

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!

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.

### 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.

Once a resolution is drafted and submitted (by email, to [hod@isms.org](mailto:hod@isms.org)), it will be assigned to an ISMS council or committee for review.<sup>1</sup> **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.

<sup>1</sup> Resolutions that call for illegal or unethical actions, as determined by ISMS legal counsel, will not be considered. The resolution's author will be notified and given an opportunity to revise the resolution to correct any concerns.

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.

Resolutions may be submitted at any time. However, to allow time for full discussion of every issue, there is a deadline of February 15 for resolutions to be considered in time for that year’s annual meeting. Resolutions arriving after that date in 2019 will not be guaranteed placement on the same year’s consent calendar, but submitted to the regular process of council/committee review and Board decision. The ISMS Rules and Order of Business Committee is authorized to make exceptions for “urgent” resolutions. “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.

Resolutions received by ISMS after February 15, and not identified as urgent, will go through the same process described above, and the Board’s decisions will be reported at the following year’s annual meeting.

**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!**

ILLINOIS STATE MEDICAL SOCIETY	
	<b>Resolution: # (A-##)</b>
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).
 <i>[The following information completed by ISMS]</i>	
<b>Fiscal Note: Within existing Society programs.</b>	
<b>When available: Summary of existing ISMS policy on this general issue.</b>	