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

Use the following instructions to complete the Resolution Template:

1. Introduced by: Enter the Primary Sponsor and list all co-sponsors separated by a comma
2. Subject: Enter the title of the resolution which should accurately and concisely capture what is being asked in the resolved clauses
3. Whereas: Enter Whereas clauses as formatted in the Resolution Template. Do not capitalize the first word after Whereas
4. Each Whereas clause should end with ; and leading to the next Whereas
5. The final Whereas clause should end with ; therefore be it leading to the first RESOLVED statement
6. RESOLVED: Enter the first RESOLVED statement as formatted in the Resolution Template. Do not capitalize the first word after RESOLVED
7. The language of each RESOLVED statement should be understood independently and call on the AMA to take a specific action or position
8. If there is more than one RESOLVED statement, each RESOLVED should end with ; and be it further leading to the next/final RESOLVED
9. Adding References
   a) List citations to relevant resources that support the information presented in the whereas clauses
   b) References should NOT be formatted as footnotes
   c) Follow the example of a reference listing in the sample resolution
10. Adding Relevant AMA Policy
    a) Add existing AMA Policy found in PolicyFinder that are relevant to the resolution topic
    b) Include the title and number in bold, followed by the full language of each policy, including the timeline
    c) Ensure the most current version of the policy is provided
    d) Follow the example of an AMA Policy entry in the sample resolution

ADDITIONAL FORMATTING NOTES
- Follow the format of the resolution template and sample provided for each submission
- Resolutions must adhere to the Word template and be correctly formatted
- Incorrectly formatted and/or incomplete resolution submissions will be returned
- The HOD Office will not edit your submissions for you
- When using acronyms, the first occurrence should be spelled out followed by the acronym – this includes the American Medical Association (AMA)
- Do not utilize acronyms in RESOLVED statements
- Do not utilize footnotes for references