

## How To Write A Resolution

Resolutions guide the actions and policy positions of the American College of Radiology. If you identify a problem and have a solution to solve it, or if you think the ACR should take a particular position on an issue, please consider writing a resolution to be considered by the ACR Council. Resolutions are designed to explain background information on a particular issue, and propose a logical course of action to address that issue. Any ACR member may write a resolution. ***However, the resolution must be sponsored for consideration by the ACR Council by one or more of the following:***

- **An individual ACR councilor;**
- **An ACR state chapter**
- **The ACR Council Steering Committee**
- **The ACR Board of Chancellors**

Please contact your Council Steering Committee Liaison for advice on writing and presenting your resolution, or for questions on searching for existing policy. To contact your CSC liaison please go to:

<http://amclc.acr.org/AboutTheConference/LEADERSHIP/ContactCSC.aspx>

You can also contact the ACR Council Services by calling 800-227-5463 ext. 4975 or via email at [bshort@acr.org](mailto:bshort@acr.org).

Once you have an idea for a resolution, you can search the ACR Digest of Council Actions at <http://amclc.acr.org/> to see if the ACR already has relevant policy on your issue. If your idea has not already been addressed or if you would like to alter or supplement existing ACR policy, writing a resolution is an effective way to achieve this.

As you research your issue, it may also be helpful to determine if other organizations or societies have policies or have taken action on your issue. Review of the policies of other organizations may also help you better define the issue and your proposed course of action to address it. Background research on your topic or position of interest will help you craft the “Whereas” portions of your resolution, and will also give you a chance to determine if your issue and suggestions to solve it are within the scope of the ACR.

***Each “Whereas” component of a resolution explains the problem or situation.*** The “Whereas” clauses frame the issue for the Council’s consideration, providing reference information to convince those reviewing the resolution that the issue is worthy of consideration or reconsideration, and stating reasons why the Council should support your position on the issue. These reasons should be based on reliable sources and should be clearly and concisely stated. You can provide statistical information in the “Whereas” clauses, and relevant information in terms of examples and/or articles. “Whereas”

clauses do not need to be lengthy or exhaustive, and often only a few are necessary to adequately define and frame an issue.

This portion of the resolution explains the rationale for the resolution. “Whereas” clauses may also give you an opportunity to explain the timeliness or urgency of an issue.

***The “Resolved” component(s) are the operative or action clause(s) specifically directing the action or stance you wish the College to take.*** Although the “Resolved” clauses logically follow the statements in the “Whereas” clauses, only the “Resolved” clauses will be adopted by the ACR Council and recorded in the ACR Digest of Council Actions. Therefore, “Resolved” clauses should stand alone independent of the “Whereas” clauses, and should also stand alone independent of each other. Ideally, each “Resolved” clause should be a single sentence with a single action (please note that these are suggestions, rather than requirements).

The call to action can be general or very specific, and can be internal within the ACR, or external, asking the ACR to interact with other organizations, government entities, the public, or the media. Actions internal and external to the ACR should be in separate free-standing “Resolved” clauses. These recommendations for action should have an active verb in the present tense. It is more straightforward to state the “Resolved” clauses in the affirmative, as statements in the negative can be confusing during ACR Council deliberations.

***Resolutions must be submitted to ACR staff no later than 90 days prior to the start of the ACR Annual Meeting and Chapter Leadership Conference (AMCLC) in order to be considered by the Council.*** Late resolutions (received in the interim between 90 days and 72 hours prior to the Council meeting) will be considered by the Council Steering Committee before becoming the business of the Council. These late resolutions must be determined to be emergent in nature by the CSC in order to be forwarded to the Council. Finally, any late resolution not approved by the CSC as well as resolutions introduced from the floor of the Council will require a two-thirds majority vote to be considered by the Council.

Each resolution will have a fiscal note, determined by ACR staff. The staff also checks to ensure that the proposed resolutions are properly formatted, are clear and concise, and that the proposed action will not place the College at legal risk. The Speaker then reviews the resolution and, assuming that everything is in order, assigns the resolution to a reference committee.

The ACR has a unique governance structure that allows elected representatives to propose and debate issues faced by all radiologists. We encourage you to be an active participant in this democratic process by getting involved. For any questions concerning the ACR Council, Council resolutions or how to get involved, please contact the ACR’s offices at 800-227-5463 ext. 4975.