**Five Steps to a Resolution**

1. Decide on your topic and your desired action outcome
   1. Relevant to family medicine or public health
   2. Not adopted already in past years
      1. Search the [AAFP policy finder](http://www.aafp.org/online/en/home/policy/policies.html)
      2. Search the PDF “AAFP Index to Transactions” – AAFP members can access this PDF via a link on the left sidebar of the [COD page](http://www.aafp.org/online/en/home/aboutus/theaafp/congress.html)
   3. “Ask” should be within the Academy’s jurisdiction
      1. For instance, AAFP doesn’t control the ACGME Review Committee, it can only write a letter of support
   4. Consider fiscal impact and feasibility of resolved statements
   5. Coordinate with other members on the STFM Access Listserv (if you’re a member), and/or with students/residents from other states
2. Gather any relevant [policy statements](http://www.aafp.org/about/policies/a-z.html) from AAFP and other professional organizations
   1. 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
   2. Review any relevant [ACGME family medicine residency requirements](http://www.acgme.org/Portals/0/PFAssets/ProgramRequirements/120_family_medicine_2017-07-01.pdf?ver=2017-06-30-083354-350) and [AAFP suggested curriculum guidelines](http://www.aafp.org/medical-school-residency/program-directors/curriculum.html), which can also be used to frame related resolutions.
   3. Other associations (depending on focus of resolution)
      1. [American Medical Association](http://www.ama-assn.org/ama/pub/about-ama/our-people/house-delegates/policyfinder.page)
      2. [American Public Health Association](http://www.apha.org/advocacy/policy/)
      3. American College of Obstetricians & Gynecologists – policy statements are members only, but [press releases](http://www.acog.org/About%20ACOG/News%20Room/News%20Releases.aspx) and [committee opinions](https://www.acog.org/Resources-And-Publications/Committee-Opinions) are available
      4. [American Psychological Association](http://www.apa.org/about/policy/index.aspx)
3. Find basic supporting info from the literature
   1. Do a quick search and pull a few relevant facts and citations
4. Put your argument in order
   1. Try to keep Whereas clauses short
   2. Make sure each Resolved statement only has one action item
   3. No more than 2-3 Resolved statements per resolution
   4. 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
   1. 3-5 bullet points, with relevant data, that explain why your resolution is relevant and a good choice for the Academy