

Guide to Submitting a Resolution

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](#). Please note that resolutions are intended to address CAFP policy and not serve as a directive for staff operations.
- Resolutions submitted by **Monday, January 6, 2025** will be added to the agenda for the All Member Advocacy Meeting (AMAM), which will take place on **Saturday-Sunday, March 15-16, 2025**. At the AMAM, the author(s) of the resolution are expected to attend and present their resolution to AMAM delegates and the CAFP Board. The CAFP Board will have the opportunity to hear testimony from AMAM attendees supporting, opposing, or proposing amendments to the resolution. Alternatively, the author(s) may appoint a proxy to present the resolution if unable to attend; otherwise the Speaker may deem the resolution to be out of order. 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. 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.
- 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 addressing current CAFP or AAFP Policy will not be accepted for inclusion at AMAM and will be deemed out of order.
- 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 a particular issue to very broad policies that articulate values or beliefs. Generally, CAFP policy should not be on a specific legislation or program but rather the policy should address the underlying issues of the legislation or program so that the policy applies not only to current bills or programs but potential bills or programs on the topic in the future. A resolution might also direct CAFP to submit a resolution to the AAFP.
- Consider the following questions when proposing a resolution:
 - Is this issue/topic of special interest to many, some, or a few constituency members, family physicians, others?
- Is the recommendation within CAFP's scope or authority?
 - CAFP focuses on family physicians' professional challenges and health policy concerns through advocacy and education to expand access to high quality and cost-effective patient care for California.
- Is the recommendation relevant to CAFP's current strategic priorities?
 - CAFP's 2022-2024 strategic plan goals include: (1) Advance Payment Reform and System Transformation; (2) Raise the Profile of Family Medicine; (3) Prioritize Justice Through Diversity, Equity and Inclusion; and (4) Alleviate Burnout and Support Member Wellness and Joy in Medicine
- How would this resolution impact people of different identities, including racial, ethnic, language, socio-economic status, immigration status, sexual orientation, gender, and disability?
 - Please consult the [CAFP Equity Tool](#).
- Does the recommendation have financial implications for CAFP (e.g. costs associated with research, consultants, meetings, production, travel, staff time)?

- It is essential to recognize the general level of funding needed to implement the resolution and its potential impact on existing resources. Given CAFP's limited resources and competing priorities, it is best to avoid directives that result in substantial costs to the organization.

What should be included when I submit a resolution?

- Required Fields: The CAFP Resolution Submission Form includes several fields that should be completed before submission. These include:
 - Date
 - Author's information: Member ID, name, email address
 - Acknowledgement that existing AAFP and CAFP policy does not already address the concerns
 - Acknowledgement of having consulted the JEDI Equity Tool.
 - Acknowledgement of attending and presenting the resolution.
 - Proposed policy title: Should be clear and concise and convey the issue/topic of the resolution.
 - "Whereas" statement(s):
 - Should explain the rationale for the resolution – identify a problem or need for action; provide relevant research/data; address its timeliness or urgency and its effects on member constituencies, CAFP, and/or the public at large; and indicate whether the proposed policy or action will alter current CAFP or AAFP policy.
 - Limit the number of "whereas" statement(s) to the minimum required to provide reasonable support for the "resolved" clause(s).
 - Carefully check the facts and verify the data used.
 - Limit the use of adjectives or qualifying adverbs which are considered "editorial opinion." (Don't get on a soap box – stick to the essentials!)
 - If "whereas" statements are not stated clearly, factually, and limited to relevant information, they may produce unnecessary debate and, therefore, detract from the effectiveness of the resolution.
 - "Resolved" clause(s):
 - Because the "Whereas" statements of resolutions do not carry forward once a resolution is adopted, each "Resolved" clause must stand on its own. Clauses should not refer to other "resolved" clauses

or the “whereas” statement(s). Each “resolved” clause should be perfectly clear without the rest of the document present.

- Call for only one action in each “resolved” clause. If there are two or three related actions being proposed, write a separate “resolved” clause for each. If multiple “resolved” clauses are included in a resolution, each “resolved” clause should be related to the central subject of the resolution.
- The action called for must be action within the purview and resources of CAFP.
- Authors should be specific in the ask, and “Resolves” that ask for referral to AAFP need to also be specific so the body to which the resolution is referred knows what it is asked to consider.
- 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 or patients 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.

Questions?

If you have any questions or need assistance submitting resolutions, contact California Academy of Family Physicians Staff at cafp@familydocs.org or call (415) 345-8667.