here](#). Please coordinate with your district's CFMC representative regarding the resolution process, and be sure to inform them when you submit your resolution. To see who your CFMC representative is visit Leadership Conference Web site [here](#).

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

The SLT and the AAP Board of Directors reviews all adopted resolutions and refers them to the appropriate committee(s)/ council(s)/ section(s)/ business unit(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 Senior Manager, District and Chapter Programs. The response is added to the resolution. A disposition document which includes the status of all resolutions is posted on the Leadership Conference Web site and will be included in the following year's Leadership Conference's agenda book.

All committee/council/section/and business unit responses are tracked by the CFMC. The CFMC representatives receive responses to their district's adopted resolutions, follows-up with resolution authors on an individual basis, and reports on them at their respective district meetings.

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 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 for in-person meetings	\$10,000 - \$30,000
Committee Meeting (10 members, 1 staff)	\$10,000
Oral History (per person)	\$4,000

Project ECHO	\$50,000 – \$80,000
PediaLink Course Flat rate, courses included Maintenance of Certification (MOC) Part 2 Credits	\$5,000- \$60,000
EQIPP Course (Flat rate, courses can include Continuing Medical Education (CME), MOC Part 2, and MOC Part 4 Credits	\$40-000-\$60,000
Press Release	\$1,500
HealthyChildren.org article	\$1,500
News feature distribution	\$6,000
PSA (production + 6 month distribution)	\$150,000
Video (YouTube)	\$1,500-\$25,000
AAP Member Advertising	See Media Kit

[Submit Resolutions Here](#)

Date last reviewed: 1/21/26