



LOUISIANA ACADEMY OF  
FAMILY PHYSICIANS

# **GENERAL ASSEMBLY**

**HOW TO SUBMIT A RESOLUTION**

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The General Assembly is the legislative and policy-making body of the LAFP and is composed of LAFP members and its elected representatives and others presented in the Bylaws. The General Assembly transacts all business of the LAFP not otherwise specifically provided for in the Bylaws and elects the general officers, except as otherwise stated in the Bylaws.

## WHO MAY SUBMIT A RESOLUTION

Resolutions may be presented by a member, an officer of the LAFP, the LAFP Board of Directors or a standing committee of the LAFP.

## PROCEDURE FOR SUBMISSION

**Report Deadlines:** To be considered as regular business, resolutions must be submitted to the speaker of the General Assembly, at the LAFP Headquarters, no later than 30 days before the opening session of the Assembly Meeting.

**Late Resolutions:** A resolution presented after the deadline will be considered late and will be considered by the Assembly only if it meets one or more of the following criteria: (1) it is presented by the President of the LAFP; (2) it is presented by the Board of Directors; (3) it is declared an emergency item by the President, Speaker and Vice Speaker; (4) or it is accepted by a two-thirds (2/3) vote of the Assembly.

## EXPLANATION OF GUIDELINES

Resolutions are the major part of the General Assembly. They should address the important issues that affect Physicians and Health Care across the entire state as well as business or organizational matters pertaining to the LAFP.

Resolutions must be submitted in the manner and timeframe outlined above to allow the Speaker time to review resolutions to make sure their content can be clearly understood and to arrange the order of consideration. Resolutions are grouped by subject when presented to the Assembly. Also, the staff must have adequate time for retyping, printing and sorting for the advance notification to members, and to be included in the General Assembly packet.

## FORMATTING THE RESOLUTION

Resolutions should be submitted in the form outlined in the Sample Resolution. The title should appropriately reflect the subject of the resolution. The *whereas* should accurately support or document the *resolve(s)*. It is the responsibility of the author to ensure the accuracy of the material contained in the resolution. The *resolve(s)* should be able to stand alone, since the Assembly adopts **only** the *resolve(s)* and **not** the *whereas* sections of a resolution.

Any explanatory materials referenced in the resolution must be included. Attention should be paid to grammar, spelling and sentence structure to ensure that the intent of the resolution is stated as clearly as possible.

**SAMPLE RESOLUTION**

Resolution No. 1

INTRODUCED BY:

SUBJECT:

WHEREAS, -----  
-----, and

WHEREAS, -----  
-----, be it therefore

RESOLVED, that the LAFP -----  
-----.