

Guide to Submitting a Policy Resolution

(updated December 3, 2024)

How does a CAFP resolution become policy?

- CAFP members may submit resolutions to the CAFP Board of Directors (CAFP Board) at any time throughout the year by completing the [online resolution form](#). Resolutions are intended to address CAFP policy and not serve as a directive for strategic priorities or activities.
- Resolutions that are submitted by **5:00 PM on Monday, January 6, 2025** will be considered for the agenda for the All Member Advocacy Meeting (AMAM), which will take place on **Saturday-Sunday, March 15-16, 2025**. Resolutions submitted after the resolution deadline will be added to the agenda of a future CAFP Board meeting.
- At AMAM, the author(s) of the resolution is expected to attend as they may be called on to present their resolution to the CAFP Board of Directors and local chapter delegates. If the author is not able to attend, they may arrange for a representative to present their resolution. If an author or their proxy is unable to attend, the resolution may not be heard and discussed.
- **New for AMAM 2025!** Resolutions will be sent to CAFP committees for review and recommendation prior to AMAM. Committee reports will be available to AMAM attendees shortly before AMAM commences. Delegates will have the opportunity to extract resolutions for discussion on the floor at AMAM. All other Resolutions and corresponding Committee recommendations will be confirmed by delegates and sent to the CAFP Board. AMAM attendees may provide written testimony throughout AMAM on all resolutions (even those that were not extracted).
- AMAM attendees will have the opportunity to provide verbal testimony on extracted resolutions and written testimony on all resolutions supporting, opposing, or proposing amendments to a resolution. All amendments should also be submitted in writing. The CAFP Board will not vote on resolutions at AMAM, but will do so at a future board meeting after considering verbal and written testimony.
- The CAFP Board may vote to adopt, amend and adopt, not adopt, or re-refer the resolution to a CAFP committee for further study. The Board will heavily consider verbal and written testimony, organizational resource implications, existing CAFP policy, and the CAFP Strategic Goals and Objectives.
- If the resolution is referred back to a CAFP committee, it is added to the agenda for the committee's next available meeting. The CAFP committee will consider the

resolution and recommend to the CAFP Board that it adopt, amend and adopt, or not adopt the resolution.

- Once a resolution is adopted, it is added to the CAFP Policy Manual. The CAFP Policy Manual guides CAFP advocacy positions.
- Resolutions that include a referral for national action may be taken to the AAFP Congress of Delegates.
- The author(s) of the resolution is notified of the result of the CAFP Board's vote. Resolution outcomes are documented in the CAFP Resolution Dashboard which is available on the CAFP website and is published periodically in the CAFP Academy in Action e-newsletter and in the AMAM Handbook.

What are the general principles for drafting resolutions? Are there any dos 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 issue the author wishes to address**. This should be done by consulting the [CAFP Policy Manual](#) and [AAFP website](#). Resolutions addressed by current CAFP or AAFP Policy will be deemed to be existing policy and will not be heard at AMAM.
- Resolutions can cover a diverse range of topics related to state or federal issues with the potential to impact family physicians or 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, Resolutions should not reference specific legislation, programs, products or services. Instead, the resolution should address the underlying issues addressed in the legislation or program so that the policy can be applied in perpetuity.
- Resolutions are intended to guide and develop policy. Resolutions should not be directed at guiding CAFP strategic priorities or activities.

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? Do family physicians have a particular expertise or interest?
 - 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.

- Does the issue disproportionately impact family physicians?
- Is the recommendation relevant to CAFP's [current strategic goals and objectives](#)?
- How would this resolution impact people of different identities, including racial, ethnic, language, socio-economic status, immigration status, sexual orientation, gender, and disability?
 - Please refer to the [CAFP Equity Tool](#). *Resolution authors will be required to submit a completed Equity Tool Worksheet as part of this year's resolution submission process.*
- Does the recommendation have resource implications for CAFP (e.g. staff time as well as costs associated with things such as research, consultants and meetings)?

What should be included when I submit a resolution?

- Required Fields - The [CAFP Resolution Submission Form](#) includes several fields that must be completed before submission. These include:
 - Date of Submission
 - Author's information: AAFP member ID, name, email address
 - Acknowledgement that the author has thoroughly reviewed existing AAFP and CAFP policy and there is not current policy that addresses the concerns
 - Acknowledgement of having reviewed and completed the JEDI Equity Tool.
 - Acknowledgement that the author or proxy is available to attend and present the resolution
 - Proposed policy title (the proposed title should be clear, concise, and convey the issue/topic of the resolution)
 - "Whereas" statement(s):
 - The statements 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.
 - Resolved clauses should not reference any specific legislation, program, service or product.
 - 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.
 - 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 to 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, the extent to which 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 CAFP staff at cafp@familydocs.org or call (415) 345-8667.