# **Directions on How to Write a Resolution**

***Whereas Clauses***

* In the whereas clauses you should 1) explain why the resolution should be considered by the Advisory Board, 2) describe the issue that the resolve clause will address, and 3) how the action or information in resolve clause will correct the policy issue.
* You should include relevant statistics to support the requested action and cite references for and against the resolution. The information in the whereas clause is meant to help you defend your resolution at the reference committee hearing.
* In the whereas clause please cite current Academy policy if it exists. To view the Academy’s current position statements visit [www.aad.org/Forms/Policies/ps.aspx](http://www.aad.org/Forms/Policies/ps.aspx).

**Resolved Clauses**

* Each resolve clause should be concise with language that is understood independently of whereas clauses
* You should clarify if you are calling on the American Academy of Dermatology to take a specific action in the resolve clause by stating for example that, “Resolved, that our AAD/A…”

**Prior to the Advisory Board Meeting:**

* Prepare a brief statement to introduce your resolution at the meeting
* Prepare to defend your resolution at the meeting
* Update your Conflict of Interest Statement at: <https://www.aad.org/coi/>
	+ The Executive Committee instituted a new policy regarding conflict of interest statements. When a member introduces a resolution they must also update and submit their conflict of interest statement. Also, at the reference committee hearing and the general business meeting a member must state their conflict of interest before speaking at the microphone.

# **\*RESOLUTION TEMPLATE BELOW\***

**RESOLUTION**

**NUMBER** Insert Number

**TITLE** INsert Title

**INTRODUCED BY** Insert Name and State Society if applicable

**WHEREAS**, CMS recently offered to collaborate with physicians and medical societies in revising and reforming the E&M documentation guidelines1; and

**WHEREAS**, CMS recognizes there is a documentation burden imposed by current E&M documentation guidelines; and

**WHEREAS**, the House of Representatives’ Ways and Means Committee launched a similar effort last summer to address regulatory relief, called the Red Tape Relief Project2; and

**WHEREAS**, the Red Tape Relief Project aims to deliver relief from Medicare regulations and mandates that impede care for patients; and

**WHEREAS**, support is broad in the physician community to reduce administrative burdens and excessive mandates in the practice of medicine; and

**WHEREAS**, high administrative burdens and excessive mandates have dramatically aggravated physician burnout over the past several years3, and

**WHEREAS**, “too many bureaucratic tasks (e.g. charting, paperwork)” and “increasing computerization of practice (EHRs)” were the top two reasons cited for burnout in a recent survey of dermatologists4; and

**WHEREAS**, the AAD’s EHR Task Force was engendered to evaluate electronic documenting requirements and to recommend AAD positions related to health information technology policy5; and

**WHEREAS**, the likelihood is high that the house of dermatology will be asked in the near future what steps should be taken and reforms should be adopted to reduce administrative burdens and documentation mandates; therefore, be it

**RESOLVED**, the Board of Directors should designate the AAD’s EHR Task Force to study ways to reduce electronic documenting burdens; and be it further

**RESOLVED**, the EHR Task Force will create and submit a report to the Board of Directors and relevant oversight Committees that details its findings and recommendations.

1 <https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeeSched/PFS-Federal-Regulation-Notices-Items/CMS-1676-F.html>

2 <https://waysandmeans.house.gov/tiberi-announces-new-initiative-reduce-medicare-regulations-mandates-improve-seniors-health-care/>

3 [Changes in Burnout and Satisfaction With Work-Life Balance in Physicians and the General US Working Population Between 2011 and 2014](http://dx.doi.org/10.1016/j.mayocp.2015.08.023)

4 <https://www.medscape.com/slideshow/2018-lifestyle-dermatologist-6009221#7>

5 [Governance Handbook for Councils, Committees, Task Forces and Ad Hoc Task Forces](https://www.aad.org/File%20Library/Top%20navigation/About/CCTF/governance-handbook-for-cctf-and-AHTF.pdf), AAD 2018, p 121.