

# HOUSE OF DELEGATES

## How To Write A Resolution

### Before writing a resolution, complete the following steps:

- Check the MSV Policy Compendium to determine whether there is any existing policy on that issue or topic.
  - If there is existing policy on this issue, do you wish to amend or delete it? If you wish to amend existing policy, look on page 2 for more details.
- Ask yourself, “why is this issue important to MSV and to healthcare?”
- Determine what position you would like MSV to take on your issue. Do you want MSV to support or oppose?
- Conduct research to support your resolution.
- Look at a sample resolution.
- Download the resolution template.

Unsure if your resolution idea meets the above criteria? Email [healthpolicy@msv.org](mailto:healthpolicy@msv.org) for assistance!

### What a resolution should include:

- Title: Clearly state the issue being addressed
- Author(s): List the primary author or sponsoring society first followed by any co-authors or co-sponsors
- Whereas clause(s)
- Resolved clause(s)
- References
- Fiscal impact – dollar amount requested to support the initiative (if applicable)
- Relevant MSV policy (if available)

### How to write whereas clauses:

- Whereas clauses serve as the justification for your resolved clause(s).
- They should help answer the following questions: Why should MSV support or oppose this? Why is this resolved clause important? Why is this issue relevant to MSV and healthcare?
- Whereas clauses should include any relevant statistics, analyses, surveys and commentaries, and cite statements of fact with appropriate references.
- They should be one sentence long and flow in a logical order

### How to write resolved clauses:

- Remember, only resolved clauses are adopted into the MSV Policy Compendium. Your resolved clauses need to be able to stand alone from the whereas clauses.
- Resolved clauses should specify the position you want MSV to take on this issue. “Resolved, that the MSV support (or MSV oppose)...”
- They should be one sentence long.

### How to include references:

- MSV does not require one way of citing but using footnotes is preferred.

### How to submit a resolution:

- Go to (include link to MSV website) to submit a resolution. Be prepared to submit your resolution as an attachment.

## Amending Existing Policy

If you wish to write a resolution amending an existing MSV policy, please follow the below instructions:

- In the first “whereas” clause, identify the existing relevant policy and cite the policy number. If the policy is very long, provide a brief description of the policy rather than the actual quotation.
- In the subsequent “whereas” clause(s), provide a rationale for the proposed change(s) to the existing policy.

- In the resolved clause(s), identify the proposed change(s) by underlining the proposed additions and by striking out the proposed deletions.
- For each policy you wish to amend, you need a separate resolution.