# Resolution Writing for the AAP Annual Leadership Conference

Nicole Webb, MD, FAAP District IX Representative AAP Chapter Forum Management Committee February 19, 2025

### Agenda



### What is a resolution?



District IX resolutions in 2024

F

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





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

### Should relate to the AAP's mission:

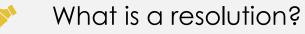
- To attain optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults.
- To accomplish this mission, the AAP shall support the professional needs of its members.



# What happens to resolutions?

- Resolutions submitted to the AAP are voted on at the AAP Annual Leadership Conference each summer.
- All adopted resolutions are referred to the appropriate AAP entity for a response (i.e. Committee on Medical Education...)
- All responses are reviewed by the AAP Board of Directors before being sent to the CFMC representatives for dissemination to individual authors
- Resolutions are advisory and not binding

### Agenda





District IX resolutions in 2024

Road to writing a resolution



Examples



Timeline & Resources

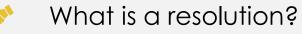
Number	Title	Status
2	Advocate for Naloxone Storage in Public Spaces and Promotion of Opioid and Drug Use Education	Adopted
4	The AAP Position on Banned Books	Adopted
8	Advocating for the Use of SEBTC to Reduce Childhood Food Insecurity	Adopted
9	Advocacy for Adequate and Timely Nirsevimab Administration 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





District IX resolutions in 2024

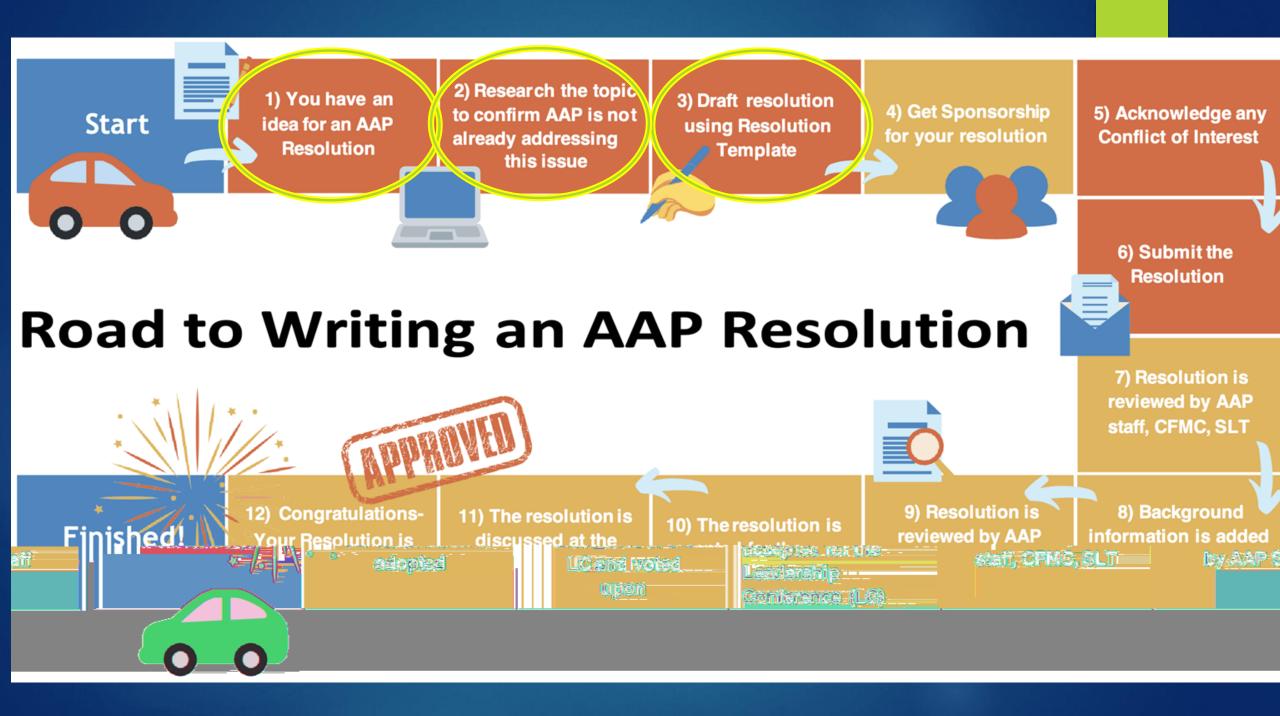
Road to writing a resolution



Examples



Timeline & Resources



### 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): <a href="https://collaborate.aap.org/alf/Pages/home.aspx">https://collaborate.aap.org/alf/Pages/home.aspx</a>

1	Resolution #	2025 Leadership Conference
2 3	TITLE:	The title should be concise and reflect the action of the resolution.
4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19	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.
	DATE:	The date the resolution was submitted
	DISPOSITION:	Reflects the vote at 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. Authors are limited to four whereas statements
20 21 22 23 24 25	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
26 27	RESOLVED,	that the Academy
28 29 30 31	FISCAL NOTE:	Fiscal notes are generally supplied by staff, but whenever possible, the authors are encouraged to supply fiscal notes upon resolution submission.
32 33	REFER TO:	2025 Leadership Conference
34 35 36 37 38 39 40	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.
41 42	EMAIL AND CHAPTER:	
43 44 45 46	BACKGROUND INFORMATION:	Optional. Limit to 500 words. Include any additional information that was not included in the whereas statements.
47 48	REFERENCES	Limit to 5 references. Please include hyperlinks where possible. References will be verified.

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 \*



#### 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 maybe not have more than two resolves.

that the Academy,

#### **Resolved 2 (optional)**

that the Academy,

#### 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

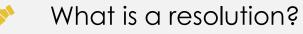
## New for 2025



- 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





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	3 clear "Whereas" supporting the "Resolved"
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	
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	(
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	
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.	V

#### Clear, succinct title

### 3 clear "Whereas", each with relevant data or persuasive arguments

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"

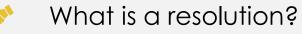
## Example 3: Poorly Written Resolution

Vague title Supporting Adequacy of Resident Education 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 in order to comply with these requirements, many institutions may have to hire Whereas, additional staff, such as advance practice providers, to cover additional patients on Too many "Whereas", each with inpatient rotations; and speculative rather than concrete, Whereas, this will unduly burden small programs and adversely affect recruitment efforts; and factual information these changes will lead to insufficient experience and comfort in caring for hospitalized Whereas, patients, and thus graduating residents who are not comfortable pursuing pediatric hospital medicine without additional training; and there are insufficient pediatric hospital medicine fellowship training spots currently to Whereas, accommodate this increased demand due to inadequate training, therefore be it "Resolved" are completely out of the that the Academy inform the ACGME immediately that it must reverse this requirement RESOLVED, and revert to prior pediatric residency training requirements, and be it further scope of the AAP (could perhaps advocate to ACGME to reconsider) that the Academy require the ACGME to seek its approval prior to implementing any RESOLVED, such changes in the future.

### 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





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 thefollowing:
  - 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**

Resolutions on already existing AAP policy that only reinforces what the policy recommends. Search Academy policies <u>here</u>.

Resolutions on upcoming AAP policy that will address the issue the resolution is recommending. View the Academy's Statement in Progress List <u>here</u>.

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 <u>here</u>.

Resolutions requesting the creation or promotion of existing educational materials or resources. View the Academy's professional education resources <u>here</u>.

Resolutions to develop caregiver resources or educational materials that already exist. Search the Academy's caregiver resources <u>here</u>. 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.

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. Is 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 isexisting board policy, the resolution will not be accepted. 2) Research the topic to confirm AAP is not already addressing this issue

How to research the topic?

#### Review the resolution database

Start

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:

1) You have an

idea for an AAP

Resolution

- . Go to the Leadership Conference (LC) 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.

#### Review the Top ten resolution database

To review past top ten resolution responses, <u>dick here</u>. Top ten resolutions dating from 1999 to the present will be included in your search.

#### 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. 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 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.

3) Draft resolution using Resolution Template See "Tips to Avoid Writing an Ineffective Resolution"

#### 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 <u>here</u>.

#### 5) Acknowledge any Conflict 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 LC.

### **Road to Writing an AAP Resolution**

10) The resolution is accepted for the LC Accepted resolutions will then be placed on the MyAAP section of the AAP Web site within 30 days of the LC to provide members the opportunity to view the resolutions prior to the LC.  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.

#### If accepted, the resolution goes to the next step.



11) The resolution is discussed at the LC and voted upon If the resolution gets a majority of votes, it passes. 9) Resolution is reviewed by AAP staff, CFMC, SLT

Finished

12) Congratulations

Your Resolution is

adopted

8) Background information is added by AAP Staff 7) Resolution is reviewed by AAP staff, CFMC, SLT. If accepted, it goes to the next step. 6) Submit the Resolution

Resolutions should be submitted to the online portal via the Leadership Conference Web site. Work with your CFMC representative if you have any questions. To see who your CFMC representative is click here. The resolution is then sent to the central AAP office where it is typed in proper format and given the next available number. See "Resolution Deadlines"

Once a resolution is adopted at the LC, the SLT and the AAP Board of Directors reviews all the 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.
- Adisposition document which includes the status of all resolutions is posted on the LC Web site and will be included in the following year's LC 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.



### **LEADERSHIP CONFERENCE** AMERICAN ACADEMY OF PEDIATRICS

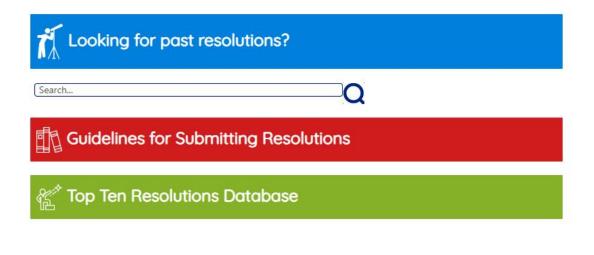
2025 resolutions submissions due April 1, 2025 at 11:59pm CT. Resolutions must be submitted via online form.

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.



**Resolution Submission Form** 



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



AAP Collaborate



Access your site(s) below If your site is not listed below, please co

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



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)

- <u>https://collaborate.aap.org/alf/Pages/home.aspx</u> (need your AAP login)
- https://collaborate.aap.org/alf/Misc/AAPResolutionProcessMap.pdf
- <u>https://collaborate.aap.org/alf/Misc/alf\_guidelines\_submitting\_resolution.pdf</u>
- Submission form: <u>https://app.smartsheet.com/b/form/aca3720000ab459cac6caa7733f091f1</u>
- Contact Information:
  - Nicole Webb, AAP District IX Representative to CFMC: <u>nikki2182@gmail.com</u>

# Thank you

