



2010/2011 Health Policy Resolutions and Position Papers Solicitation and Process

Committed to developing sound health policy and advancing the public's health, the Alaska Public Health Association (ALPHA) is inviting its members to respond to the annual Call for Resolutions and Position Papers to be presented at ALPHA's Annual Meeting held during the Health Summit at the Hotel Captain Cook in Anchorage, Monday, January 10, 2011.

Resolutions are an important advocacy tool and an excellent way for members to dialogue on the issues of important public health policy. ALPHA and its national affiliate, the American Public Health Association, share a long and proud history of supporting health policy statements and resolutions that increase understanding of best practices and promote policy advancement.

Current ALPHA members are invited to respond to the Call for Health Policy Resolutions and Position Papers in writing using the format requirements described below. For each resolution, please provide a clear statement and findings related to the resolution, including target audience and impact. Proposed resolutions and position papers accepted by the Health Policy Committee and approved by the Board of Directors will be submitted to the membership in advance and voted on at the Annual Meeting. Resolutions from prior years are available at <http://www.alaskapublichealth.org/advocacy-a-policy/resolutions.html>.

A resolution or position paper may be submitted by any member of the Alaska Public Health Association. For a resolution and/or position papers, at least one individual (sponsor) must be named to represent the proposal at the annual meeting.

The following represents the schedule the Health Policy Committee will follow:

Due Date	Event
September 26 th	All proposed position papers and resolutions are due.
October 18 th	All proposed papers and resolutions will have been reviewed by the Health Policy Committee and returned to sponsors with review comments and recommendations.
October 31 th	All papers and resolutions requiring edits returned to the Health Policy Committee.
November 18 th	All resolutions and position papers returned to the Health Policy Committee will be approved or rejected by the ALPHA Board of Directors for distribution to the general membership.
December 1	Resolutions and position papers approved by the board will be distributed to the general membership.
January 10, 2011	Approved or rejected by vote of the membership.

Resolutions and papers must be submitted in the format described below to be considered. Email resolutions to info@alaskapublichealth.org or mail to the address below.



ALPHA RESOLUTIONS AND POSITION PAPERS REQUIREMENTS AND PROCEDURE

- A. **Resolution** - A resolution is a statement of specific action, series of action, or a principle endorsed by the Association, and usually directed toward a specific external individual, organization, or event. Resolutions may be policy or non-policy in nature.
- a. **Policy Resolution** - A policy resolution is a concise statement of the Association stance on specific issues affecting the health of the public. It may inform, exhort, show support (or lack of support) for programs or legislation, or describe a course of action. It represents a new statement on the part of the association, or a substantial modification or extension of existing public policy of the Association.
 - b. **Non-Policy Resolution** - A non-policy resolution is a concise statement by the Association on non-policy matters, such as the commemoration of a significant event.
- B. **Position Paper** - A position paper is a major documentation and analysis of a broad policy issue affecting the public's health on which ALPHA should take a position. It may not call for specific action.
- C. **Format Requirements**
- a. **Resolution** - There are three parts of a resolution:
 - i. **Statement of the problem:** reasons for action(s) to be taken. The reason for the proposed action needs to be documented; each reason needs to begin with a participle phrase, (e.g., "believing that", "recalling that", etc.).
 - ii. **Statement of desired action(s):** the desired action(s) needs to be appropriate to the problem and feasible for the Association to undertake. Each desired action needs to be stated in a single phrase beginning with the action present tense of the verb (e.g., "requests," "notes," expresses," etc.) and needs to be listed consecutively,
 - iii. **Fiscal and Alaska Public Health Impact Statement** (See item D below).
 - b. **Position Paper** - The standard format for a position paper will be:
 - i. a statement of the problem,
 - ii. the purpose of the position paper,
 - iii. the objectives hoped to be attained by the position paper,
 - iv. a specific statement of any action(s) desired,
 - v. a statement of the methods to be used for implementation, and
 - vi. fiscal and public health impact statement (See item D below),
 - vii. Position papers should not be longer than 10 typed, double-spaced pages.



- D. **Fiscal and Public Health Impact Statement** - A fiscal and public health impact statement should be separately attached to each resolution and position paper.
- a. **Fiscal Impact** - The first paragraph of the statement should indicate the proposed policy statement's fiscal impact on ALPHA, i.e., if it is implemented precisely as written. A guide for estimating the fiscal impact to ALPHA of implementing actions proposed in ALPHA public policy statements is attached.
 - b. **Public Health Impact** - The second paragraph of the statement should indicate the probable impact the proposed policy statement would have on the public's health.
- E. **Special Notes**
- a. **Purpose of the Process** – for the resolution/position paper
 - i. to involve the entire membership in the business/future of the Alaska Public Health Association,
 - ii. to shape the business/future of the Association through a well constructed process of policy development,
 - iii. to establish a sound basis of affiliate policy that can assist the American Public Health Association in its efforts to further the principles of good health policy,
 - iv. to have a significant impact on issues,
 - v. to identify membership issues for Association involvement,
 - vi. to attract members,
 - vii. to establish ALPHA credibility as a authoritative source of policy and decision,
 - viii. to initiate legislative action, and
 - ix. to allow ALPHA to act instead of having to react.
- F. **Health Policy Committee Responsibilities**
- a. The Health Policy Committee will review all resolutions and papers submitted. That review will take place throughout the year, and especially prior to the annual submission deadline.
 - b. The Committee's primary function is to assure that the document is:
 - i. appropriately prepared for the Annual Meeting,
 - ii. appropriately researched and documented, and
 - iii. appropriately reviewed for suggestions and recommendations to improve the quality of the document.
 - c. The Health Policy Committee may review the resolutions and policy statement to develop a formal recommendation to the full membership. The membership will be apprised of those recommendations prior to the vote.



G. Public Hearing

- a. A portion of the annual meeting will be set aside for the full membership to review and debate the merits of the resolution/position paper at the annual meeting.
- b. Each sponsor, or his/her representative delegated the responsibility in writing, must attend the hearing where the policy statement is being reviewed to represent the proposal.

H. Late Breaking Resolutions at the Annual Meeting

- a. A late breaking event is an event occurring after the resolutions and position papers submission deadline.
 - i. Anyone wishing to submit a late breaking resolution should contact the Chair of the Health Policy Committee or one of the officers of the Alaska Public Health Association.
 - ii. All submittals must be in writing and be in at least 24 hours prior to the public hearing time, and must document the urgency for late submittal. The chair of the Public Hearing may suspend the rules and take up resolutions on late breaking events.
- b. Late Breakers adopted by the membership will be labeled as such. Late Breakers will become the policy of ALPHA until the next annual meeting.
- c. Late Breakers adopted by the membership will need to be reaffirmed by the membership the following year to become an ALPHA Resolution in perpetuity.¹
 - i. The following year, the sponsor of the Late Breaker will follow the ALPHA Resolutions and Position Paper requirements and procedures and resubmit the Resolution.
- d. This route of submission at the annual meeting is discouraged as it bypasses the entire technical review process.

¹ Section H:b and c were amended 2009.