

# RESOLUTION PREPARATION CHECKLIST

- Resolution<sup>†</sup> submitted by: \_\_\_\_\_  
(name of component body (chapter, section, EMRA, AACEM, ACOEP, CORD, SAEM) or at least two College Members)  
*Note: all cosponsors are also listed as "submitted by." All cosponsors must be confirmed at the time the resolution is submitted.*
- Subject: \_\_\_\_\_  
(the title of the resolution should appropriately and concisely reflect the action for which it calls)
- Whereas statement(s) is (are) included -or- Whereas statements not necessary  
Whereas statements support/provide background to establish the intent of the RESOLVED clauses. You may include as many whereas statements as necessary to provide the foundation for the RESOLVED statement(s).
- RESOLVED statement(s) is (are) included (If not, is this an information statement? See below.)  
RESOLVED statements are requests for ACEP to take a specific position or course of action to address the concern(s) expressed in the whereas statement(s). The Council acts only the RESOLVED portions of resolutions. Each RESOLVED statement must be accompanied by one of the following identifiers indicating the nature and purpose of the proposed RESOLVED:
- New ACEP Policy<sup>1</sup>
  - Rescind ACEP Policy
  - Modify Current ACEP Policy<sup>2</sup>
  - Reaffirm ACEP Policy<sup>3</sup>
  - Modify Bylaws
  - Directive to Take Action<sup>4</sup>
  - Consolidate Existing Policy
- Each RESOLVED statement is focused, stands alone (without reference to whereas statements or other resolved statements), and provides a specific, clear direction or action required by ACEP should it be adopted.
- Resolution includes a list of existing policy related to the subject.
- To the extent possible, each RESOLVED makes adjustments, additions, or elaborations to existing policy rather than creating new, possibly redundant, policy.
- Existing policy statements that would be superseded or deemed contrary to newly proposed policy are proposed for rescission.
- Information contained in the resolution has been checked for accuracy and, if applicable, includes appropriate reference citations to facilitate independent review.
- This item is an information statement. An information statement may be submitted to bring an issue to the attention of ACEP. The item will be included as an informational item but will not be assigned to a reference committee or be acted upon in any way by the Council.

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## Notes:

\* See "Make a Difference" at <https://www.acep.org/About-Us/Make-A-Difference--Write-That-Council-Resolution>.

<sup>†</sup> ACEP staff will develop fiscal notes for all resolutions. Sponsors of resolutions must declare any commercial or financial conflict of interest at the time the resolution is submitted.

<sup>1</sup> New policy statements should be stated as a broad guiding principle that sets forth the general philosophy of the College on specific issues of concern to the medical profession. If adoption of the new policy statement could render obsolete or supersede one or more existing policy statements, those policies should be identified and recommended for rescission or revision.

<sup>2</sup> This designation is intended for resolutions that call for specific amendments or modifications to existing policy statements. Please set out the pertinent text of the existing policy and clearly identify the proposed modifications. If adoption of modified policy could render obsolete or supersede one or more existing policies, those policies should be identified and recommended for rescission.

<sup>3</sup> Reaffirmation of an existing policy statement should contain a clear restatement of the existing policy, citing the exact name of the policy statement.

<sup>4</sup> This designation is for use if the intent of the resolution is to have ACEP take a specific action (conduct a study, lobby Congress, etc.). Directives to take action should include all elements required for establishing a new policy statement as well as a clear statement of existing policy, citing the exact name of the policy statement underlying the directive.