

AMERICAN MEDICAL ASSOCIATION HOUSE OF DELEGATES
RESOLUTION TEMPLATE INSTRUCTIONS

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