

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

- Resolutions can be submitted by CAFP members to the CAFP Board of Directors at any time throughout the year by completing the [online resolution form](#).
- Resolutions submitted by **March 12, 2021** will be added to the agenda for the All Member Advocacy Meeting (AMAM), which will take place on **May 15, 2020**. At the AMAM, the author(s) of the resolution have the opportunity to present their resolution to AMAM delegates and the CAFP Board, and the CAFP Board will have the opportunity to hear testimony from AMAM delegates supporting, opposing, or proposing amendments to the resolution. The CAFP Board does not vote on resolutions at the AMAM but does so at a future meeting of the CAFP Board.
- Resolutions submitted during other times of the year are added to the agenda for an upcoming CAFP Board meeting. The CAFP 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 CAFP Board that it adopt, amend and adopt, or not adopt the resolution. The Committee's recommendation to the Board is delivered at the next CAFP Board meeting and the CAFP 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 CAFP policy. It is added to the CAFP Policy Manual.
 - The author(s) of the resolution are notified by email of the result of the CAFP Board's vote. Delegates to the AMAM are notified of the status of all resolutions on the CAFP website and at the next AMAM. The resolution outcomes are also shared via the CAFP Academy in Action all member e-publication.

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 the concerns**. This should be done by consulting the [CAFP Policy Manual](#) and [AAFP website](#).
- Resolutions can cover a diverse range of topics related to state and federal issues with the potential to impact family physicians and their patients. The scope can also vary, from very specific policies that address elements of a particular bill, regulation, initiative, or event, to very broad policies that articulate values or beliefs. A resolution might also direct CAFP to submit a resolution to the AAFP.
- 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 but helpful 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 would assist the Board in knowledge-based decision making.
- 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.