

Resolution-Writing Guidelines: The Development, Content, and Review Process for Your Resolution

This page is designed to assist you in writing a resolution.

Develop Political Backing

If you are interested in submitting a resolution, there is tremendous value in presenting your idea to others first. [Your district](#) is an excellent place to start and your district can even consider co-sponsoring your resolution. (Sponsorship needs to be confirmed in time for the resolution deadline.)

Sponsors are strongly encouraged to share their draft with the relevant MMS committee (for example, Public Health or Legislation) for feedback prior to submitting the resolution for the deadline. This input can often improve or fine-tune the focus of a resolution, build consensus, and can enhance successful passage of your resolution. A list of MMS committees and staff liaisons can be found at www.massmed.org/committees.

Getting Started on Writing Your Resolution:

A resolution template with directional comments is available as a word document download below. All resolutions start with a title and a sponsor or sponsors. Resolution sponsors should include a whereas discussing how the resolution relates to the MMS strategic priorities. For a list of the MMS annual and three-year strategic priorities, please visit www.massmed.org/priorities.

Whereas Statements:

Whereas statements give reasons or background on why you are seeking the MMS to take a policy position or act on something. If presenting statistics, findings, direct quotes in a whereas, please provide sources in footnotes.

Please note that if a resolution is adopted, the whereas statements do not carry forward as MMS policy; only the resolves become policy. Resolution sponsors are advised to keep whereas statements to a minimum and that their primary purpose is to support your resolved statement.

Resolve Statements:

Resolve statements should stand on their own as a complete statement and not refer back to a previous resolve. All resolve statements get assigned a fiscal note, even if that note is zero. MMS Governance staff can advise and estimate a fiscal note for you during the review process.

Staff Review Process:

MMS governance staff review resolution submissions for format, clarity, fiscal impact, etc. MMS Legal staff and relevant departmental staff also review resolutions for any legal/antitrust concerns, facts, and accuracy of overall content. Governance staff will contact you via e-mail to discuss any follow-up questions and/or suggested edits. If you have questions regarding writing a resolution, please contact: Annemarie Tucker, Manager, Governance Policy Administration, or Lacy Heffel, Governance Meetings & Services Project Manager, at resolutions@mms.org.