



Guidelines for Submitting Resolutions to the ASHP House of Delegates

*Approved by the Board of Directors
November 16, 1989*

A Resolution may be defined as a “...declaration submitted to an assembly for adoption...a formal expression of opinion, will or intent by an official body or assembled group.” The Resolutions process relates to an earlier time and place that required the offering of formal motions to a seated body followed by an open debate, amendments and action.

ASHP's Resolution process offers a mechanism for Society members to have input into the House of Delegates. Resolutions require sponsorship by two active members and must be submitted in writing 90 days in advance of the House of Delegates Session where they are to be considered. The time between submission of the resolution and consideration by the House is allocated for:

- a. Review and discussion between the Chair of the House of Delegates and the submitters of the Resolution with respect to language, intent, duplication of policy, etc.;
- b. Review of the Resolution by the Board of Directors, serving in the capacity of the Committee on Resolutions. (It is at this time that the Board “duly considers” Resolutions, permitting the House to take final action on the Resolution(s) placed before it. (Bylaws 7.3.1.3)); and,
- c. Review and discussion by Delegates, Alternates and others during the Regional Delegate Conferences in early May before final submission of the Resolution to the House for action in June.

In the early development of the Resolutions process, Resolutions were submitted using a series of “whereas” and “be it resolved” clauses to state the issues and why they should be considered. Such language frequently resulted in confusion as to the actual intent of the Resolution. Today, there is a specific format for the submission of Resolutions to simplify the process and to make the language and intent more easily understood.

Submitters of Resolutions are encouraged to follow the format on the attached form when submitting a Resolution for consideration by the Society:

1. *Motion*: The Resolution should be stated as a formal motion for introduction to the House of Delegates. This motion should be carefully worded to express the exact intent of the submitters (e.g., to study, to review, to support).
2. *Background*: There should also be a brief background statement in support of the issue under consideration.

The following chart illustrates the resolutions process from the time of submission by two ASHP active members to final consideration by the House of Delegates.

Resolutions Process

Resolutions are to be submitted by any two (2) Active members in a standard written format to the Chair of the House of Delegates at ASHP at least 90 days in advance of the House Session. (Rules of Procedure 7.2.2)



Submitted Resolutions are reviewed by the Chair of the House to assure compliance with the Rules of Procedure and appropriateness. (e.g., no existing policies on same issue, clear language and motion, appropriate signatures, deadlines)



Criteria Met



Resolutions, as received, with all correspondence and rewording, if any occurs, are communicated to delegates, alternates, and chapter Presidents (March).



Board of Directors (April Meeting) serving as Committee on Resolutions the Board reviews and discusses the Resolution(s) but takes no action.



Resolutions discussed by delegates, alternates, and others at the Regional Delegate Conferences (RDCs) in May.



Resolutions discussed at Open Hearing on Saturday of ASHP Summer Meetings.



Board of Directors (June Meeting—Saturday prior to Open Hearing at Summer Meeting) considers RDC comments and discussion, discusses and debates Resolutions, and submits report (approve, not approve, refer, or no recommendation) to the House for consideration.



House of Delegates receives Resolutions report at first meeting of House on Sunday. (No discussion or debate.)



House of Delegates discusses and debates Resolutions at second meeting of the House and then takes action to approve, disapprove, or modify. If the House fails to approve a matter submitted to it, the House shall note the reason in its proceedings and return the matter to the Board for review, modification, or other action. The Board shall duly report its action thereon at the next session of the House of Delegates. (Bylaws 7.3.1.1)



If approved or modified, the Resolution returns to the Board for action required.



Criteria Not Met



Chair of the House contacts the submitters of the Resolution to discuss any problems and suggest ways to correct any deficiency in the language, intent of the Resolution, duplication of previous policy action, etc.



When changes are completed, the final language is transmitted to delegates and the Board of Directors.



If the original Resolution is withdrawn by the submitters, the letter of withdrawal is distributed to delegates.

