All resolutions must be submitted in the proper format by the posted deadline. Resolutions that are not correctly formatted will be returned. It is the responsibility of the submitter/sponsor to ensure resolutions are resubmitted in proper form by the deadline.

Use the following instructions to complete the Resolution Template:

1. Introduced by: Enter the Primary Sponsor followed by co-sponsors separated with a comma.

2. Subject: Enter the title of the resolution which should accurately and concisely capture what is being asked in the resolved statements.

3. Whereas: Enter each clause as formatted in the resolution template.
   - Do not capitalize the first word after Whereas.
   - Each Whereas clause should end with ; and leading to the next Whereas.
   - The final Whereas should end with ; therefore be it leading to the first RESOLVED.

4. RESOLVED: Enter each statement as formatted in the resolution template.
   - Do not bold resolved statements.
   - Do not capitalize the first word after RESOLVED.
   - First statement should begin “RESOLVED, that our American Medical Association”.
   - All subsequent resolved statements should begin “RESOLVED, that our AMA”.
   - Each statement should end with ; and be it further leading to the next/final RESOLVED.

5. References: Follow the example provided in the sample resolution.
   - List citations to relevant resources that support the information presented in the whereas clauses.
   - References should NOT be formatted as footnotes.

6. Relevant AMA Policy: Follow the example provided in the sample resolution.
   - Add existing AMA Policy (found in PolicyFinder) relevant to the resolution topic.
   - Ensure you are using the most current version of each policy.
   - Provide the title, number, and full language of each policy, including the timeline.

IMPORTANT Formatting NOTES

- The HOD Office will not format or edit resolutions for you.
- Resolutions that do not adhere to the resolution template will be returned.
- When using acronyms, the first occurrence should be spelled out followed by the acronym e.g. Center for Disease Control and Prevention (CDC).
- Do not use acronyms in resolved statements (except the AMA).
- Do not use footnotes for references.