

What is CAFPP policy?

CAFPP policy:

- Articulates the positions, values, beliefs, and/or priorities of CAFPP membership.
- Is adopted by the CAFPP Board. CAFPP members may propose a policy to the CAFPP Board by submitting a policy resolution.
- Guides CAFPP staff and the Board in the positions it takes on proposed legislation and regulation and/or the specific work it undertakes.
- Is complementary to AAFP policy. CAFPP policy exists when AAFP policy does not necessarily or completely reflect the California-specific positions, values, beliefs, and/or priorities of CAFPP members.

What is the process for how a CAFPP resolution becomes policy?

- Resolutions can be submitted by CAFPP members to the CAFPP Board of Directors at any time throughout the year by completing the [Resolution Submission Form](#) and emailing it to cafp@familydocs.org.
- Resolutions submitted by January 10th will be added to the agenda for the All Member Advocacy Meeting (AMAM), which takes place in March each year. At the AMAM, the author(s) of the resolution have the opportunity to present their resolution to AMAM delegates and the CAFPP Board, and the CAFPP Board will have the opportunity to hear testimony from AMAM delegates supporting, opposing, or proposing amendments to the resolution. The CAFPP Board does not vote on resolutions at the AMAM but does so at a future meeting of the CAFPP Board.
- Once a resolution is submitted, it is added to the agenda for an upcoming CAFPP Board meeting. The CAFPP Board may vote to adopt, amend and adopt, not adopt, or refer the resolution to a Committee for further study.
 - If the resolution is referred to a Committee, it is added to the agenda for the Committee's next meeting or, if no meeting is scheduled, one may be called in order to consider the resolution. The Committee will consider the resolution and recommend to the CAFPP Board that it adopt, amend and adopt, or not adopt the resolution. The Committee's recommendation to the Board is delivered at the next CAFPP Board meeting and the CAFPP Board votes to adopt, amend and adopt, not adopt or refer it back to a Committee for further study.
 - Once a resolution is adopted, it becomes official and public CAFPP policy. It is added to the CAFPP Policy Manual.
 - The author(s) of the resolution are notified by email of the result of the CAFPP Board's vote. Delegates to the AMAM are notified of the status of all resolutions on the CAFPP website and at the next AMAM. The resolution outcomes are also shared via the CAFPP Academy in Action all member e-publication.

How does policy inform the Academy's work?

- The objectives of CAFPP policy are to inform the positions CAFPP takes on proposed legislation and regulation, guide educational efforts, and/or to direct CAFPP staff to undertake specific work.

**What are the general principles for drafting resolutions? Are there any do's and don'ts?
What is realistic to call on CAFP to do?**

- First and foremost, CAFP members who wish to submit a resolution should ensure existing AAFP and CAFP policy does not already address their concerns. This should be done by consulting the CAFP Policy Manual and AAFP website.
- The CAFP Resolution Submission Form includes several fields that should be completed before submission. These include:
 - *Speaker's notes*: Speaker's notes should include top-line information that you feel should be considered before anything else, such as whether the resolution fills a gap in existing AAFP and/or CAFP policy.
 - *Fiscal note*: The fiscal note should address the approximate financial cost to the CAFP of undertaking the work outlined in the resolution (including staff time). This can be general (e.g. "minimal," or "significant"), and it's acceptable to not know the financial implications of the resolution.
 - *Optional fields*: The Resolution Submission Form also contains optional fields that allow the resolution author(s) to articulate the problem they wish to solve, how many CAFP members are affected by the problem, the proposed solution, evidence supporting the existence of the problem and the appropriateness of the solution, and citations. While these fields are optional, completing them increases the likelihood of the resolution being adopted into policy.
- The CAFP Board determines the practicality of the resolution during its deliberations. Care is taken to consider any testimony received during the AMAM and the financial implications of adopting a resolution as policy.

What kinds of policy does the CAFP Board adopt?

- The CAFP Board considers and adopts a diverse range of policies related to state and federal issues with the potential to impact family physicians and their patients. The scope of policy also varies, from very specific policies that address elements of a particular bill, regulation or event, to very broad policies that articulate values or beliefs. A resolution might also direct CAFP to submit a resolution to the AAFP.

Resources

- *CAFP policy manual*: <https://cafponcloud.egnyte.com/dl/WefuDYO3ni>
- *AAFP policy*: AAFP policies and recommendations are extensive. The best way to check if AAFP policy already exists to address your concern is to visit the AAFP website (<https://www.aafp.org>), search for the policy term using the search field at the top of your screen, and click on 'AAFP Policy and Recommendations' on the 'Narrow Results' bar on the left.
- *Resolution Submission Form*: <https://cafponcloud.egnyte.com/dl/f531or5q8v>