

**MICHIGAN STATE MEDICAL SOCIETY HOUSE OF DELEGATES  
RESOLUTION TEMPLATE INSTRUCTIONS**

All resolutions must be submitted using the template format by February 23, 2026, 11:59 PM ET to meet the on-time deadline.

1. Title

Select a title that is **concise** and accurately states the topic of the resolution.

2. Introduced by

Enter the name of the Delegate who is submitting the resolution and on whose behalf it is being submitted (e.g., County, Section, Specialty Society). If the Delegate is submitting on their own behalf, enter "Individual".

3. Author(s)

Enter the name of the MSMS member(s) who wrote the resolution in alphabetical order and separated by a comma(s) (if more than one author).

4. Referred to

Leave blank. This will be assigned by the HOD.

5. House Action

Leave blank. This will be assigned by the HOD.

6. Whereas Clause(s)

Whereas clauses explain why the resolution is needed, provide documentation in support of the resolution (i.e., data, statistics, references), and contribute to the general understanding of the subject matter.

- Do not capitalize the first word after Whereas

7. RESOLVED Statement(s)

RESOLVED statements define the "ask" or intent of the resolution (e.g., the author's desired action). Each statement should identify a specific policy and/or directive to be addressed by the HOD. The reader should be able to readily identify the relevant issue(s), specific action requested, and to whom responsibility for acting upon the issue(s) is directed. Because the HOD only adopts the RESOLVED statements, each RESOLVED statement must be able to stand on its own.

- Do not bold any part of the resolved statement
- Do not capitalize the first word after RESOLVED
- Do not use acronyms in RESOLVED statements
- RESOLVED statements should begin with one of the following:
  - "RESOLVED, that our MSMS" – if the "ask" is of MSMS
  - "RESOLVED, that the Michigan Delegation to the American Medical Association" – if the "ask" is of the AMA

8. Fiscal Note

Leave blank. This will be assigned by HOD staff using Ways and Means adopted chart of estimated costs.

9. References

List citations to relevant sources that support the information presented in the whereas clauses

- References should NOT be formatted as footnotes, but listed as a source.

10. Relevant MSMS and AMA Policy

- Add existing MSMS Policy (see 2025 MSMS Policy Manual) and AMA Policy (found in [AMA PolicyFinder](#)) relevant to the resolution topic
- Provide the title and full language of each policy

#### 11. AMA Membership Attestation

Check “yes” or “no” to indicate whether the Delegate is a member of the AMA. Per MSMS policy, resolutions seeking AMA action must be submitted by a Delegate who is an AMA member.

#### 12. HOD Conflict of Interest Policy

Check the appropriate box to indicate whether or not an author has a conflict of interest to disclose. Per MSMS policy, conflicts of interest are to be disclosed and printed on the Resolution. If one or more author has a conflict of interest to disclose, enter the author’s name (if more than one) and the conflict.

#### 13. Disclosure of Knowledge of Other Same or Similar Resolutions

If the author knows of same or similar resolutions under consideration by other state medical societies, check the box and enter the name of the state and respective resolution number (if known). This information is required pursuant to Resolution 15-25, which was approved as amended at the 2025 MSMS HOD.

#### IMPORTANT NOTES

- It is the responsibility of the submitter/sponsor to ensure resolutions are submitted in proper form prior to the stated on-time deadline.
- Resolutions that do not adhere to the resolution template will be returned.
- Submit resolutions as soon as possible to allow time for review of proper formatting prior to the deadline.
- If you have any questions, please contact Stacey Hettiger at [shettiger@msms.org](mailto:shettiger@msms.org) or 517-336-5766.