

## Resolution Process

Advisory Board representatives receive an email with the time and location of the Advisory Board Reference Committee Hearing and Advisory Board General Business Meeting taking place during the American Academy of Dermatology | Association (AAD/A) Innovation Academy and Annual Meetings.

In preparation for those meetings, representatives are asked to review the Advisory Board Executive Committee-approved process for resolution development, submission, and consideration (below). You are strongly encouraged to work with your dermatologic societies to bring forward thoughtful, timely resolutions for consideration.

If there is an issue of interest and/or concern, any member of the Academy can submit a resolution from which an official Academy position might arise. The author should be present to introduce and discuss the resolution at the Reference Committee Hearing at the Academy's Annual Meeting. The Advisory Board Reference Committee shall consider the testimony presented on the resolutions before presenting them to the full Advisory Board at its General Business Meeting. It may recommend the Advisory Board take one of the following actions: adopt, adopt as amended or not adopt.



Resolutions should be submitted to AAD/A staff by the set deadline each year.



Once submitted, resolutions are reviewed by staff and submitters will be notified if stylistic or structural changes are necessary. Staff will also include relatable AAD/A policy.



After review, all resolutions, with AAD/A policy and resource impact included, will be posted on the Advisory Board's secure platform for a virtual comment period by the Advisory Board.



Resolutions introduced after the deadline and at least three days prior to the Reference Committee Hearing will require 2/3 approval by the Advisory Board Executive Committee in order to be considered as business. These are considered late resolutions.

## Resolution Process

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Resolutions introduced after the late resolution deadline may be presented but will be deferred for vote until the following Annual Meeting, unless the resolution is designated an emergency resolution and there is significant rationale that the Advisory Board Leadership approve of the resolution going forward. The rationale to justify an emergency resolution must accompany the submission and will be deemed 'emergency,' if in fact outside circumstances otherwise prevented submission on time.

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At the Reference Committee Hearing, the resolutions will be presented by its author/s and debated, if necessary.

- The author or the Advisory Board representative must be present at the Reference Committee Hearing to introduce and discuss the resolution.
  - Testimony pro/con is presented at this hearing.
  - **VOTES DO NOT HAPPEN AT THIS MEETING**
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Following the Reference Committee Hearing, the Reference Committee members hold an executive meeting to consider testimony presented. The Committee will make a recommendation to the Advisory Board to adopt, adopt as amended, not adopt. A formal report with the Reference Committee recommendations is provided to members the day before the General Business Meeting. It is the member's responsibility to review the Reference Committee report in preparation for voting during the Advisory Board General Business Meeting.

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At the General Business Meeting, the Reference Committee Chair presents the recommendations and the Advisory Board votes to either adopt, adopt as amended, or not adopt the resolution. If approved, resolutions are forwarded to the AAD/A Board of Directors for adoption or referral.