

How to Write Resolutions to the MSMS House of Delegates



The Process

Business is introduced to the MSMS House of Delegates through the presentation of resolutions by voting delegates on behalf of their county delegation, specialty society, section, or as individual delegates. In addition, the MSMS Board of Directors may present reports with recommendations for House action.

In order to be considered as regular business of the House of Delegates, resolutions must be submitted to the Michigan State Medical Society 45 days prior to the meeting of the House.

Once resolutions are received at MSMS, they undergo MSMS

and AMA policy review, legal review and appropriate editing. Resolutions then are assigned numbers and referred to one of the nine House reference committees. A complete set of the resolutions is included in the Delegate Handbook that is mailed to delegates prior to the meeting of the House of Delegates.

Special Briefings for delegates and alternate delegates are held in April of each year to review submitted resolutions as well as major activities and issues of MSMS. All delegates are invited to the briefings held in their respective districts.

Late Resolutions

Late Resolutions received at MSMS after the March deadline are reviewed by the Committee on Rules and Order of Business that meets on Friday afternoon prior to the opening session of the House of Delegates. The Committee will provide introducers of late resolutions an opportunity to explain the reasons for submitting

late resolutions. The Committee will make recommendations to the House regarding acceptance Friday evening. The House will vote on the recommendation of the Committee on Rules and Order of Business.

Structure of a Resolution

Resolutions start with a series of “whereas” statements which explain the rationale of the resolution, contribute to the understanding of the subject matter, and lead into the “resolved” section of the resolution.

A 2006 resolution requires that the “whereas” clauses must include references for any data or statistics which may be used in formulating an opinion on a resolution’s “resolved” clause.

The “resolved” section of a resolution defines the intent of the resolution. It is extremely important that each “resolved” be able to stand independent of the “whereas” statement as only the “resolved” portion is retained in the Digest of Proceedings, the official record of the House.

When preparing resolutions, close attention should be given to the following:

1. The title of the resolution should be brief and appropriately reflect the action for which it calls.
2. Information contained in the resolution should be checked for accuracy.
3. The “resolved” should stand alone and not refer back to the prefatory statements since the House adopts only the “resolved,” and the “whereases” do not appear in the Proceedings.
4. An estimated fiscal note should be added by the author when appropriate and should set forth the estimated cost, if any, of the policy, program or action proposed by the resolution.
5. It is recommended that delegates contact their county societies, specialty societies and sections regarding their resolutions, as each may have a specific process prior to the resolutions coming to MSMS.

If you have questions, contact Jeanne Miller at 517-336-5726 or email jkmillier@msms.org. You may also contact your county and specialty society executives or secretaries, or section chairs at any time.

Sample Resolution

Title: Tobacco Tax Increase Resolution #

Introduced by: William Doebler, MD, Ottawa County

Original Author:

Referred to:

House Action:

Whereas, tobacco is the single most preventable cause of death in Michigan killing more people each year than auto accidents, alcohol, illicit drugs, suicide, homicide, and AIDS combined, and

Whereas, doubling the tobacco tax would result in 71,000 fewer smokers and save at least 18,000 lives from tobacco-related disease in Michigan, and

Whereas the number of Ottawa County residents dying in 1989 due to smoking was 239 out of a total of 1,103 deaths, and

Whereas, 38 infants born in 1989 in our community had low birth weight due to maternal smoking, and

Whereas, increasing the tobacco tax would also keep youth in Ottawa County and the state from using tobacco by pricing the products out of their reach; therefore be it

RESOLVED: That MSMS urge Governor Engler and the Michigan Legislature to support a tobacco tax increase as a health initiative for Michigan’s future.

AUTHOR’S ESTIMATED
FISCAL NOTE, if applicable: \$ _____

Wayne County Medical Society of Southeast Michigan Delegate Body

RESOLUTION to the MSMS House of Delegates

Title:

Author:

For: WCMSSM Delegation

Whereas,

Whereas,

Whereas,

RESOLVED:

Wayne County Medical Society of Southeast Michigan Delegate Body

Resolutions - Format and Method of Introduction

Resolutions may be introduced to the Delegate Body from the Executive Council, Board of Trustees, Officers, Committees, elected Delegates/Alternates or from any member of the Wayne County Medical Society of Southeast Michigan.

All resolutions are submitted initially to the WCMSSM Delegate Body for approval before the resolution is referred to the MSMS House of Delegates for consideration.

All resolutions, whose implications are such that they necessitate an expenditure of funds, must include a fiscal note (WCMSSM staff will be happy to provide necessary assistance in preparing a fiscal note estimate).

The essential element of a resolution is its portion expressed as one or more “RESOLVED” section(s) setting forth its specific intent. It should carry with it a preparatory statement explaining the rationale of the resolution. This preparatory statement is commonly referred to as the “WHEREAS”. There may also be included such appendices of material as may contribute to understanding of the subject at hand.

Should you need any help in the wording or format of your proposed resolution, please contact the WCMSSM office @ 313-874-1360 or email JHetzner@msms.org.

American Medical Association – Medical Student Section

Wayne State University School of Medicine Chapter

Resolutions – Local help with writing, researching and introducing your resolution.

For students that would like help in crafting their resolution, your student chapter of the AMA here at WSU SOM is always glad to help. Our executive officers and members have experience from past workshops and conferences to provide guidance with language, format and resources while you compose your resolution.

For any questions or requests, please contact our chapter at:

<http://www.waynestateama.com/contact-us.html>