

Five Steps to a Resolution

1. Decide on your topic and your desired action outcome

- a. Relevant to family medicine or public health
- b. Not adopted already in past years
 - i. Search the [AAFP policy finder](#)
 - ii. Search the PDF “AAFP Index to Transactions” – AAFP members can access this PDF via a link on the left sidebar of the [COD page](#)
- c. “Ask” should be within the Academy’s jurisdiction (e.g. AAFP doesn’t control the ACGME Review Committee, it can only write a letter of support)
- d. Consider fiscal impact and feasibility of resolved statements
- e. Coordinate with other members on the Access Listserv (if you’re a member), Reproductive Health Members Interest Group, and/or with students, residents and family physicians from other states to bring the resolution to their CODs

2. Gather any relevant [policy statements](#) from AAFP and other professional organizations

- a. AAFP has statements about gender non-discrimination, contraceptive access, and the fact that abortion should be an option, so these can be used to frame related resolutions
- b. Review any relevant [ACGME family medicine residency requirements](#) and [AAFP suggested curriculum guidelines](#), which can also be used to frame related resolutions.
- c. Other associations (depending on focus of resolution)
 - i. [American Medical Association](#)
 - ii. [American Public Health Association](#)
 - iii. American College of Obstetricians & Gynecologists – policy statements are members only, but ACOG [press releases](#) and [committee opinions](#) are available
 - iv. [American Psychological Association](#)

3. Find basic supporting info from the literature

- a. Do a quick search and pull a few relevant facts and citations

4. Put your argument in order

- a. Try to keep Whereas clauses short
- b. Make sure each Resolved statement only has one action item
- c. No more than 2-3 Resolved statements per resolution
- d. Remember that the resolved clauses must be able to stand alone - they are the only part the AAFP delegates actually vote on

5. Create talking points

- a. 3-5 bullet points, with relevant data, that explain why your resolution is relevant and an important choice for the Academy

