



QUALITY IS OUR IMAGE

How to Write a Resolution

Resolutions guide the actions and policy positions of the American College of Radiology. If you identify a problem and have a solution to solve it, or if you think the ACR should take a particular position on an issue, please consider writing a resolution to be considered by the ACR Council. Resolutions are designed to explain background information on a particular issue, and propose a logical course of action to address that issue. Any ACR member may write a resolution. *However, the resolution must be sponsored by one or more of the following in order to be considered by the ACR Council:*

- **An individual ACR councilor;**
- **An ACR chapter**
- **The [ACR Council Steering Committee](#); or**
- **The [ACR Board of Chancellors](#)**

For advice on writing and presenting your resolution or for questions on searching existing policy, you can contact your Council Steering Committee (CSC) Liaison or ACR Council Services Staff.

- To contact your CSC Liaison, [click here](#)
- To contact ACR Governance staff, you may call (800) 227-5463, ext. 4998 or e-mail Trina Behbahani at tbehbahani@acr.org.

Once you have an idea for a resolution, you can search the [ACR Digest of Council Actions](#) to see if the ACR already has relevant policy on your issue. If your idea has not already been addressed or if you would like to alter or supplement existing ACR policy, writing a resolution is an effective way to achieve this.

As you research your issue, it may also be helpful to determine if other organizations or societies have policies or have taken action on your issue. A review of the policies of other organizations may also help you better define the issue and your proposed course of action to address it. Background research on your topic or position of interest will help you craft the “Whereas” portions of your resolution, and will also give you a chance to determine if your issue and suggestions to solve it are within the scope of the ACR.

Components of a Resolution

- **“Whereas” Statements**
Each “Whereas” statement in a resolution explains the problem or situation. The “Whereas” clauses frame the issue for the Council’s consideration, providing reference information to convince those reviewing the resolution that the issue is worthy of consideration or reconsideration, and stating reasons why the Council should support your position on the issue. These reasons should be based on reliable sources and should be clearly and concisely stated. You can provide statistical information in the “Whereas”

clauses, and relevant information in terms of examples and/or articles. “Whereas” clauses do not need to be lengthy or exhaustive, and often only a few are necessary to adequately define and frame an issue.

This portion of the resolution explains the rationale for the resolution. “Whereas” clauses may also give you an opportunity to explain the timeliness or urgency of an issue.

- **“Resolved” Statements**

The “Resolved” statement(s) are the operative or action clause(s) specifically directing the action or stance you wish the College to take. Although the “Resolved” clauses logically follow the statements in the “Whereas” section of the resolution, only the “Resolved” clauses will be adopted by the ACR Council and recorded in the ACR Digest of Council Actions. Therefore, “Resolved” clauses should stand alone, independent of the “Whereas” clauses, and should also stand alone, independent of each other. Ideally, each “Resolved” clause should be a single sentence with a single action (please note that these are suggestions, rather than requirements).

The call to action can be general or very specific, and can be internal within the ACR, or external, asking the ACR to interact with other organizations, government entities, the public, or the media. Actions internal and external to the ACR should be in separate free-standing “Resolved” clauses. These recommendations for action should have an active verb in the present tense. It is more straightforward to state the “Resolved” clauses in the affirmative, as statements in the negative can be confusing during ACR Council deliberations.

- **Fiscal Notes**

Fiscal notes are determined by staff and attached to all policy resolutions that will be presented to the Council. Fiscal notes provide Council members with an understanding of the financial implications of implementing a resolution.

Fiscal notes can be prepared in advance of the resolution deadline so that you have context for making a final determination as to whether you will submit the resolution. In order to have a fiscal note prepared in advance, you must **submit your resolution 3 weeks prior to the resolution deadline.**

Submission Information and Deadlines

Resolutions must be submitted to ACR staff no later than 90 days prior to the start of the ACR Annual Meeting in order to be considered by the Council. The deadline is determined each year and posted online. Late resolutions (received in the interim between 90 days and 72 hours prior to the Council meeting) will be considered by the CSC before becoming the business of the Council. These late resolutions must be determined to be emergent in nature by the CSC in order to be forwarded to the Council. Finally, any late resolution not approved by the CSC as well as resolutions introduced from the floor of the Council will require a two-thirds majority vote to be considered by the Council.

Upon receipt of a resolution, staff prepares a fiscal note (if not prepared in advance of submission), checks to ensure that the proposed resolutions are properly formatted, are clear and concise, and that the proposed action will not place the College at legal risk. The Speaker then reviews the resolution and, assuming that everything is in order, assigns the resolution to a reference committee.

The ACR has a unique governance structure that allows elected representatives to propose and debate issues faced by all radiologists. We encourage you to be an active participant in this democratic process by getting involved. For any questions concerning the ACR Council, Council resolutions or how to get involved, please contact ACR staff at 800-227-5463 ext. 4998.