

Resolution Writing for the AAP Annual Leadership Conference

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District IX Representative
AAP Chapter Forum Management Committee
February 19, 2025

Agenda



What is a resolution?



District IX resolutions in 2024



Road to writing a resolution



Examples



Timeline & Resources

What is a resolution?

In the AAP, it is a motion to be considered for support by the Academy Chapter, Committee, Council and Section leaders at the Annual Leadership Conference



It should advocate for a particular aspect of child health or pediatric practice.



Resolutions are the most powerful mechanism for individual members to make their voices heard and raise the profile of issues with the AAP Board.

Who can write resolutions?



- ▶ Any AAP member can advise Academy leadership about what the AAP can do to address important child health issues
- ▶ Who can write resolutions?
 - ▶ You (one author must be an FAAP)
 - ▶ Chapters
 - ▶ Committees, Councils, Sections
 - ▶ Districts

What might resolutions encompass?



- ▶ A request that the AAP develop a statement or act on an issue
- ▶ A request that the AAP create a new program or activity or reconsider existing programs or activities
- ▶ A request that the AAP change its operating procedures

Key Points

Resolutions should pertain to something new or not previously addressed* in AAP policy or operations



Should relate to the AAP's mission:

- To attain optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults.
- To accomplish this mission, the AAP shall support the professional needs of its members.

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Road to writing a resolution



Examples



Timeline & Resources

Number	Title	Status
2	Advocate for Naloxone Storage in Public Spaces and Promotion of Opioid and Drug Use Education	Adopted
4	The AAP Position on Banned Books	Adopted
8	Advocating for the Use of SEBTC to Reduce Childhood Food Insecurity	Adopted
9	Advocacy for Adequate and Timely Nirsevimab Administration to AI/AN Children in Their First and Second RSV Season	Adopted
14SA	Support for Coverage and Payment for Evidence-Based Services for All Children, Youth and Young Adults with Disabilities	Adopted as amended
16	Leaves of Absence in the Pediatric Workforce	Adopted
17	Applying for and Maintaining Hospital Privileges	Not adopted
20SB	Single Dose Antibiotic (Doxy-PEP) to Reduce Sexually Transmitted Infections (STIs)	Adopted as amended
21SB	Data Exchange for Adolescents Aged 12-17 Years	Adopted
25	Promoting Responsible Use of Point of Care Ultrasound (POCUS) in Pediatrics	Adopted
29	Screening and Education for Substance Use Disorder in Adolescents	Adopted
30	Screen and Educate to Reduce Cyberbullying	Adopted
31	Review of Wireless Radiation Safety in Children	Adopted
33	Shortages of ADHD Medications	Adopted
46	Encouraging Mentorship of American Indian and Alaska Native First Nations, Inuit and Metis Trainees in Pediatrics	Adopted as amended
47	AAP Financial Independence from Infant Formula Companies	Not adopted
51	Facilitating Poster Session Attendance at the AAP National Conference and Exhibition	Adopted
53	Create a Task Force for Gender Equity within the AAP	Adopted
55	Medicare Advantage: Risky for Pediatricians and All Seniors	Adopted as amended
56SC	Mobile App for Pediatric Review and Education Program (PREP) Questions	Adopted
58	Advocacy for Children and Adolescents Exposed to Military Conflict and Major Disaster Zones	Adopted as amended
59SC	Amending our AAP EDI Initiative	Referred to Committee

2024 Resolutions from District IX

Rank	Title
1	Supporting Providers in Areas Where EDI is Banned or in the Process of Being Banned
2	Advocacy for Children and Adolescents Exposed to Military Conflict and Major Disaster Zones
3	Formation of an AAP Innovation Center to Position the US to Lead the Transformation of Pediatric Health Care
4	Public Health-Informed Firearm Injury Prevention Curriculum for High School Students
5	Advocating for Child Safety Packaging and Labeling of Edible Cannabis Products
6	Encouraging Mentorship of American Indian and Alaska Native First Nations, Inuit and Metis Trainees in Pediatrics
7	Shortages of ADHD Medications
8	Create a Task Force for Gender Equity Within the AAP
9	The AAP Position on Banned Books
10	Support Newborn and Other Health Care Provided by Rural Pediatricians

2024 Top 10 Resolutions

Agenda



What is a resolution?



District IX resolutions in 2024



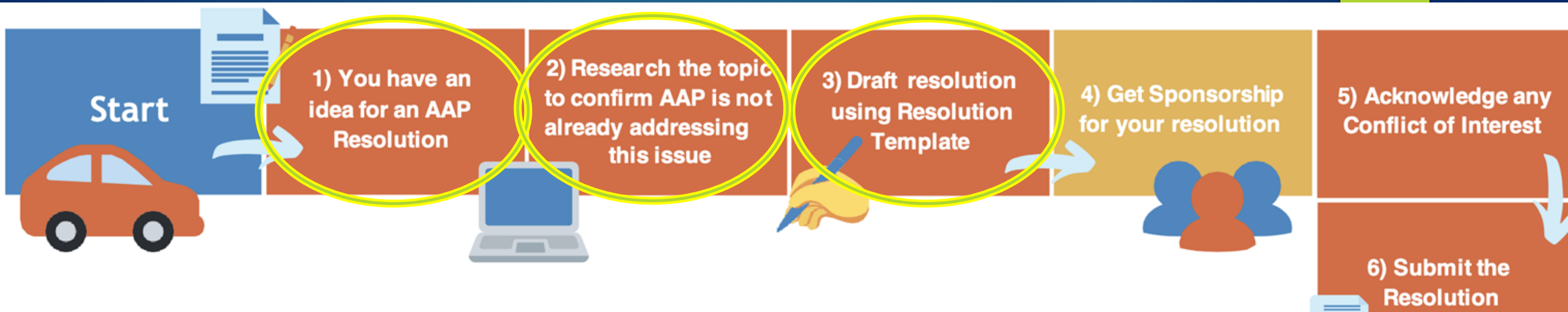
Road to writing a resolution



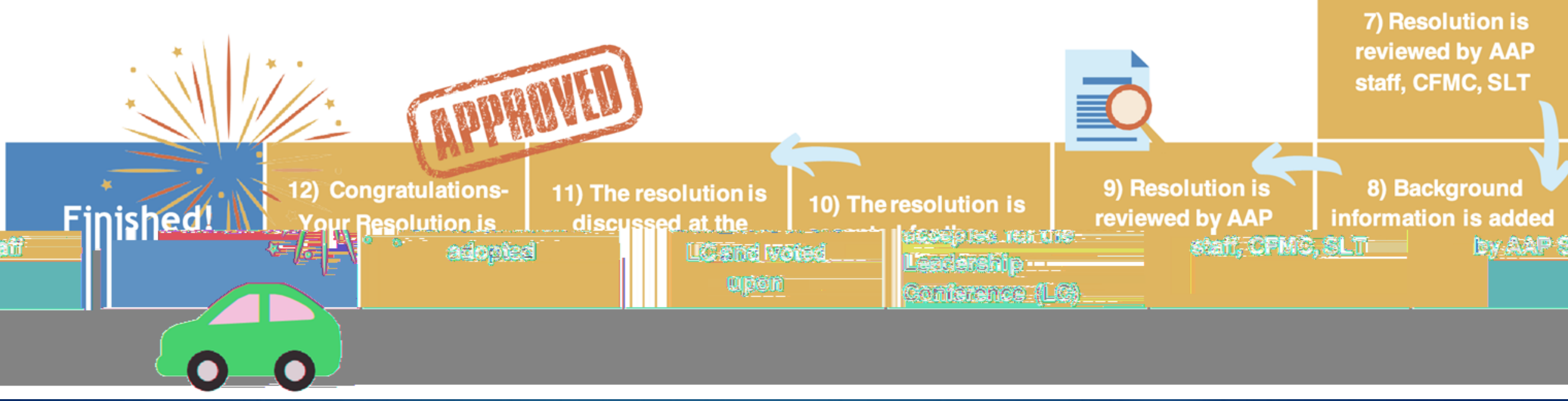
Examples



Timeline & Resources



Road to Writing an AAP Resolution



Getting Started

Make sure your resolution is **new** (i.e. not already explicitly supported by AAP policy or operations)

If your topic **is** supported currently, you want to ensure that you frame your resolution in a way that highlights what makes it **new** and **different**.

Review past resolutions (*AAP member login required*):
<https://collaborate.aap.org/alf/Pages/home.aspx>

1	Resolution #	2025 Leadership Conference
2		
3	TITLE:	The title should be concise and reflect the action of the resolution.
4		
5	SPONSORED BY:	The sponsor of the resolution must be identified. Resolutions must be sponsored by chapters, committees, councils, or sections. Sponsorship implies agreement with the intent of the resolution and the sponsoring group has verified all the information included in the resolution.
6		
7		
8		
9		
10	DATE:	The date the resolution was submitted
11		
12	DISPOSITION:	Reflects the vote at the Leadership Conference
13		
14	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. Authors are limited to four whereas statements
15		
16		
17		
18		
19		
20	RESOLVED,	Each resolution must contain a resolved which stands alone and requests action by the Academy. The resolution also may not include bullet points within the resolves. For clarity, authors are encouraged to be as succinct as possible. The resolve should start with: Resolved, that the Academy...
21		
22		
23		
24		
25		
26	RESOLVED,	that the Academy...
27		
28	FISCAL NOTE:	Fiscal notes are generally supplied by staff, but whenever possible, the authors are encouraged to supply fiscal notes upon resolution submission.
29		
30		
31		
32	REFER TO:	2025 Leadership Conference
33		
34	LEAD AUTHOR:	Fellow(s) of the American Academy of Pediatrics (FAAPs) 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 (FAAP) 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.
35		
36		
37		
38		
39		
40		
41	EMAIL AND CHAPTER:	
42		
43	BACKGROUND	
44	INFORMATION:	Optional. Limit to 500 words. Include any additional information that was not included in the whereas statements.
45		
46		
47	REFERENCES	Limit to 5 references. Please include hyperlinks where possible. References will be verified.
48		

Once submitted, resolutions are property of the Leadership Conference and subject to change. Resolutions should not be shared outside of AAP membership.



Resolution Template

Understanding Components

The “Whereas” clauses lay the foundation for the “Resolved” clauses

The “Resolved” clauses should be **succinct** and represent the **goal** or **request** of the resolution

The “Resolved” clauses should be able to **stand alone**

It is the “Resolved” clauses that the members vote on

Title of Resolution *

The title should be concise and reflect the action of the resolution

Sponsor

The sponsor of the resolution must be identified. Resolutions must be sponsored by chapters, committees, councils, or sections. Sponsorship implies agreement with the intent of the resolution and the sponsoring group has verified all the information included in the resolution.

Date Submitted *

Whereas 1 * Min 1 whereas, max 4

The whereas statement(s) should 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 * Max 2 resolved

Each resolution must contain a resolved which stands alone and requests action by the Academy. The resolution also may not include bullet points within the resolves. For clarity, authors are encouraged to be as succinct as possible. Resolutions may not have more than two resolves.

Resolved 2 (optional)

Lead Author 1 (Name and designation) *

Fellow(s) of the American Academy of Pediatrics (FAAPs) 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 (FAAP) 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.

Lead Author 2 (Optional, Name and Designation)

Email Author 1 *

Email Author 2

Chapter of Author(s) *

Background Information (Optional)

Limit to 500 words. Include any additional information that was not included in the whereas statements.

References (Optional, Limit 5)

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

Verification Statement *

I confirm all the information included in this resolution, including references is verifiable

New for 2025



- ▶ Online submission form
- ▶ Limiting background information (to 500 words)
- ▶ Limiting lead authors to **two**
- ▶ Limiting the number of references to **five**
- ▶ Verifying references
- ▶ Limiting the number of sponsoring entities to **one**
- ▶ Late resolution deadline is **before leadership conference (7/17/25)**



Agenda



What is a resolution?



District IX resolutions in 2024



Road to writing a resolution



Examples



Timeline & Resources

Example 1: Top 10 Resolution 2024

TITLE: The AAP Position on Banned Books

Clear, succinct title

Whereas, the AAP supports children reading for growth and education, including partnering with Reach Out & Read (ROR); and

Whereas, ROR champions daily reading and language-rich activities for young children); and

Whereas, many areas of the United States have banned or challenged the reading of educational and appropriate books for children and young adults, therefore be it

3 clear “Whereas” supporting the “Resolved”

RESOLVED, that the Academy issue a statement opposing the banning of books in schools and public libraries.

1 clear “Resolved” which can stand alone and is within the AAP’s scope

Example 2: Top 10 Resolution 2024

TITLE: Create a Task Force for Gender Equity within the AAP

Clear, succinct title

Whereas, pediatrics has the highest percentage of women among physician specialties; and women pediatricians are under-compensated and underrepresented in leadership positions, on editorial boards, as senior authors, and as invited speakers; and these inequities are compounded for women with intersectional identities; and

Whereas, gender and intersectional inequity in both university-based and non-university-based pediatric practices contributes to job dissatisfaction, burnout, work-life imbalance, slower career advancement, attrition; and

Whereas, promoting diversity and supporting the professional needs of all members is vital for the Academy to accomplish its mission of attaining optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults, therefore be it

3 clear “Whereas”, each with relevant data or persuasive arguments

RESOLVED, that the Academy create a Task Force for Gender Equity to unify its gender equity efforts, to advocate for gender equity with an intersectional lens within the AAP and the field of pediatrics, and to partner with current diversity and inclusion efforts in the AAP to champion equity for all, and be it further

RESOLVED, that the Academy officially commit to a gender equity statement and annually reports its progress on gender equity, striving for equity in all leadership positions within the AAP, its sections, committees, councils, and the board, in speaking opportunities at AAP supported meetings and conferences, and in authorship of Clinical Practice Guidelines and Policy Statements.

2 “Resolved”, each of which has clear asks, is within the scope of the AAP’s work, and could stand on its own without the “Whereas”

Example 3: Poorly Written Resolution

Title: Supporting Adequacy of Resident Education

Vague title

Whereas, the Accreditation Council for Graduate Medical Education (ACGME) mandated, without providing sufficient evidence, substantial changes to pediatric residency requirements, to take effect July 1, 2025; and

Whereas, in order to comply with these requirements, many institutions may have to hire additional staff, such as advance practice providers, to cover additional patients on inpatient rotations; and

Whereas, this will unduly burden small programs and adversely affect recruitment efforts; and

Whereas, these changes will lead to insufficient experience and comfort in caring for hospitalized patients, and thus graduating residents who are not comfortable pursuing pediatric hospital medicine without additional training; and

Whereas, there are insufficient pediatric hospital medicine fellowship training spots currently to accommodate this increased demand due to inadequate training, therefore be it

Too many “Whereas”, each with speculative rather than concrete, factual information

RESOLVED, that the Academy inform the ACGME immediately that it must reverse this requirement and revert to prior pediatric residency training requirements, and be it further

RESOLVED, that the Academy require the ACGME to seek its approval prior to implementing any such changes in the future.

“Resolved” are completely out of the scope of the AAP (could perhaps advocate to ACGME to reconsider)

A note about scope...

- ▶ Many unsuccessful resolutions fail due to scope concerns
- ▶ The AAP works closely **with** many other organizations (ACGME, CMS, DHHS, CDC, NIH, etc...) but cannot directly **mandate** the work of those organizations.
- ▶ Resolutions asking to directly change policy or operations of other organizations are, by definition, implausible.
- ▶ Better to ask that the AAP **collaborate, advocate, partner, educate, inform** than **require** or **mandate**.

Agenda



What is a resolution?



District IX resolutions in 2024



Road to writing a resolution



Examples



Timeline & Resources

What happens after you submit?

Resolutions become property of the AAP and can no longer be edited by the author(s)

Resolutions are reviewed by AAP staff and relevant background information is added

Resolutions are reviewed by the CFMC (Chapter Forum Management Committee) and divided into 3 categories:

- Practice and Operations
- Advocacy and Healthcare Finance
- Academy Governance and Operations

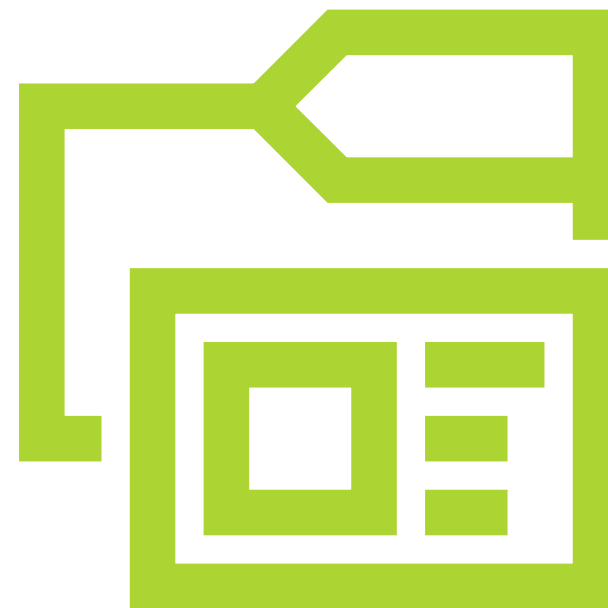
Resolution Timeline for 2025

- ▶ March 1, 2025: Suggested deadline for **chapter** sponsorship
- ▶ March 15, 2025: Deadline for **district** sponsorship
- ▶ March 24, 2025: District IX meeting to discuss resolutions
- ▶ April 1, 2025: Deadline to submit resolution (11:59PM CT)**
 - ▶ **Individual authors MUST submit their resolutions themselves**
- ▶ July 17, 2025: Late resolution deadline
- ▶ 7/9/25, 7/15/25, 7/17/25: Virtual Reference Committees (all 7PM CT)
- ▶ July 31 – August 3, 2025: Annual Leadership Conference



Virtual Reference Committees

- ▶ Resolutions are assigned to 1 of 3 Virtual Reference Committees (VRC) by topic
- ▶ At each VRC, they will be presented by the committee chair (CFMC member)
- ▶ Resolution lead authors are invited to provide testimony; they may designate an alternate if unavailable
- ▶ Other VRC attendees who may provide testimony (for or against): Chapter, Section, Council, and Committee leadership
- ▶ VRC members will make note of themes in testimony provided for each resolution



Late Resolutions

2) Late Resolutions (LR#) – Due July 17, 2025

- 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 LC.
- If expenditure of funds is anticipated in the implementation of any Late 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?

Tips to Avoid Writing an Ineffective Resolution

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](#).

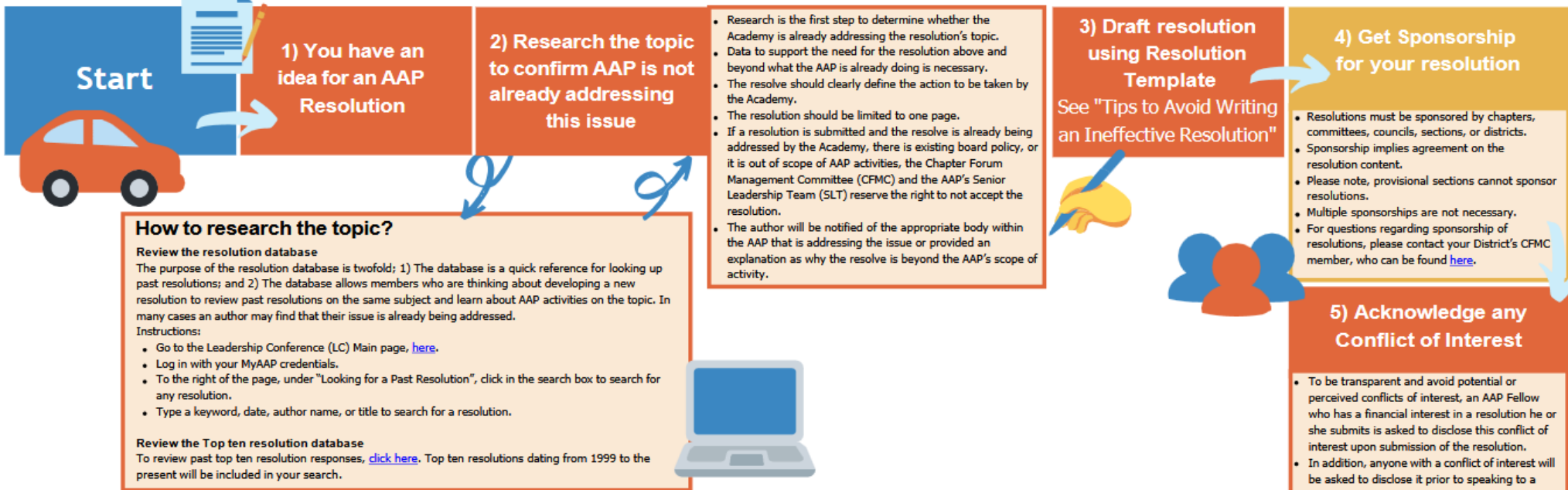
3 Resolutions that request the Academy take a position for which there is existing policy or advocate for a position on which there are existing advocacy efforts. View the Academy's advocacy initiatives related to federal and state advocacy [here](#).

4 Resolutions requesting the creation or promotion of existing educational materials or resources. View the Academy's professional education resources [here](#).

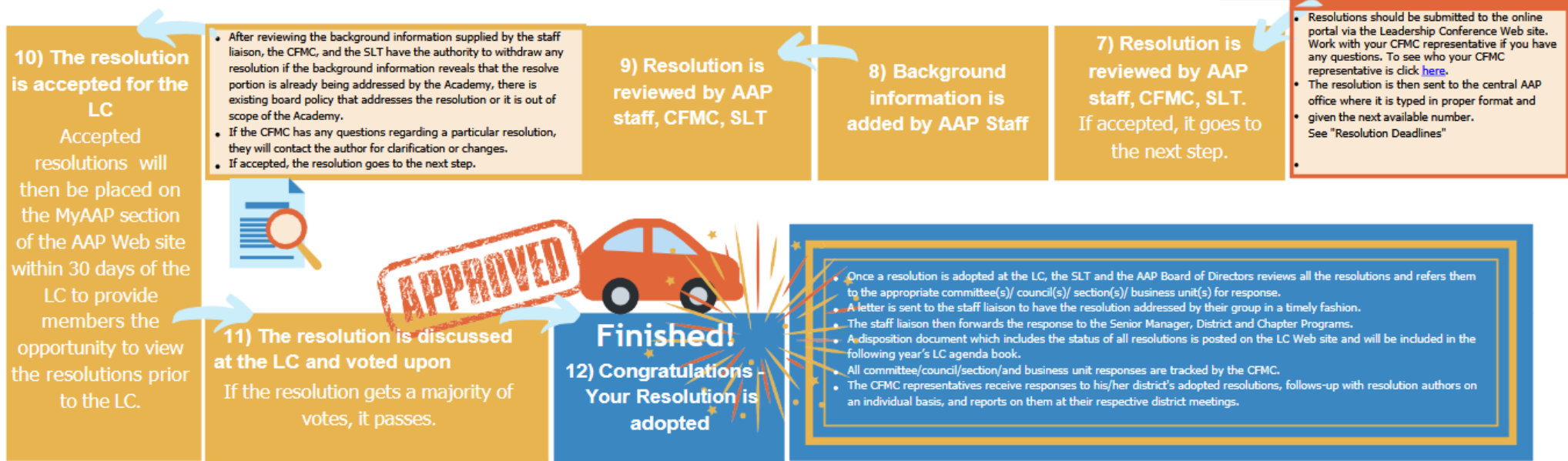
5 Resolutions to develop caregiver resources or educational materials that already exist. Search the Academy's caregiver resources [here](#).

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 Leadership Conference (LC) is not needed.

7 Resolutions that are out of the scope of the Academy's mission. The CFMC and 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.



Road to Writing an AAP Resolution



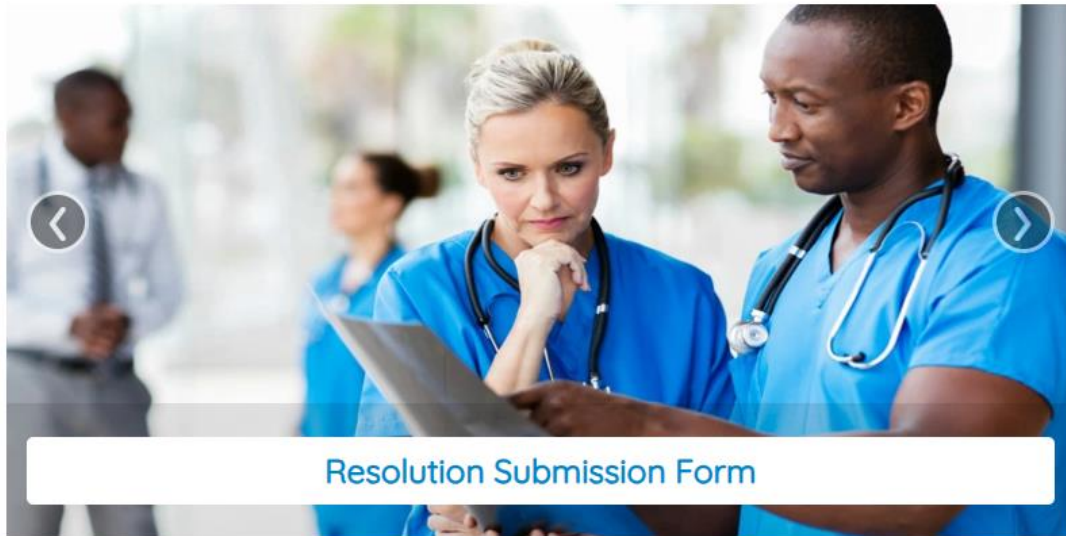
LEADERSHIP CONFERENCE

AMERICAN ACADEMY OF PEDIATRICS

2025 resolutions submissions due April 1, 2025 at 11:59pm CT. Resolutions must be submitted via [online form](#).

Resolutions provide a formal mechanism whereby the members of the Academy can give input concerning Academy policy and activities. All resolutions submitted to the Leadership Conference are considered by the Board, but are advisory and not binding. Once submitted resolutions are property of the Leadership Conference and subject to change. Resolutions should not be shared outside of AAP membership.

 To view or print PDF files, use a compatible PDF viewer. You can also download PDF files and view and print them offline. You can download and install the most recent version of the free [Acrobat Reader](#) from the Adobe website or search for other compatible PDF viewers.



Looking for past resolutions?



Guidelines for Submitting Resolutions



Top Ten Resolutions Database

<https://collaborate.aap.org/Pages/AAP-Collaborate.aspx> (AAP login required)



Thank you for all that you do for children

Access your site(s) below

If your site is not listed below, please contact your site administrator.

- [AAP Volunteer Network/Member Opportunities](#)
- [Chapter and District Leadership Collaboration Site](#)
- [Community Health Initiatives \(CHI\)](#)
- [Early Career Leadership Projects](#)
- [Firearms Injury Prevention Special Interest Group](#)
- [LEAD @ AAP](#)
- [Leadership Conference](#)
- [LIGHT](#)

Resolution Information



Guidelines for Submitting Resolutions

[View the Guidelines](#)



2025 Resolution Submission Form

[Submit Resolutions Here!](#)



Resolution Roadmap

[View the Resolution Roadmap](#)



Resolution Infographic - 1 Page

[View the 1 Page Infographic](#)



Resolution Infographic - 2 Pages

[View the 2 page Infographic](#)



Chapter Forum Management Committee Roster

[View the CFMC Roster](#)



2024 Top Ten

[View AAP News Article on Top Ten](#)

Wrap Up

- ▶ Resources (all on ALC page on Collaborate site)
 - ▶ <https://collaborate.aap.org/alf/Pages/home.aspx> (need your AAP login)
 - ▶ <https://collaborate.aap.org/alf/Misc/AAPResolutionProcessMap.pdf>
 - ▶ https://collaborate.aap.org/alf/Misc/alf_guidelines_submitting_resolution.pdf
- ▶ Submission form:
<https://app.smartsheet.com/b/form/aca3720000ab459cac6caa7733f091f1>
- ▶ Contact Information:
 - ▶ Nicole Webb, AAP District IX Representative to CFMC: nikki2182@gmail.com

Thank you

