

American Association of  
Medical Assistants  
(AAMA)

**GUIDELINES ON  
SUBMITTING A RESOLUTION  
TO THE  
AAMA HOUSE OF DELEGATES**

**October 1994**

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## GENERAL INFORMATION

The objectives of this document are to assist state societies in understanding the purpose, function, proper formatting and submission of a resolution to the Board of Trustees for presentation to the AAMA House of Delegates.

A checklist is included which will help guide the state societies in formatting the resolution for submission.

An example is given illustrating a properly formatted resolution presented to the AAMA Board of Trustees followed by the same resolution as it is presented in the Delegates Packet.

All documents for the AAMA have been developed in accordance with policies established by the AAMA Board Trustees/Endowment. Any discrepancies in policy statements inconsistent with current policies should be brought to the attention of the AAMA Executive Office and the Board of Trustees. The AAMA Board of Trustees/Endowment will make the final decision on discrepancies. The AAMA Board of Trustees apologizes for any inconvenience this may cause.

## PURPOSE OF A RESOLUTION

A resolution:

- ✓ Is used to formally bring forth business by a state society for discussion by the governing body of the association – the House of Delegates.
- ✓ It is a formal main motion brought before the governing body to discuss a specific issue.
- ✓ It becomes a statement of opinion or decision of the association and the official position of the association on that issue, **if the motion is passed** by the AAMA House of Delegates.

The resolution process is, therefore, used to bring forth issues to the House of Delegates and sets policies and positions for the association. Once the policy is established, the association leaders and staff may use this policy in confronting related issues with the public or government agencies.

## WHO MAY PRESENT A RESOLUTION

An AAMA resolution may be presented by a state society, an official Board of the association (Example: Board of Trustees, Continuing Education Board, Curriculum Review Board, or Certifying Board), a Committee of the association (Example: AAMA Bylaws and Resolutions Committee, Ad Hoc Committee), a Task Force or a Strategy Team.

## SUBMISSION DATE

Resolutions must be **postmarked at least 4 weeks prior to the summer Board of Trustees meeting**. In the event that a state society's annual meeting is beyond the postmarked deadline, the executive board of the state society may submit the resolution under the following conditions:

1. The executive board submits the proposed resolution with a statement indicating it is being submitted prior to approval by the governing body of the state society (e.g. general assembly or house of delegates).
2. Once the governing body has met and approved/disapproved the proposed resolution, the president of the society must notify the AAMA Bylaws and Resolutions Chair.
  - a. If the governing body **approves** the submission of the proposed resolution, it will move forward with the review process by the AAMA Bylaws and Resolution Committee.
  - b. If the governing body **does NOT approve** the submission of the proposed resolution, the resolution will be withdrawn.

## EMERGENCY OR LATE RESOLUTIONS

Emergency resolutions must be submitted by noon of the day preceding the opening of the AAMA House of Delegates. Copies should be in the hands of the Speaker, AAMA President, and the Executive Director by noon of the day preceding the opening of the House of Delegates. Emergency resolutions are referred to the reference committee. If it is not considered an emergency by the committee, it will not be accepted as business of the House. If it is upheld, the matter is put before the House with or without consideration and recommendation from the reference committee. Emergency resolutions require an affirmative vote of the House of Delegates for approval.

## PROCEDURE FOR PRESENTING A RESOLUTION

The process of presenting a resolution for discussion by the AAMA House of Delegates is as follows:

1. The presenting entity (state society governing body, AAMA Board, AAMA Committee, Task Force or Strategy Team) identifies the subject.
2. The presenting entity develops the resolution using proper formatting and obtains approval from the appropriate authority (e.g. entire state society or entire task force) to present the resolution to the AAMA House of Delegates.
3. The resolution is presented in proper format to the AAMA Bylaws and Resolutions Committee with all necessary signatures (3) **at least 4 weeks prior to the summer Board of Trustees meeting.**
4. The AAMA Bylaws and Resolutions Committee reviews the resolution for proper format, verifies the resolution is not in conflict with the AAMA Bylaws, determines if there is any inaccurate information, determines if the resolution will create a budgetary impact on the association and checks for redundancy with proposals from other state societies.
5. Once # 4 is complete, the AAMA Bylaws and Resolutions Committee submits the resolution with recommendations to the AAMA Board of Trustees for their information.
6. The resolution is placed in the Delegates Packet as business to be brought forward to the AAMA House of Delegates.
7. Open discussion by members of the association on the resolution takes place during the Reference Committee Hearings.
8. The resolution is discussed and voted upon by the AAMA House of Delegates.
9. The resolution is adopted as the position of the association on the issue if it is passed by the House of Delegates.
10. Once the resolution is passed by the House of Delegates, association leaders and staff may use this official position statement with the public or government agencies, when necessary.
11. The resolution remains the position of the association unless revoked by the House of Delegates by a two-thirds vote.

## PROCESS OF REVIEW OF THE RESOLUTION

The AAMA Bylaws and Resolutions Committee will review each resolution submitted by the deadline (**at least 4 weeks prior to the summer Board of Trustees meeting**).

The review will consist of the following:

1. **PROPER FORMAT:** The resolution will be reviewed for proper format. If the format is incorrect:

The presenter (state society; AAMA Board, Committee, Task Force or Strategy Team) will be asked for approval to properly format; or

The presenter will be asked to rewrite the resolution into proper format.

2. **CONFLICT WITH AAMA BYLAWS:** A resolution is a main motion and cannot delete nor be in conflict with the AAMA Bylaws. If this occurs:

Resolution will be declared “out of order.”

The presenter will be notified by the AAMA Bylaws and Resolution Chair

3. **INACCURATE INFORMATION:** If the resolution contains inaccurate statements:

The presenter will be contacted (by the AAMA Bylaws and Resolution Chair) and requested to correct the inaccuracy.

If the inaccuracy(ies) cannot be resolved, the resolution will be declared “out of order.”

4. **BUDGETARY IMPACT:** If the adoption of the resolution will create an impact on the AAMA budget, the type and approximate magnitude of the impact must be set forth after the final “Resolved.”

5. **REDUNDANCY:** If two or more resolutions containing similar recommendations are received, the presenter will be notified and, with its consent:

A consolidated resolution incorporating the recommendations from the original resolutions will be drafted; or

The most representative resolution will be presented for discussion and action. The other resolutions(s) will be subsumed (taken up or become a part of) within the representative resolution.

## CHECKLIST FOR SUBMITTING A RESOLUTION

Directions: Use the following checklist when submitting a resolution for consideration by the AAMA House of Delegates. **Check each item as you complete each step.**

Identify the subject for presentation and the action/position the presenter wishes the association to accept. Research the subject to develop the rationale in support of the resolution. The rationale will be the basis for the “WHEREAS” in the resolution.

Write the resolution using the proper format. (A sample of the proper format for a resolution is attached). Clearly identify each rationale in support of the resolution in each “Whereas”

Develop the action/position you (the presenter) want the association to approve. The resolution may contain more than one action/position. This section is the “Resolved” section of the resolution. Clearly state each action/position.

Present the resolution to the entity (State society governing body, AAMA Board, AAMA Committee, AAMA Task Force, or AAMA Strategy Team), which must approve the proposed resolution. Obtain approval for the proposed resolution from the proper entity.

Upon approval from the proper entity, obtain signature on the resolution from one of the following: (Check one)

- State society: President and two other officers
  - Board: Chair and two other members
  - Committee: Chair and two other members
  - Task Force: Chair and two other members
  - Strategy Team: Manager and two other members
- Submit two copies of the resolution **postmarked or faxed at least 4 weeks prior to the summer Board of Trustees meeting.**

Name: JANE DOE CMA  
1234 FIRST AVENUE  
XYZ CA 91789

Submit one copy to the AAMA Executive Office Staff Liaison for Bylaws and Resolutions

Name: (Bylaws and Resolutions Staff Liaison)  
c/o AAMA  
20 N. Wacker Drive, Ste. 3720  
Chicago, IL 60606

## **ACTION BY THE BOARD OF TRUSTEES**

AAMA Bylaws and Resolutions Committee will review and verify that the resolution is in proper format, contains accurate information, is not in conflict with the AAMA Bylaws, determine the budgetary impact of the resolution (if any) and check for redundancy of resolutions submitted by other entities.

AAMA Bylaws and Resolutions Chair will communicate with the sponsoring party chair for clarification(s) or recommended change(s).

AAMA Bylaws and Resolutions Committee will present the proposed resolution to the AAMA Board of Trustees.

Board of Trustees will forward the resolution to the House of Delegates for discussion. The resolution will be numbered and placed in the Delegates Packet.

## **HOW TO FORMAT A RESOLUTION**

The following will give you the sample format for writing a resolution. Follow the format and include all punctuation indicated.

Introduced by: \_\_\_\_\_ State Society

Subject: \_\_\_\_\_

Whereas, (next word to be capitalized) \_\_\_\_\_;

(Note: Whereas states criteria for the action/position in the Resolved section)

Whereas, \_\_\_\_\_;

Whereas, \_\_\_\_\_;

And Whereas, \_\_\_\_\_; therefore be it

Resolved, That \_\_\_\_\_; and be it further

(Note: Resolved section should indicate action/position requested)

Resolved, (note: one or more Resolved paragraphs may be used as needed)

Budgetary Impact: (State if budgetary impact on association)

Prepared By: \_\_\_\_\_

Signed By: \_\_\_\_\_

(President of State Society/AAMA Chair of Board, Committee, Task Force or Strategy Team)

\_\_\_\_\_  
(Name of State Society/AAMA Board, Committee, Task Force or Strategy Team)

\_\_\_\_\_  
(Signature of 2nd State Society Officer/AAMA Board, Committee, Task Force or Strategy Team member)

\_\_\_\_\_  
(Signature of 3rd State Society Officer/AAMA Board, Committee, Task Force or Strategy Team member)

\_\_\_\_\_  
(DATE)

**SAMPLE PROPOSED RESOLUTION  
PRIOR TO REVIEW AND RECOMMENDATION BY  
THE BOARD OF TRUSTEES**

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

INTRODUCED BY: STATE SOCIETY

SUBJECT: MEDICARE ASSIGNMENT

WHEREAS: The physician's loss of the right to choose whether to accept Medicare assignment would impact practicing medical assistants; and

WHEREAS: AAMA is recognized as the voice of the profession of medical assisting; therefore, be it

RESOLVED: That medical assistants support the physician's right to determine whether to accept Medicare assignment; and be it further

RESOLVED: That the AAMA actively communicate this position to the public and to health care policy decision makers.

BUDGETARY IMPACT: None

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(Signature of President of State Society)

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(Signature of 2nd member of State Society)

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(Signature of 3rd member of State Society)

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(Date)



**SAMPLE RESOLUTION AFTER REVIEW AND BOARD OF TRUSTEES  
ACTION**

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

RESOLUTION # 89-1  
(Number assigned to each resolution)

INTRODUCED BY: STATE SOCIETY

SUBJECT: MEDICARE ASSIGNMENT

WHEREAS: The physician's loss of the right to choose whether to accept Medicare assignment would impact practicing medical assistants; and

WHEREAS: AAMA is recognized as the voice of the profession of medical assisting; therefore, be it

RESOLVED: That medical assistants support the physician's right to determine whether to accept Medicare assignment; and be it further

RESOLVED: That the AAMA actively communicate this position to the public and to health care policy decision makers.

BUDGETARY IMPACT: None

**RECOMMENDATION OF THE BOARD OF TRUSTEES:**

**That this Resolution be adopted/not be adopted.**

**Rationale:**