

Resolution Process

I. DEFINITION

Resolutions are formal statements of opinion or will of the American School Health Association (ASHA). There are two types of resolutions:

- A. **Substantive Resolution:** A resolution which sets forth a new policy or position (or a major change in association policy or position) on an issue of national significance.
- B. **Emergency Resolution:** A substantive resolution on a matter of great importance which, at the discretion of the Board of Directors, requires action or response from the Association in a period of time that does not allow for the standard submission and review process.

II. SUBMITTING SUBSTANTIVE RESOLUTIONS

- A. A resolution may be initiated by any ASHA member and must be sponsored by at least one organizational structure of the Association (i.e. Section, Council, Committee, etc.)
- B. The author and sponsoring group(s) shall affix a copy of the ASHA Resolution Review Criteria and Checklist as a cover page to the resolution.
- C. The ASHA sponsoring group(s) shall include notes and comments related to their scholarly discussion of the resolution in the appropriate location on the submission form/cover page.
- D. New and revised resolutions with substantive changes shall be posted in the members only section of the association website for a period of 30 days for review and comments before being submitted to the Advocacy Committee.
- E. Resolutions shall be submitted to the ASHA Advocacy Committee.
- F. The Advocacy Committee will receive new or revised resolutions at any time during the year. Although a resolution may be submitted at any time during the year, a resolution that requires review by the House of Delegates should be submitted at least 60 days before the start of any meeting of the House of Delegates.
- G. After acceptance by Advocacy Committee, the resolution will then proceed to the House of Delegates.

III. SUBMITTING EMERGENCY RESOLUTIONS

- A. The Advocacy Committee shall receive and review resolutions submitted as Emergency Resolutions.
- B. The Advocacy Committee shall request the Board of Directors to adjudicate on any dispute as to the emergency nature of a resolution which, in the committee's opinion, is not an emergency resolution.
 - 1. Emergency resolutions may be submitted for immediate action in the interim between Annual meetings of the ASHA if the Board of Directors agrees that the subject of the resolution is of an emergency nature.
 - 2. To receive consideration as an emergency resolution, three (3) ASHA members, in addition to the author, must provide their written support.
- C. When an interim resolution is judged to be "emergency" it shall be reviewed and edited by the Advocacy Committee and proceed directly to the Board of Directors for consideration.

IV. FORMAT OF RESOLUTIONS

- A. The name and contact information of the primary author and the name of the ASHA group or groups that are sponsoring the submission shall be included at the top of each resolution submitted for consideration. The authors name is provided for review purposes only and is not considered part of the resolution once approved.
- B. Each resolution shall be given a short and descriptive title, which is affixed to the top of the submitted resolution.
- C. Each resolution shall contain a number of arguments that provide justification for and support of the conclusions made in the resolution.
- D. Each supporting argument shall begin with the phrase “Whereas” and cite scholarly research or other significant reputable publications as the source of the argument.
- E. The resolution shall conclude with the statement “Therefore be it resolved” followed by a clearly and concisely written position of the Association.
- F. The phrase “be it further resolved” shall be used to separate additional arguments or calls to action that address multiple audiences.
- G. Following the conclusions of the resolution the author shall include references for each argument included in the resolution using AMA style.

V. RESOLUTION REVIEW

- A. Prior to submitting to the Advocacy Committee, the Sponsoring group(s) shall review the proposed resolution and consider if the cited references and claims are current, relevant and accurate relative to the discipline or health topic that is addressed by the section/council sponsoring the resolution. The sponsoring group shall include notes and comments on the cover page indicating that they have engaged in scholarly discussion of the resolution. Sponsoring groups may solicit feedback and support from external stakeholders; however, external groups may not sponsor or co-sponsor a resolution. If collaborative discussions with external audiences have occurred, a summary of those discussions shall be noted in the discussion section of the resolution cover page.
- B. Unless deemed an emergency by the Board of Directors, any proposed new resolution or revised resolution with substantive changes shall first be posted in the members only section of the association website for a period of 30 days for review and comment before being considered by the Advocacy Committee. Any comments received shall be returned to the sponsoring group(s) for consideration. Sponsoring groups are strongly encouraged to consider comments received and incorporate comments or provide justification relating to why the comments were not included in any revisions prior to being forwarded to the Advocacy Committee.
- C. The Advocacy Committee, upon receipt, shall review the resolution and insert notes and comments on the cover page indicating that they have engaged in scholarly discussion of the resolution. The Advocacy Committee shall consider:
 - 1. If resolution conflicts with other current ASHA resolutions.
 - 2. If the resolution has advocacy implications.
 - 3. If the issue addressed by this resolution is of national significance.
 - 4. If the language of the resolution is consistent with language and phrasing utilized in current ASHA resolutions and documents.
- D. Upon approval by the Advocacy Committee, the resolution shall be forwarded to the House of Delegates for review and consideration when it is a new resolution or when it is a revised resolution where, in the opinion of the Advocacy Committee, the revisions constitutes a significant change in the substantive content of the resolution. Otherwise, resolutions may skip review by the House of Delegates and be forwarded to the ASHA Staff for formatting.

- E. The House of Delegates, during their regular meeting at the Annual Conference, or during a special meeting called by the Chair of the House shall review new resolutions or revisions containing substantive changes. The Chair of the House shall include notes and comments from the scholarly discussion of the resolution on the cover page of the resolution. The House shall consider if:
 - 1. The resolution is supported by best practice, professional ethics or standards of school health related disciplines.
 - 2. The resolution is supported by national guidelines, best practice, body of research or criteria related to any health topic or interest area.
 - 3. This resolution is supported by state constituent organizations.
- F. Once approved by the House of Delegates, the resolution shall be forwarded to the AHSa staff for formatting and error checking. The ASHA staff shall prepare the resolution so that it is presented to the Board as it would appear on the ASHA website once approved by the Board. Any discussion notes included on the cover page throughout the review shall also be presented to the Board but are not considered part of the final resolution once approved.
- G. With approval by the Sponsoring Group, Advocacy Committee, House of Delegates (when applicable) and formatting included, the ASHA Board of Directors shall review the resolutions and all notes and comments included in the previous reviews. Before agreeing to approve the resolution, the Board of Directors shall consider if the resolution:
 - 1. Supports activities, policies, procedures or other interests (past or present) of ASHA.
 - 2. Present any conflict of interest for ASHA, the profession or the public.
 - 3. Supports ASHA Mission, Goals and Objectives.
 - 4. Prevents ASHA from taking any action on similar or related issues where future action may be desired.
- H. Upon approval by the Board of Directors the resolution shall be considered adopted and the official position of the ASHA.
- I. If any reviewing group fails to approve the resolution, the proposed resolution shall be returned to the sponsoring group and primary author with comments and revision when necessary.

VI. REGULAR REVIEW AND ARCHIVING

- A. The ASHA Advocacy Committee shall annually initiate a review of those resolutions that are five (5) years old or older.
- B. As part of their review, the Advocacy Committee shall make a recommendation to renew, revise or archive the resolution.
- C. After review by the Advocacy Committee, the resolution shall be returned to the original sponsoring group to act on the recommendation.
- D. If the original sponsoring group fails to respond to the Advocacy Committee recommendation in a reasonable period of time, the Advocacy Committee may request that the Board of Directors archive the resolution.
- E. The original sponsoring group may revise and resubmit the resolution at any time with or without a recommendation to revise the resolution from the Advocacy Committee.

Approved by the ASHA Board of Directors: 3/27/10