Illinois State Medical Society

2021-2022
Guide to Developing Resolutions

The Illinois State Medical Society is the voice of Illinois physicians, and ISMS policies and actions help protect our patients and drive the health care agenda in our state. That's why it's so exciting that any ISMS member can influence ISMS policy and action by introducing a resolution!

What's a resolution?

A resolution is a written proposal. It may suggest a change or addition to ISMS policies (i.e., enduring statements of ISMS' position on an issue), or it may call for ISMS to take specific actions (such as supporting legislation or introducing a resolution to the American Medical Association [AMA]) – or both.

Resolutions consist of two parts: The **Whereas** clauses, which lay out the reasons and supporting evidence for the proposal(s) that follow, and the **Resolved** clause(s), which specify what policy or action ISMS should take. Only the Resolved clauses are acted upon, and each must stand alone. A sample resolution is on the following page.

Who can submit a resolution and what if I need help?

Any ISMS member can submit a resolution. Some members will join together and submit as a group. We are here to help. Contact am@isms.org for assistance in crafting and submitting a resolution.

What happens once a resolution is submitted?

Once a resolution is drafted and submitted (by email, to am@isms.org), it will be assigned to an ISMS council or committee for review. Prior to the council meeting, input will be solicited from all ISMS members, typically through an online survey. The resolution's author will also be invited to participate in the council meeting at which it will be discussed. The council will then make a recommendation to the Board of Trustees, which will act on the resolution.

At the ISMS Annual Meeting – now open to full participation and voting by all ISMS members – a report of the Board's actions will be given. The members present will then have an opportunity to extract any resolution for further discussion.

Tips for success:

- Be clear about whether you are proposing a policy change or a specific action (e.g. instead of "RESOLVED, that ISMS support [idea]," use "RESOLVED, that ISMS adopt policy in support of [idea]" or "RESOLVED, that ISMS support or cause to be introduced legislation that…").

- If you are calling for a resolution to be submitted to the AMA, say so explicitly ("RESOLVED, that the Illinois delegation to the AMA submit a resolution directing the AMA to…").

- Write clearly and concisely.

- Do not refer to your Whereas clauses or any external documents in your Resolved clauses.

- Don't be afraid to ask for help – expert staff are available at any time to help with the wording and format of a resolution.

When are resolutions due?

ISMS accepts resolutions year-round, and they are acted on by the Board of Trustees at its quarterly meetings. This new resolutions process allows ISMS to more swiftly react to emerging practice challenges. Resolutions may be submitted at any time. However, please make note of these important deadlines:

RESOLUTION DEADLINES	
Meeting Date	**Resolutions must be received by:**
June 26, 2021 Board Meeting	May 21, 2021 at 4:45 p.m.
October 16, 2021 Board Meeting	September 10, 2021 at 4:45 p.m.
February 5, 2022	December 17, 2021 at 4:45 p.m.
2022 Annual Meeting	December 17, 2021* at 4:45 p.m.

* Resolutions arriving after the Annual Meeting deadline will not be considered "on time." No exceptions will be granted unless the resolution is considered "urgent" by the Committee on Rules and Order of Business. Any resolutions received after the deadline would be considered by a council for Board action later in 2022, which would then be reported on the consent calendar at the 2023 Annual Meeting.

"Urgent" means a resolution which meets these criteria:

- The resolution concerns a current, pending, legislative, regulatory or judicial matter;

- The resolution concerns a matter that has arisen 45 or fewer days before the Annual Meeting and that the Board Chair and Speaker believe does not require additional study or research.

ISMS is committed to transparency and maximizing member input, and this process was designed with these goals in mind. Thank you for your membership and participation! Please make your voice heard by submitting a resolution today!

Christine P. Bishof, MD
Speaker

Tripti C. Kataria, MD
Vice-Speaker

ILLINOIS STATE MEDICAL SOCIETY

Resolution: #
(A-##)

Introduced by: > M.D., ISMS Member

Subject: Drafting an Implementable Resolution

Referred to: Council/Committee >>

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1 Whereas, the ISMS has no policy regarding (name the issue); and
2
3 Whereas, recent studies have shown that (describe the issue and summarize key
4 study findings); and
5
6 Whereas, extensive coverage of (issue) by various news media demonstrates the
7 importance of (explain why ISMS should act or take a position); therefore, be it
8
9 RESOLVED, that ISMS create policy that (state desired policy); and be it further
10
11 RESOLVED, that ISMS support or introduce legislation (define goal of legislation);
12 and be it further
13
14 RESOLVED, that the ISMS Board of Trustees draft a letter, contact someone, etc.
15 (specify action desired); and be it further
16
17 RESOLVED, that the Illinois Delegation to the AMA draft a resolution directing the
18 AMA to (again, specify the action desired).

[The following information completed by ISMS]
Fiscal Note: Within existing Society programs.

When available: Summary of existing ISMS policy on this general issue.