

## STANDARDS FOR RESOLUTIONS

**RESOLVES:** The essential element of a resolution is the portion expressed as one or more “Resolved” sections. Resolves should be worded as policy statements rather than directives to take a specific action. The proper format for a policy statement would be:

- RESOLVED, That the North Carolina Medical Society supports X; or
- RESOLVED, That the North Carolina Medical Society opposes X.

"X" is the variable that stands for the general proposition being supported or opposed.

Policy statements should not direct a specific action. A proper statement of policy will allow the Society more flexibility to carry out the policy in the most effective manner possible.

Whether there are one or five Resolves, each Resolve must be independently understandable. Therefore, Resolves should not contain acronyms or pronouns.

Resolutions that contain only policy statements do not require the author to provide a fiscal note. Staff will provide the fiscal note.

There may be instances where a specific directive to take action (action item) is warranted. When this is the case, the following guidelines should be adhered to:

- If there is an existing policy in the NCMS Policy Manual that supports the action item, the policy should be cited in the prefatory "Whereas statement" (see "Whereas statements," below);
- If there is not an existing policy that supports the proposed action item, then the first Resolve listed should contain an appropriate policy statement.

Action items should be formatted in the same way as a policy statement: "RESOLVED, That the North Carolina Medical Society...."

All resolutions containing action items must include a fiscal note. The fiscal note is an attempt to place a cost on the resources including staff time that need to be expended to carry out the action specified in the resolution. Composing a letter to be sent to a governmental agency may cost \$300, whereas pursuing a legislative solution to a problem may cost \$25,000 or more.

Any action item that is adopted will not go into the NCMS Policy Manual. The NCMS Policy Manual is reserved for appropriate policy statements. Action items will be reported in a specially designated section of the Speaker's Report. Since the Speaker's Report is finalized only once a year for the Annual Meeting, the action item will remain in the Speaker's Report until the first Annual Meeting after the action has been completed.

**TITLES:** Titles should be limited to the actual subject matter of the resolution. Verbs should be avoided. Adjectives and nouns should be used whenever possible. For example, "Blood Alcohol Screening" is better than "Obtaining Patient's Consent Prior to Blood Alcohol Screening."

**WHEREAS STATEMENTS:** Resolutions should include one or more prefatory "Whereas statement." Whereas statements are important because they explain the rationale behind the resolution. Whereas statements should clearly and succinctly state the underlying reasons for the proposed policy.

**SIGNATURES:** Resolutions from component medical societies sections or medical specialty organizations should bear the signature of two officers of the respective organization; otherwise, the resolution will need to be submitted by an individual delegate with his/her own signature. All resolutions should be sent to the Executive Vice President/CEO no later than 45 days before the first meeting of the House of Delegates. Resolutions should also be sent via email to Abbey P. Ruggiero at [aruggiero@ncmedsoc.org](mailto:aruggiero@ncmedsoc.org).