

**The deadline for receipt of resolutions for action by the 2015 House of Delegates is AUGUST 10, 2015.**

Submit resolutions electronically to [resolutions@cmanet.org](mailto:resolutions@cmanet.org) and include the author's email address.



## **SUBMITTING RESOLUTIONS TO CMA**

*The California Medical Association is the largest, most influential medical organization in California and an aggressive advocate for physicians and patients. CMA relies on the involvement of its members to communicate the physician vision of health care to the public and to the lawmakers and regulators who determine how medicine is practiced. CMA policy is set by members elected to represent their colleagues in the House of Delegates or on the Board of Trustees. Submitting resolutions for action by these bodies is the most direct way for members to influence CMA's advocacy agenda.*

### **Who Can Author and Introduce Resolutions?**

Any CMA member may author a resolution. Resolutions can only be introduced, however, by a delegate, alternate delegate, component medical society or delegation, CMA section or mode of practice forum, the CMA Board of Trustees, or a CMA-recognized specialty society. Members who are not delegates or alternate delegates should contact their county medical society for assistance in identifying an appropriate channel for getting their resolution introduced.

### **Subject Matter of Resolutions**

Resolutions can address virtually any medical practice or health-related topic, or any aspect of the policies and activities of organized medicine. The Speaker of the House may return to authors resolutions deemed to be inflammatory, or which address social policy issues with no direct medical implications, as inappropriate for consideration as CMA policy. Rules also exclude commendation resolutions and resolutions calling for endorsement of or opposition to specific documents developed by outside (non-CMA) parties, including specific legislation cited by bill number and policy statements or documents developed by other organizations. Prior to writing a resolution, *authors should consult the online CMA Policy Compendium* to review existing CMA policy. Resolutions that reiterate existing policy are assigned to a "Reaffirmation Calendar," are not discussed or debated by the House, and ultimately are not a productive commitment of time.

### **Construction of Resolutions**

Resolutions consist of one or more "Whereas" clause(s), which serve(s) to explain the reason(s) for the resolution, and one or more "Resolved" clauses, which state the action(s) proposed. The most persuasive resolutions provide convincing background arguments in the "Whereases" and clearly communicate a specific proposed action that follows logically from the arguments in the "Resolveds." Only the "Resolved" clauses are acted on by the House and become CMA policy. Therefore, *the "Resolved" clauses must stand alone and not be dependent upon the "Whereases" to establish their meaning.*

Following is an example of a correctly structured resolution:

Title:                    ADDITIONAL DAYS IN THE YEAR  
Introduced by:       Jane Smith, MD  
Author:                 John Williams, MD

Whereas, it becomes more apparent every year that we cannot do all of the things we have to do in 365 days; and

Whereas, either more days must be created or work must be decreased; therefore be it

RESOLVED: That CMA endorse the creation of an additional ten (10) days a year; and be it further

RESOLVED: That CMA support legislation mandating that all calendars include ten more days a year.

(Note that this whimsical example fails to meet the subject matter criteria for CMA resolutions and would not be accepted as business of the House or the Board.)

### **Specific Formatting Requirements**

Under House rules, resolutions should be no more than **one page in length**. Resolution **titles** should be *descriptive of the subject of the resolution* and must not exceed ten (10) words in length. The Speaker of the House, while striving to preserve the author's intent, may edit or revise resolutions, including titles, for length and clarity and to delete any inflammatory language. If more than one resolution has been submitted on the same subject, the Speaker may combine them into a single resolution.

Each resolution must include the **name of the author**, the **email address** or other preferred means of contact of the author or the author's designated representative, and the **name of the introducer**. More than one, but not more than four, authors or introducers may be listed. If only one name appears on a submitted resolution, it will be assumed that the individual is both the author and the introducer. If that individual is not a delegate or alternate, the resolution will be returned.

The e-mail address or other contact information provided will be included when the resolution is distributed to the House, unless a specific request to withhold that information is made at the time the resolution is submitted to CMA. If a resolution is submitted by a medical society and no author contact information is included, the medical society will be listed on the resolution as the contact.

### **Citation of Sources and Submission of Background Materials**

Under House policy (Res. 303a-05), authors of resolutions are strongly encouraged to cite the source(s) of any factual, scientific or statistical information contained in the 'whereas' clauses, and to **submit available documentation** with the resolutions for review by others delegates, including those serving on the reference committees to which the resolutions are assigned. Other background material the author deems relevant and persuasive may be submitted as well, either as electronic documents or web links.

### Endorsements

A resolution may include endorsements from delegations, component medical societies, CMA sections or mode of practice forums, or CMA-recognized specialty societies. Endorsements are listed on the resolution below the author(s) and introducer(s). Under House rules, endorsement means *formal and substantial* support. CMA will not assume that a resolution *introduced* by a society or delegation is *endorsed* by that society or delegation if no endorsement is indicated.

### Submission of Resolutions

Resolutions must be **submitted by email** to [resolutions@cmanet.org](mailto:resolutions@cmanet.org). Resolutions to be considered by the House of Delegates must be received no later than 60 days in advance of Annual Session. Resolutions received after the deadline must be reviewed and accepted by the House Rules Committee, which evaluates late resolutions to determine whether the subject of the resolution is of such a timely nature that it could not be introduced prior to the 60-day deadline and is of such current importance that it cannot wait to be introduced by the author as business for a Board of Trustees meeting scheduled after Annual Session. As those criteria imply, resolutions can be submitted at any time for consideration by the Board of Trustees.

CMA acknowledges receipt of resolutions via email reply. **If an acknowledgment is not received within 3 working days, the introducer should follow up with CMA immediately.** Resolutions received after the 60-day deadline from authors/introducers who claim to have previously submitted them in timely manner, but who received no acknowledgment and did not follow up with CMA in timely fashion, will be treated as late resolutions and will be subject to Rules Committee evaluation as described above.

With the exception of an author's request to withdraw a resolution, **changes will not be accepted after a resolution has been submitted to CMA.** If an author wishes to revise or otherwise modify a resolution after it has been submitted, including adding an endorsement, it will be necessary to propose the change to the reference committee to which the resolution is assigned, or to orally announce an endorsement at the meeting. *Do not submit a resolution that is not in final form!*

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*For more information about the House of Delegates, see the Delegate Guidebook posted in the HOD section of the CMA website. For more information about writing and submitting resolutions, contact Homa Neely, CMA Associate Director of Governance, at 916.551.2073 or at [hneely@cmanet.org](mailto:hneely@cmanet.org).*