

AMERICAN MEDICAL ASSOCIATION HOUSE OF DELEGATES  
RESOLUTION TEMPLATE INSTRUCTIONS

**All resolutions must be approved for proper format and approved by the Office of General Counsel prior to the September 30, 2025, Noon CT on-time deadline**

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**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 be concise and clearly state the topic of the resolution.

**3. Whereas Clause(s)**

Whereas clauses provide background information with basic facts and rationale leading to the “resolved” course of action.

- 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 Statement(s)**

Each RESOLVED statement must identify **ONE specific action** to be taken by the HOD.

Each resolved statement must be able to stand on its own.

- Do not bold any part of the resolved statement
- Do not capitalize the first word after RESOLVED
- Do not use acronyms in RESOLVED statements
- First statement should begin “RESOLVED, that our American Medical Association”
- Subsequent statements should begin “RESOLVED, that our AMA”
- Each statement should end with ; and be it further leading to the next/final RESOLVED.

**5. References**

List citations to relevant sources that support the information presented in the whereas clauses

- References should **NOT be formatted as footnotes**, but numbered and listed as shown in the Resolution template and sample

**6. Relevant AMA Policy**

- 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, as shown in the Resolution sample

**IMPORTANT NOTES**

- It is the responsibility of the submitter/sponsor to ensure resolutions are submitted in proper form and approved by the Office of General Counsel prior to the stated on-time deadline
- The HOD Office will not edit resolutions for you
- Resolutions that do not adhere to the resolution template will be returned