



MSMA Guide to Resolution Writing

**The deadline for submitting resolutions for the House of Delegates is
March 15, 2024, at 5:00 pm.
Email Cheri Martin at cmartin@msma.org.**

If you feel strongly about an issue and believe your colleagues would join you in supporting Missouri State Medical Association and state action to make improvements for patients and physicians, you have two choices:

- 1) Allow the status quo to continue.
- 2) Write and promote a resolution for change.

Use this MSMA "Guidelines on Resolution Writing" to help House of Delegates decide on issues which are important and deserving of official MSMA policy. MSMA reserves the right to edit resolutions for style and accuracy.

Any MSMA member, group of members or local society may submit resolutions for consideration at the MSMA Annual Convention in April.

Writing a resolution simply means detailing the reasons why you think the issue is important and clearly stating what action you want the MSMA to take. Identify issues and present them in the form of resolutions through the forum of your local medical societies. In this way, national, regional, local, and individual concerns are brought to the attention of the MSMA for debate and evaluation.

Not every resolution involves potential legislation. Sometimes resolutions give direction to make changes within the MSMA organization or set an agenda for one of MSMA's committees, commissions, or task forces.

A fundamental element of resolution writing is the background research of [MSMA Policy](#) and [AMA Policy](#).

After submitting your resolution, you can take action to improve its chances for adoption by the House of Delegates by advocating, explaining and urging passage during the Reference Committee which will hear your resolution.

Additional steps can contribute to your success:

- Provide sufficient relevant documentation to help support your resolution.
- Communicate with colleagues to ensure they understand the purpose of your resolution.
- Comment online to support your resolution and vote appropriately at the Second House of Delegates.

1. Choose a topic that is important, relevant, and deserving of official MSMA and AMA policy.
2. Identify yourself as the author of the resolution, even if it is submitted by a group or society.
3. WHEREAS clauses are factual clauses to support your resolution; they should be concise and to the point. Resolutions that have a page or more of WHEREAS clauses only serve to make the reader less amenable to your idea if he or she has to sort through multiple WHEREAS clauses to determine your point. The entire resolution should be no longer than one page.
4. RESOLVED clauses state your proposed policy change. Internal resolutions affect MSMA actions (RESOLVED, that the MSMA...); external resolutions are forwarded to the AMA for further action (RESOLVED, that the AMA...). Internal and external intents may not exist within the same RESOLVED clause, rather, separate RESOLVED clauses are necessary if you want the MSMA to take an action separate from the AMA. RESOLVED clauses should only be one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated by the MSMA House of Delegates.
5. Information can be included with the resolution and is used for documentation of WHEREAS clauses for review by the Reference Committees.
6. After your resolution is accepted by the House of Delegates, it will be assigned a Reference Committee, where a physician panel will hear testimony from various groups or individuals regarding the action determined in the RESOLVED clauses. The Reference Committee may rewrite some, none, or all of the RESOLVED clauses according to the testimony and research provided by the documentation.
7. Each resolution is then submitted to the MSMA House of Delegates in the following session. At this session, further testimony is heard from physicians or the society which sponsored the resolution.
8. A vote is taken at the House of Delegates to determine the outcome of the Resolution.

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