HOUSE OF DELEGATES

Resolution Preparation Worksheet

**Step 1:** Review and utilize the [resolution writing tips](http://mafp.org/resolution-writing) to aid in writing your resolution.

**Step 2:** Need help clarifying the goal and/or desired outcome of your resolution (meaning what action or actions are you wanting the MAFP to take)? [Reach out for assistance](mailto:office@mafp.org?subject=Resolution%20assistance).

**Step 3:** When you’re ready, submit your resolution by copying and pasting the final content from this worksheet into the online [resolution submission form](https://mafp.org/resolution-submission-form).

***Reminders before you submit:***

* Be sure to use clear, concise language.
* Compose all content in plain text only (no formatting like **bold**, italics, or superscripts).
* Provide all information as it should be presented to the House of Delegates.
* Be as specific as possible about the desired action(s) you want the MAFP to take.

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| Resolution Title/Topic  Required. Use Title Case. | |  |
| Desired Action(s)  Required. What actions do you want the MAFP to take? (Be prepared to check the appropriate boxes on the online form. You may check more than one box.) | | * Advocate legislatively * Advance the resolution nationally (to the AAFP Congress of Delegates) * Bring awareness to members, the public, media and/or specific groups/stakeholders * Provide education to members, the public, media and/or specific groups/stakeholders * Support/collaborate with other groups/organizations on work that’s already being done * Other (be specific) |
| Resolution Author  Required. The resolution author may be one individual, several individuals, a chapter, a committee, etc. Include full names with designations (e.g., MD, DO). | |  |
| WHEREAS  Required (at least 1). You may write up to 10. If you want to reference supporting information or cite sources in your whereas statements, format your reference numbers like this: [#] (example: Higher utilization has been shown to improve these rates [2]) and include each reference or citation in the Additional Supporting Information section (limited to 20 reference items). | 1 | WHEREAS |
| 2 | WHEREAS |
| 3 | WHEREAS |
| 4 | WHEREAS |
| 5 | WHEREAS |
| 6 | WHEREAS |
| 7 | WHEREAS |
| 8 | WHEREAS |
| 9 | WHEREAS |
| 10 | WHEREAS |
| BE IT RESOLVED  Required (at least 1). You may write up to 5. | 1 | BE IT RESOLVED that |
| 2 | BE IT FURTHER RESOLVED that |
| 3 | BE IT FURTHER RESOLVED that |
| 4 | BE IT FURTHER RESOLVED that |
| 5 | BE IT FURTHER RESOLVED that |
| Additional Supporting Information *(optional)*  You may enter up to 20 supporting items (one supporting item per line). You may provide supporting documentation references and/or cite your sources. You are encouraged to provide the URLs of reference materials/sources that are available online. Begin each item with the reference number [#], if using them. | 1 |  |
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| Testimony *(optional)*  Why is this resolution important to family physicians? Provide your testimony in writing or by uploading a video with your resolution through the online form (or by emailing it to the MAFP office). Maximum length: 2-3 minutes. Maximum file size: 30MB. | |  |

Bottom of Form