

Washington State Public Health Association (WSPHA) Resolution Template

A proposed resolution is a succinct description of a broad policy issue affecting the public's health on which one or more WSPHA members believe that the organization should take a position. It may or may not call for specific action. Resolutions proposed and passed by WSPHA members play a critical part in WSPHA's role as an advocacy organization. The Board of Directors uses these resolutions to formulate letters or testimony stating the organization's position in response to proposed legislation, and in educating the public on public health issues.

Proposed resolutions include background information and references on the policy issue, and summary language outlining the position that members would like the WSPHA to take. ***Please note, only members of WSPHA may submit a WSPHA resolution. Non-members can be co-authors of a resolution but not the submitting author.***

Resolution Structure

WSPHA resolutions consist of a series of "whereas" statements that define the problem and provide supporting information, including references, leading to the policy or position statement that the submitters are recommending. The "whereas" statements should be clear and easy to understand, and should contain key information that is critical to making a decision on the resolution. This is important since some WSPHA members who will be voting on the resolution may not have prior familiarity with the topic.

The "whereas" statements in the resolution are followed by one or more "be it resolved" statements that clearly define the position for which the resolution author(s) is seeking WSPHA support. The "be it resolved" statements should be clear and should logically flow from the "whereas" statements. The "be it resolved" statements are the most critical statements in the document, as they are used to guide specific action of the WSPHA and its Board.

The resolution concludes with a list of individuals and/or organizations that support the proposed resolution. This is necessary for WSPHA members to fully understand the breadth and nature of support for the proposed resolution.

Position Statement Template

Submission Date:

Title:

Whereas Statements Capturing the Following Information (include references when available):

- Nature of the Problem to be Addressed
- Evidence-Based Solutions to the Problem
- Public Health Impact from the Proposed Solutions

Be It Resolved Statement:

- Statement(s) of the Desired Action(s) or Positions to be taken by WSPHA

Supporting Individuals of Organizations:

- List of individuals or organizations that have publicly expressed support for the resolution or similar actions or positions

Contact Information for Author(s):

Submitting Author: (Must be a WSPHA Member and complete contact information must be provided for acceptance to review.)

(1)

Contact Full Name	Title
Agency	
Address Line 1	
Address Line 2	
City, State and Zip	
Telephone Number	Email Address

Co-Author: (Complete contact information must be provided for acceptance to review.)

(1)

Member Non-Member

Contact Full Name	Title
Agency	

Address Line 1

Address Line 2

City, State and Zip

Telephone Number

Email Address

**For additional Authors, please provide a separate attachment with complete contact information.*