**Writing a Resolution**

1. Every resolution must have a title, one or more “whereas” clauses, and one or more “resolved clauses. Each resolution should carry the name of the submitter and if there is a sponsor. A blank form is below.
2. “Whereas” clauses explain the rationale for the resolution and provide supporting information. These provide background for discussion at the House of Delegates (HOD) and do not become a part of the permanent record of passed resolutions. They may include such things as the reason something is a problem, statements of timeliness/urgency, relevance to medicine, reasons for action, etc.
3. “Resolved” clauses should contain specific action items or policy statements. They should direct an action or for IMA to adopt a policy. They may ask IMA to take resolutions to work with stakeholders (national associations, insurers, AMA, etc).
4. Resolved clauses should be simple and direct. Only one issue should be addressed in each resolved clause. However, each resolved clause MUST stand alone and should not depend on any language in the “whereas” clauses or other resolved clauses.
5. Resolutions which will require a substantial allocation of IMA resources (money or staff time) should include a fiscal note. IMA staff will be happy to help you develop an appropriate fiscal note.

Other things to consider:

* What is the purpose of the resolution?
* Is the depth and breadth of the problem evident and clearly understood?
* Is the issue of unique interest to medicine in Idaho?
* How will the resolution benefit patients and/or the general public?
* Is the resolution consistent with the mission and priorities of the IMA?
* Is the resolution timely? Does it accurately reflect current law and circumstance? Does it anticipate a longer-term IMA commitment?
* Does the resolution allow for all possible methods and means to achieve the intended purpose, including alliances, administrative action, as well as legislative or regulatory initiatives?

If your resolution does not meet the above guidelines, the IMA staff may edit it for format, taking care not to alter the content. If time allows before publication of the HOD materials, you can review it to be sure your original intent was not affected by the editorial changes.

IDAHO MEDICAL ASSOCIATION HOUSE OF DELEGATES

SUBJECT:

AUTHOR:

SPONSORED BY:

WHEREAS, ; and

 WHEREAS, ; and

WHEREAS, ; and

WHEREAS, ; and

WHEREAS, ; and

WHEREAS ; and

WHEREAS ; therefore be it

RESOLVED, ; and be it further

RESOLVED,

EXISTING IMA POLICY: If known

IMA FISCAL NOTE: $ If known

STATE OF IDAHO FISCAL NOTE: If known