RESOLUTION TEMPLATE INSTRUCTIONS*

Use the following instructions to complete the Resolution Template:

1. Introduced by: Enter the Primary Sponsor (i.e., individual ASAM member’s name) and list all co-sponsors (must be an ASAM member) separated by a comma

2. Subject: Enter the title of the resolution which should capture what is being asked in the resolved clauses

3. Whereas: Enter Whereas clauses as formatted in the Resolution Template.

4. Each Whereas clause should end with ; and leading to the next Whereas

5. The final Whereas clause should end with ; therefore be it leading to the first RESOLVED statement

6. RESOLVED: Enter the first RESOLVED statement as formatted in the Resolution Template.

7. The language of each RESOLVED statement should be understood independently and call for a specific action or position

8. If there is more than one RESOLVED statement, each RESOLVED should end with ; and be it further leading to the next/final RESOLVED

9. Adding References
   a) List citations to relevant resources that support the information presented in the whereas clauses
   b) Follow the example of a reference listing in the sample resolution

10. Adding Relevant ASAM Public Policy Statements
    a) Add existing ASAM Public Policy Statements found here that are relevant to the resolution topic
    b) Include the title in bold

*Adapted from materials used by the AMA House of Delegates