American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN®

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 plan, 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 submitted and the resolve is already being addressed by the Academy, there is existing board policy, or it is out of scope of AAP activities, the Leadership Conference Executive Committee (LCEC), 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 provided an explanation as why the resolve is beyond the AAP's scope of activity.

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 on upcoming AAP policy that will address the issue the resolution is recommending. View the Academy's Statement in Progress List here.
3. 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.
4. Resolutions requesting the creation or promotion of existing educational materials or resources. View the Academy's professional education resources here.
5. Resolutions to develop caregiver resources or educational materials that already exist. Search the Academy's caregiver resources here.
6. **Note for committees, councils, and sections** - A committee or council should not write a resolution about drafting a policy statement if they are the group responsible for drafting that policy. Neither should a 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 Annual Leadership Forum is not needed.

7. Resolutions that are out of scope of the Academy's mission. The LCEC, 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
6) Districts

Sponsorship of Resolutions
Resolutions must 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. For questions regarding sponsorship of resolutions, please contact your District's CFMC member, who can be found here.

Conflicts of Interest
To be transparent and avoid potential or perceived conflicts of interest, an AAP Fellow who has a financial interest in a resolution he or she submits is asked to disclose this conflict of interest upon submission of the 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.
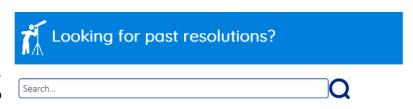
The use of industry names in resolutions
To further its mission, the AAP does seek financial partnerships provided that these relationships are in agreement with AAP core values. When making a reference to industry in a resolution, generic names should be used (ie, soft drink, pharmaceutical, etc). References 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.

Looking for past resolutions?
Search...

- Type a keyword, date, author name, or title to search for a resolution.

    All resolutions dating from 1995 to the present will appear in your search. This will help you determine whether or not a resolution is still needed.

Top Ten Resolutions Database

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 Manager, 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 of the Academy. 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 Listerv or group email information for the purposes of resolution lobbying. Lobbying for the top ten is prohibited during Leadership Conference voting.

Resolution format

RESOLUTION # -	a number will be supplied by AAP central office staff
TITLE -	should reflect the action for which the resolution calls and be concise
SPONSORED BY -	the sponsor of the resolution must be identified. Resolutions must be sponsored by chapters, committees, councils, sections, or districts.
DATE -	Date submitted.
DISPOSITION -	Reflects vote.
WHEREAS -	These statements should be written clearly to define the problem and state that a solution is possible. Please remember that the whereases 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 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.
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.

AUTHOR/CONTACT
PERSON - 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.

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

BACKGROUND
INFORMATION - The author of the resolution may supply background material, if necessary. This information will be sent to the CFMC and the SLT to review.

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, 2021**. 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#)
   Resolutions presented <u>after</u> 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.

Resolutions should be emailed to the **AAP Submitted Resolutions Inbox at resolutions@aap.org**, with a cc to the author's district CFMC representative. To see who your CFMC representative is visit My AAP 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 Manager, 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 his/her district's adopted resolutions, follows-up with resolution authors on an individual basis, and reports on them at their respective district meetings and at the National Conference and Exhibition.

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 for in-person meetings	$20,000 - $30.000
Committee Meeting (10 members, 1 staff)	$7,000
Conference Call ($.16 a minute, 11 people, 2 hours) Reserved line, toll free service	$211
Oral History (per person)	$4,000
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**	$150,000-$200,000
Public Relations: **Issue a news release to print and broadcast media nationwide** **Distribute camera-ready feature to local newspapers across the country** **Hold a news conference featuring AAP spokesperson** **Produce and distribute a video news release (pre-packaged for broadcast)**	 $1,000 $4,000 $6,500 $20,000 - $25,000

Date last reviewed: 10/30/20