

New York Chapter American College of Physicians, INC.  
*Annual Resolutions Process*

**When should I submit my resolution?**

Resolutions are accepted throughout the calendar year.

---

**How do I submit my resolution?**

Draft resolutions are to be submitted to the Resolutions Task Force (RTF), who will assign an RTF member to work with the author to finalize the resolution. This can be done online by visiting:

[www.nyacp.org/i4a/pages/Index.cfm?pageID=3326](http://www.nyacp.org/i4a/pages/Index.cfm?pageID=3326)

---

**How often does the Resolutions Task Force meet?**

The RTF will have a quarterly phone conference to review pending resolutions.

---

**When are resolutions presented?**

Routine resolutions will be presented at the New York ACP Leadership Conference, with a resolution process mirroring the National process. (ie Reference committee hearings and reports) or to the Health and Public Policy Committee between Leadership Conferences. Resolutions recommended for action are sent to the Board for final action.

---

**What if my resolution is time sensitive or a high priority?**

The RTF may identify individual resolutions as time sensitive or high priority. These resolutions will be directed to the Executive Committee for facilitated decision making.

---

**Are resolutions presented at other times during the year?**

The RTF will be a standing agenda item on all HPP and Council/Board meetings.

---

**How can my district become involved?**

District Leaders are requested to include a discussion on the resolutions process, and potential uses for resolutions, at all district meetings. Identified issues (and sponsoring members) are to be forwarded to the RTF for evaluation and, if accepted, for assignment to a RTF member for drafting.