



# Overview

## Why does ACP have a Resolutions Process?

The Board of Governors (BOG) Resolutions Process was instituted in 1985 as a means for the ACP membership to have formal input to the Board of Regents (BOR), the policymaking body of the College. A resolution reflects the grassroots voice of ACP.

## What is a resolution?

A resolution is a proposal that asks ACP to take a position and/or an action. Any ACP member can submit a resolution to his/her ACP Governor for consideration by the local chapter council. ACP international members without a designated chapter should direct potential resolution topics to the ACP Global Engagement Committee for consideration. A resolution consists of at least one directive ("Resolved clause") accompanied by supporting statements ("Whereas clauses").

Resolutions may also be initiated by a national committee, council, or BOG Class.

Eight Months Prior–The “Call for Resolutions” is posted in I.M. Matters Weekly from ACP, on ACP Online’s home page, and on the Chapter web site Advocacy page, encouraging members to

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### BOG Meeting

Shortly before the BOG meeting, the Reference Committee(s), which is appointed by the Chair of the BOG, meets and develops a written summary of the online testimony from BOG members, with a specific recommendation (i.e., adopt, not adopt, adopt with amendments, or refer for study) for each resolution based on testimony. The Reference Committee report is distributed to the BOG prior to the Business Meeting, at which time the BOG discusses and votes on the Reference Committee's recommendations.

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### Post-BOG Meeting

The Resolutions Review Committee meets to determine where each resolution adopted or referred for study should be referred. The Chair of the BOG presents the final recommendations to the BOR at its next meeting.

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The BOR reviews, discusses, and decides on next steps for each resolution. They can include:

- adopt or amend and adopt;
- reaffirm policy;
- rescind policy;
- adopt or amend and adopt—refer for implementation;
- refer for study and report back with recommendations; or
- not adopt.



When the BOR refers a resolution to a committee or council either for study or implementation, each resolution is forwarded to the leadership and staff liaisons of the committee or council to ensure that the resolutions are given time on the next meeting agenda to address the BOR's requested action.

When the BOR refers a resolution to staff either for study or implementation, the Resolutions Administrator will forward the resolution to the appropriate staff who will then be responsible for follow-up and reporting back to the BOR.



## Resolutions Follow-up

Staff tracks follow-up to each resolution. A final report on the disposition of each resolution will be provided to the BOG and the BOR within one year after the resolution was discussed at the BOG meeting.

A complete copy of the [Resolutions Process](#) is available for your review.

## Is an idea or issue appropriate for a resolution?

Governors work most closely and on a regular basis with ACP's lifeblood, our members. ACP members are employed in a broad array of environments and serve as a rich resource of potential resolution topics. Typically, the genesis of a resolution is an identified need within a member's day-to-day environment.

Although the range of potential resolution topics may appear wide, a successful resolution addresses issues where ACP policy setting or advocacy efforts can lead to change. Ultimately, your Governor, with assistance from the chapter council, will critically analyze resolutions proposed at the chapter level to determine their pertinence before moving those resolutions forward.

## Staying Within the Scope of the BOG Resolutions Process

Not every idea or proposal warrants a resolution. Members should focus on the purpose of the BOG Resolutions Process when proposing a resolution. The process was instituted as a means for ACP members to provide input to the BOR, ACP's national policy setting body, about issues

effective or appropriate body to address a resolution that falls within this boundary. Enlisting support from a local medical society might be the most expedient approach to fulfill this resolution's intent.

#### Chapter-Related Matters

Issues related to chapter business or operations are also examples of inappropriate resolution topics. As important as these are, they generally do not impact College policy and do not warrant a resolution. These topics should be directed to your Governor who may address them directly, or in consultation with the Chair of the Chapters Subcommittee, a BOG class representative, or the BOG Chair, as appropriate.

### Questions to Consider Before Drafting a Resolution

The following questions should be considered early on when drafting a resolution:

- Does ACP have a current position or policy on the topic or a related topic? Has a resolution been submitted in the past?

Be sure to consult ACP's online resources to inform and direct the process of drafting a resolution (please see page 11 for "Critical ACP Resources You Must Use"). Determine what actions, if any, the College has taken in response to a proposed topic. Consulting ACP's online resources, such as the Policy Compendium, provides an opportunity to strengthen and refine the intent of a proposed resolution, which may enhance the possibility of a successful outcome and eliminate submission of a redundant topic already addressed in current policy.

- Is ACP the most appropriate body to study or implement a resolution's intent? Are there potential collaborators?

Sometimes it isn't most effective for ACP to lead an effort. Be sure to emphasize collaboration when drafting your resolution if it becomes



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possible sign of poor alignment with the College's strategic plan and an indication that it may be an unsuitable topic.

- Are most ACP members uninformed and likely to be indifferent?

If members in your chapter express minimal, if any, interest at all in the topic of a proposed resolution, this might signal that the topic is irrelevant to the internal medicine community at large and something of questionable value for ACP to investigate.

- Are ACP health policy experts inexperienced and uninformed about the issue?

If ACP policy staff have yet to approach your resolution topic even tangentially, that may indicate the issue doesn't match ACP priorities.

A series of "yes" answers to the questions above might argue that the resolution's intent is ill fitting within the College's mission, goals, and priority themes and that a chapter council may approach a topic with caution, which might impact whether or not to sponsor a proposed idea.

## Why You Must Check ACP's Online Resources Before Proposing a Resolution

Researching a resolution topic can enhance the likelihood that an idea is relevant and will be supported. To help facilitate this task, the following resources are provided for your use.

### Critical ACP Resources You Must Use: The ERS, ACP Policy Compendium, and the ACP Policy Library

#### Begin Your Research With the Electronic Resolutions System (ERS)

Use the ERS when you begin researching a resolution topic. The ERS is the warehouse for BOG resolutions and contains all past resolutions. In addition to the search function, the ERS tracks resolutions at each stage in the cycle, including critical summaries and related rationale. Final Reports that describe a committee, council, or staff action in response to a resolution are also contained in the ERS. Typically, you will find the ERS on your [chapter website](#) beneath the "Advocacy" section. If you have difficulty locating the ERS, [seek assistance from staff at your specific chapter](#).

#### Using the ACP Policy Compendium and ACP Policy Library

The ACP Public Policy [Compendium](#) and the ACP Policy Library, housed on the Advocacy webpage, are ACP's repository of current and historic BOR-approved policies. You can access the Policy Compendium and Policy Library from the [ACP Online homepage under the "Advocacy" tab within the "Where We Stand" section](#). These are critical tools for use in determining where ACP stands on a particular topic you are considering.

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Authoring a resolution is an excellent way for members to get involved with the College and to begin to raise awareness about issues they feel require attention. The following information is intended to guide ACP members through the resolution writing process.

## The Basic Elements of a Resolution

The basic elements of a resolution (see [sample](#)) include:

- title;
- sponsor;
- Whereas clauses; and
- Resolved clauses.

The Title should succinctly state the primary issue addressed within the resolution and typically reflects the intent of the first resolved clause. Titles should begin with a gerund, a word form that is derived from a verb but that functions as a noun. Gerunds end in -ing, e.g., “ask” in gerund form becomes “asking.”

The Sponsor

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