

# How to Write Resolutions



A resolution recommends that an action be taken by the Saskatchewan College of Paramedics (SCoP). Resolutions can be submitted by an individual or group of members on any subject within the mandate of the organization. Resolutions can relate to any area of practice, education, administration, research, the role of the College or the role of emergency medical practitioners within the healthcare system.

When drafting a resolution, keep in mind that the wording should be clear, concise, and specific. The substance should be well researched and reflect the character and interests of SCoP members. Sponsors should expect to introduce resolutions from the floor, and should be prepared to defend the resolution throughout discussion of the resolution. Resolutions will be presented at the AGM as a PowerPoint presentation.

## Drafting Resolutions

SCoP resolutions follow a common format, and SCoP has a template that you can use. Resolutions typically have two parts: the whereas statement and the action statement.

## Whereas Statements

The purpose of the whereas statement is to show that there is a problem that needs to be solved (the “why”). This may also mean demonstrating that the problem lies within SCoP’s jurisdiction.

By providing background information, the whereas statement often serves a very important function in structuring the resolution and directing debate.

Whereas statements start with the word ‘Whereas’.

## Action Statements

The resolution is presented in statements that call for a specific action, and start with the phrase ‘Be it resolved that’. The action statement should identify “who” should do “what” and any additional details to guide implementation (the “how” or “when”).

## Sample Resolution from the 2010 AGM

### **CME - Saskatchewan College of Paramedics CME Policy**

**WHEREAS:** There are policies and procedures in place as at October 31st in any given year for registrants to obtain Continuing Medical Education (CME) credits for the following licensing year;

**WHEREAS:** These policies and procedures have taken into account issues that arose during that year’s management of the CME process; and

**WHEREAS:** Changing the CME policies and procedures at random times throughout the year causes disruption, misunderstandings and misinterpretations; therefore,

**BE IT RESOLVED THAT:** whatever policies and procedures are in place at October 31st, pertaining to the Saskatchewan College of Paramedics Continuing Medical Education process, remain in place for the next twelve months.

**MOVER** -- Marianne Janssen

**SECONDER** -- Chad McCord