Guidelines and Instructions for Developing and Maintaining Resolutions

Idaho Association Of District Boards Of Health

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GUIDELINES FOR DEVELOPING RESOLUTIONS

DEFINITION

A resolution is a concise statement of the Association's stance towards a particular issue and serves as a call to action for the organization and its members. It describes and endorses a defined course of action directed towards a particular individual, organization, event, legislation or policy. Resolutions are used to educate and urge action by elected officials at all levels, other organizations, the media and the public about the **IDAHO ASSOCIATION OF DISTRICT BOARDS OF HEALTH's (Association)** position on important Public Health issues.

DEVELOPMENT OF RESOLUTIONS

1. Any active member or District Board of Health may submit a resolution for consideration.
2. Resolutions will be considered for adoption at the annual **Association** meeting.
3. Resolutions will be circulated to each individual Board at the local Board of Health meeting prior to the annual **Association** meeting.
4. Adoption of resolutions at **Association** meetings will require a majority vote of the quorum present and by proxy votes.
5. Late breaking resolutions may be adopted at any time throughout the year as "interim" with a 2/3 majority of the Executive Council approving the resolution. The interim resolution is pending subsequent approval by majority vote at the annual **Association** meeting.

MAINTENANCE OF RESOLUTIONS

1. The normal life of an **Association** resolution is 3 years. The board, through its adoption process, may designate a longer "life" for any resolution.
2. A file of all policies, both active and archived will be maintained.
3. Prior to each annual Association meeting, the District Directors will review resolutions which have reached their expiration. The directors shall recommend to the Association, which resolutions should be archived as inactive and which resolutions should be continued with or without revision. The Association will vote on expiring resolutions at the annual meeting.

FORMATTING INSTRUCTIONS FOR RESOLUTIONS

The Idaho Association of District Boards of Health (IADBH) Compendium of Resolutions and Guidelines for Developing Resolutions is maintained by Public Health District 2.

Formatting Resolutions

All new resolutions need to follow the same formatting process to assist in maintaining the integrity of the Compendium and to streamline the resolution process.

Steps for creating resolutions:

1. **Set margins and fonts.** When creating resolutions use Times New Roman font, 12 point with the titles being centered in Times New Roman font, 14 point, and bold. Top and bottom margins will be .5 inch and the left and right margin will be 1 inch.

2. **Label resolution.** When labeling resolutions, the word Resolution followed by the two-digit year of the IADBH meeting, then a dash, and then a two-digit number identifying the order in which the resolution was adopted/readopted at the meeting.

    For pre-IADBH meeting, each public health district will add PHD and their district number. You will place this code in the upper left corner at the top of your document, using Times New Roman font, 12 point, bold, and italics. Double space following in the label.
    a. i.e.: ***Resolution 23-PHD2***
    b. ***Note:*** PDH2 will be replaced when approved by the two-digit number identifying the order in which the resolution was adopted/readopted at the meeting.

    When a resolution is more than one page, continue to use the resolution label on all pages in the same location and add in parentheses the word continued after the number.
    a. i.e.: ***Resolution 20-07 (continued)***

3. The title of the resolution will be in all caps, bold, centered, and in Times New Roman font, 14 point. Double space between the title and the body of the resolution.
    a. i.e.: **RESOLUTION TO SUPPORT MAKING A DIFFERENCE IN OUR COMMUNITY**

4. **Use formal language.** The narrative section will be in Times New Roman font, 12 point. Each **WHEREAS** and **THEREFORE BE IT RESOLVED** statement, being a new paragraph**,** will be in all caps and bold.

5. **Document references and resources within the resolution.** Using endnotes when documenting references and resources used within the resolutions. Endnotes will be in Times New Roman, 10 point.

Formatting Compendium of Resolutions

The Compendium of Resolutions is made of two main sections; Active and Archived. Each main section is divided into seven subsections: Access to Health Services, Children's Health, Environmental Health, Injury

Prevention, Public Health Infrastructure, and Other Community Health Issues. The archived sections are noted by archive in the title.

Steps for Updating the Compendium of Resolutions:

1. **Maintain the Table of Contents.** To update the table of contents, apply the Style function to the subsection titles and the resolutions. In this document, there are two header styles being used:
    a. Header 1 is for the subsection titles. (Times New Roman, 20 point, bold, centered, and underlined)
    b. Header 2 is for the resolutions. (Times New Roman,14 point, bold, centered, and in all caps)

    The Table of Contents will need to be updated once all the resolutions have been inserted.

2. **Set margins and fonts.** For the body of the Compendium use Times New Roman font, 12 point. For the titles of the resolutions use Header 2 (see above). For the subsection list titles use Header 1 (see above). Top and bottom margins will be .5 inch and the left and right margin will be 1 inch.

3. **Add new resolutions.** Before inserting a new resolution, refer back to Formatting Resolutions to ensure the formatting is correct. You will place the resolutions under the correct subsection, behind the last resolution in that section. It is best to insert a page break. Make sure the label is in the upper left corner of the new page and the PHDX is replaced with the order of approval from the meeting.

    Once you have inserted the new resolution, double check that Header 1 has been applied to the title of the resolution to ensure the Table of Contents can be updated. You will now insert the label and name of the resolution in the subsection list in ascending order, using Times New Roman, 12 point.
    a. i.e.: 22-03 Resolution to Support Travel Immunization

    Once the new resolution is placed in the Compendium, double space after the last line of the resolution, adding the following statement with the full date. You will use Times New Roman, 12 point, bold, italic, and navy font.
    a. i.e.: ***Adopted by the Idaho Association of District Boards of Health: June 4, 2006***

4. **Add notes and dates of readopted resolutions.** The information is recorded directly under the ***Adopted by the Idaho Association of District Boards of Health*** statement. For this information, use black font, italic, Times New Roman, and 12 point, recording the action and the full date.
    a. i.e.: *Readopted June 28, 2021*

5. **Move archived resolutions.** Any resolutions that have sunset should be moved, in its entirety, to the same subsection within the Archive section. The format should be correct at this point. If not, refer back to Formatting Resolutions.

    Double space after the last adoption or modification date and then add Archived and the full date, using Times New Romans, 12 point, and italic.
    a. i.e.: *Archived June 24, 2020*

    Once the archived resolution has been inserted, double-check that Header 1 has been applied to the resolution title to ensure the Table of Contents can be updated. Insert the Archived label, in italics, and name of the resolution in the subsection list in ascending order, using Times New Roman, 12 point.
    a. i.e.: *Archived* 22-03 Resolution to Support Travel Immunization