

**Report of the Speaker**  
**William R. Latreille, MD**

*The second Speakers Letter was sent to leadership and delegates on Friday, September 26. The contents of that communication are shown below for Council information.*

This communication is to provide an update on the schedule for the House of Delegates in September. In conjunction with MLMIC, we are planning to provide continuing medical education credit courses on Friday, September 17. While start times and course content is not firmly decided we believe the CME sessions will begin at 10 on Friday and continue through 4 PM. We will ensure that everyone has the necessary information to sign up for CME credit courses.

The House of Delegates will begin promptly at 8 AM on Saturday, September 18 and will continue until 6 PM unless we are able to finish the business of the House before. The HOD will be held in Main Hall D of the Saratoga City Center. At that time, we will discuss the completed reference committee reports and the recommendations made within them. Our schedule to ensure that the business of the Annual House of Delegates is completed is as follows:

- |              |   |
|--------------|---|
| March 31     | First resolution deadline (AMA intended resolutions)  |
| May 7        | Credentialing of Delegates is due<br>(Speaker will be making reference committee appointments by 5/31)                  |
| June 25      | FINAL submission deadline for all resolutions<br>(Items submitted after this date must pass Rules Committee acceptance) |
| July 23      | Resolutions posted to MSSNY website<br>(Resolutions will be posted as they are vetted by the RRC)                       |
| August 6-8   | Virtual reference committee hearings take place   |
| September 3  | Reference Committee reports posted to MSSNY website   |
| September 18 | House of Delegates convenes   |

We want to remind everyone that resolutions which delegates wish to have MSSNY direct to the AMA Annual meeting in June are due in the HOD office no later than Wednesday, March 31. Those resolutions should address issues of national scope and can be on any medical/healthcare related topic. (Resolutions dealing with advocacy issues are generally sent to the November Interim meeting.)

All resolutions, including those intended for AMA, should be sent to [lmayer@mssny.org](mailto:lmayer@mssny.org). An acknowledgement of receipt will be sent to those submitting resolutions – please be sure a title and the author/submitter of the resolution is included when sending resolutions.

Your Speakers have instituted a new HOD committee – the Resolution Review Committee (RRC). The purpose of this committee will be to review submitted

resolutions and make a recommendation regarding their acceptance as business of the House. The RRC will consider resolutions in the context of existing policy, whether the intent of a resolution is clear and factual, and whether a resolution has merit as a goal that can be achieved by MSSNY and its staff. The decision of the RRC will be binding and final.

We urge all delegates who are considering writing a resolution to review and adhere to the resolution guidelines posted to the MSSNY HOD webpages and attached here. It will be critically important that all resolutions follow the requirements laid out – especially in terms of researching existing policy.

We will keep our HOD members informed of developments every month on the 26<sup>th</sup> so continue to monitor your email. These communications will also be posted to the MSSNY HOD pages for referral. As more information about CME and the HOD meeting in Saratoga (including hotel information) become available, we will ensure its receipt.

Stay healthy and safe, be sure to get your vaccination at the earliest moment if you have not already. Thanks, for all you do. We look forward to seeing you at our House of Medicine.

William R. Latreille, Jr, MD  
Speaker

Maria A. Basile, MD  
Vice Speaker

## **Guidelines for the Preparation of Resolutions**

When writing a resolution, consider first what you want to accomplish. Are you seeking a specific action or direction by MSSNY and its staff? Do you want to change existing policy or create new policy? The way in which your resolution is written will smooth the way towards adoption by the MSSNY House of Delegates and make the House of Delegates overall much more efficient.

Before you begin drafting your resolution – check MSSNY's Official Position Statements. They can be found on the MSSNY website at:

**<http://www.mssnypositionstatements.org/>**

Until you have looked at the Position Statements, you will not know whether the topic you are considering has been addressed on previous occasions. If it has, then you know whether you want to modify the existing position or policy, remove it from the positions which MSSNY has as official policy or ask for action regarding an existing policy.

## **Understanding Resolutions and Their Construction**

A resolution is a main motion in parliamentary procedure which expresses the formal opinions or sentiments of those assembled at a meeting.

A resolution is generally prefaced by statements, each introduced by the word "Whereas," which state the reasons for and the background on the resolution. The whereas clauses are the preambles of the resolution and should identify a problem or need for action, address its timeliness or urgency, note any effects on the organization being asked to adopt the resolution or the public at large. **If the proposed policy or action will alter current policy, you must cite the policy with the corresponding policy number.**

There is no discussion of or vote taken on whereas clauses. They offer an explanation and the rationale for the resolution only. Members frequently attempt to debate and amend these prefacing statements, often to the neglect of the main resolution.

The "Resolved" clause(s) comes at the end of all prefacing statements and is the **essential** part of the resolution. They should be concise and clear. **Each resolved clause must be able to stand alone in its content, logic and structure. They should be stated in the affirmative,** since the negative form is often confusing and also confuses the voting process.

A resolution should address only one single issue. It is the language in the resolved clause which is adopted by the House of Delegates and is inserted into the Position Statements of MSSNY; therefore, it must be understandable on its own.

All resolutions are constructed as follows but a template document which you may use to insert your text is installed on the MSSNY HOD webpages:



MEDICAL SOCIETY OF THE STATE OF NEW YORK  
House of Delegates

Resolution: 2021 -  
(Staff will assign a number to your resolution)

INTRODUCED BY:

*The delegate, section, school, committee, or organization submitting the resolution. (If a single person is submitting the resolution without the support of a delegation, section, school, etc., it should be so indicated by the inclusion of "as an individual" after the person's name.)*

SUBJECT:

*Title you choose to give your resolution. Titles should be **concise** and reflect the content or goal of the resolution*

REFERRED TO: Reference Committee on

*The resolution will be assigned to a reference committee by staff*

---

Whereas, the use of parliamentary procedure accomplishes the business of organizations in the most efficient manner; and

Whereas, the use of formal resolutions has proven to be the most efficient method of changing or establishing policy and accomplishing specific objectives within those organizations; and

Whereas, resolutions should be well researched, with appropriate citations provided, including any existing policy or policy which would be affected by the intent of the resolution; and

Whereas, an author should assume the reader has no background on the topic addressed and therefore should ensure the whereas clauses provide enough information for the reader to understand the topic and the intent of the resolved clause; therefore, be it

RESOLVED, that the use of formal resolutions be continued in order to accomplish the business of the organization; and be it further

RESOLVED, that these resolutions will be well written, concise, and properly structured.

**Action/Directive versus Policy/Position Resolutions**

**A Directive Resolution**— calls for MSSNY to take some type of action. Adoption of a directive requires specific action but does not directly affect MSSNY's policy base.

A **directive** should start with the words "RESOLVED, That the Medical Society of the State of New York undertake this action" (such as communicate, advocate, study an issue, seek legislation or regulation).

When a directive calls for MSSNY to study an issue and develop appropriate policy, the author should:

- explicitly identify the issue and the fact that there is no existing relevant policy concerning this issue in the first "whereas" clause(s);

- discuss the rationale for the proposed directive in a subsequent “whereas” clause(s);
- identify the requested action in the “Resolve” clause(s).

#### **Action/Directives on Existing MSSNY Policy:**

In reviewing MSSNY policy, you may discover that no discernable action has been taken on a particular position statement. In a situation in which a directive calls upon MSSNY to take some action relative to an existing position, the author of the resolution should:

- in the first “whereas” clause(s), identify relevant MSSNY policy by policy number and verbatim text of the existing policy if the material is of a reasonable length, or with a brief description of the policy if it is lengthy;
- outline the rationale for the proposed directive in the next “whereas” clause;
- identify the requested action in the “Resolve” clause(s).

#### **Policy/Position and Bylaws Resolutions**

Policy Resolutions call for changes in MSSNY policy either by addition of a new policy, deletion, modification or rescission of current policy.

#### **New Policies**

Where no policy currently exists, resolutions should clearly indicate that new policy is being requested.

#### **Changes to Existing Policy or Bylaws:**

A resolution that proposes a change in the MSSNY policy statements or its Bylaws should cite the pertinent, existing policy or the section of the Bylaws and then clearly indicate whether the intent is to:

- a. modify the existing policy or Bylaws
- b. substitute new language for the existing policy or Bylaw
- c. rescind the existing policy or Bylaw altogether

Clearly identify the proposed modification(s) by underlining the proposed new text, and by striking through any text recommended for deletion.

It should be noted that beginning with the 2012 HOD meeting, an annual review of policy that is 10 years old is undertaken prior to each meeting. Recommendations relating to this review are included in each reference committee report. This often leads to “sunset” of a policy if no longer relevant, or the policy may be reaffirmed. All policy dating back to 2010 or earlier has currently been reviewed.

Should you have questions regarding constructing a resolution, feel free to contact the MSSNY office for assistance.