



How to Write a Resolution

The Academy's Advisory Board invites all Academy members as well as state, local, and regional dermatology groups to submit proposed AAD/A policy resolutions on important issues in dermatology practice and regulations. Resolutions often encourage the Academy to take further action. Members are strongly encouraged to work with their dermatologic societies to bring resolutions forward for consideration.

Resolutions can be submitted year-round and are presented at the Advisory Board Reference Committee and voted on at the Advisory Board General Business Meeting during the Academy's Innovation Academy and Annual Meetings.

A resolution is made up of:

TITLE - to identify the concern, issue or a proposed solution.

PRIMARY AUTHOR - member who will speak on the resolution at the Advisory Board Reference Committee.

AUTHOR – member(s) submitting the resolution (private member or constituent body)

PREAMBLE – WHEREAS

This section should be factual information necessary to support the Resolved section.

Each Preamble clause should be written as a separate paragraph, beginning with the word **WHEREAS**. Each paragraph should close with a semi-colon, followed by the word "and". The next to the last paragraph should close with a semi-colon, after which a connecting phrase, such as **Therefore Be It** is added.

RESOLVED

This section indicates what action is proposed. There may be more than one resolved clause, each stated separately. Be concise with language that is understood independently of the whereas clauses.

The word **THEREFORE BE IT RESOLVED** or **BE IT FURTHER RESOLVED** is printed in capital letters, followed by the word "that". Each resolved clause must be a separate paragraph and may end with a period or a semi-colon. The next to the last clause should be followed by the word "and".

Presentation of Resolution at the AB Reference Committee Hearing and the General Business Meeting:

- Prepare a brief statement to introduce your resolution at the meeting.
- Prepare to defend your resolution at the meeting.
- Update your Disclosure-of-Interest Statement at: <https://www.aad.org/doi/>
 - The Advisory Board Executive Committee instituted a new policy regarding disclosure-of-interest statements. When a member introduces a resolution, they must also update their disclosure-of-interest statement. Additionally, a member must disclose if they have a conflict of interest before speaking at the microphone at the AB Reference Committee Hearing and the General Business Meeting.

Once a resolution is submitted, it will be 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 included, will be posted on the Advisory Board's forum for a comment period.

You can submit your resolution [here](#).