



GUIDELINES FOR WRITING RESOLUTIONS

A resolution is a request from a delegate, county society, or section for the organization to take a certain action or to adopt a certain policy.

SUBMITTING A RESOLUTION

Who can submit a resolution?

Resolutions can be submitted by any SCMA member, but you are encouraged to be a delegate to the House of Delegates when submitting a resolution.

What form is a resolution in?

Generally, a resolution may be broken down into “Whereas” clauses and “Resolved” clauses.

WRITING A RESOLUTION

What is the difference between a “Whereas” and “Resolved” clause?

“Whereas” clauses serve to give background, reasoning, and information pertaining to the reason(s) that a resolution is submitted. They identify a problem or need for action, address its urgency or timeliness, discuss the effect of the resolution on SCMA or the public at large, and indicate whether the proposed policy or action will alter current SCMA policy. If there are factors such as cost to society or how a resolution should be completed, it would be good to include that information in the “whereas” clause.

“Whereas” clauses are informational only and are not considered part of the main motion. They are not amendable, though the accuracy of information contained, or the conclusions drawn may be discussed, generally in reference committee. Once the committee makes its report only the “resolved” clauses are considered as official business (or considered as SCMA policy).

“Resolved” clauses are the “ask” of the SCMA. They are the most essential part of the resolution; they should clearly state the action or policy called for. These clauses come at the end of the “Whereas” clauses and are the main motion/request to come before the body.

“Resolved” clauses may request either internal or external action by SCMA, or a combination of both. In the case of both, they should be submitted in two separate resolutions to facilitate transmission of the external action to another group (such as the AMA).

“Resolved” clauses must ‘standalone’, the requested action or policy must be entirely clear from the working of the “Resolved” clause alone, and not require the reader to refer to the “whereas” clauses for information. (Examples: Resolved, the SCMA take action as noted above, or similar wording, is not acceptable. Also, assuming the reader knows a reference made in the whereas clauses is not acceptable.)

GENERAL INFORMATION

Formatting

All resolutions must be typed and in proper form to be considered by the House. Please see the sample resolution on page 3 for an example of the style and format discussed above.

All resolutions which entail a cost **must** have an attached fiscal note. Questions regarding fiscal notes can be addressed to SCMA staff.

Submission Deadline

All resolutions must be submitted by a deadline as determined by the Speaker which is announced and published in advance of the meeting. This deadline allows staff time to put together the delegates handbook. Resolutions submitted after this deadline will be considered as late resolutions. Late resolutions are referred to the SCMA Board of Trustees to consider for this year.

The submitter of a resolution may rephrase or withdraw a resolution at any time prior to the resolution being considered by the reference committee. At that point, the resolution is "in the body of the House" and cannot be withdrawn. Amendments to the wording must take place by the normal parliamentary process.

Research

Research is the first step in developing a resolution. Accurate data regarding an issue, as well as knowledge of current SCMA policy, if any, is essential. Often, a brief historical perspective regarding any past SCMA actions or policies as regards the issue may be helpful. Current SCMA policy is published in the SCMA Policy Compendium. The Policy Compendium can be found by logging into your account on the SCMA website – www.scmedical.org.

POINTS TO CONSIDER

- Unclear resolutions are often counter-productive to the intent of the submitter of the resolution. A little time spent on making the issue as clear and concise as possible is often of great benefit.
- Grammatically poor resolutions may be defeated.
- Too many resolved clauses within a single resolution may result in defeat or referral. Expect to only have one resolved clause per resolution.
- Whereas clauses are vitally important for "making the case" for the resolved clauses.
- Consider if you are asking the SCMA to perform a task "...SCMA act to..." vs. showing support for a topic "...SCMA supports..."
- Please research if this topic has been addressed and if the SCMA is the correct place to address the request (as opposed to national issues or questions for specialty societies).
- Consider asking other societies or organizations for support on a resolution.

RESOLUTION NUMBER: (Assigned by SCMA)

REFERRED TO: (Assigned by SCMA)

SUBJECT: Every Practicing Physician in South Carolina Must Wear Purple Socks

SUBMITTED BY: Jane Doe, MD

1 WHEREAS; sometimes patients have a difficult time identifying physicians among
2 other healthcare providers; and

3 WHEREAS; purple is an easily identifiable color; and

4 WHEREAS; it is important for patients to be able to easily identify a physician;
5 therefore, be it

6 RESOLVED; that the South Carolina Medical Association support that all practicing
7 physicians in South Carolina must wear purple socks.

April 2023

Example