

## RESOLUTIONS\*

Actions of the New York State Council of Health-system Pharmacists are expressed as resolutions submitted in writing according to the Regulations of the NYSCHP House. Resolutions may register an opinion or may recommend action be taken by the NYSCHP. The resolution should be clear, concise and specific. The substance should be well researched, and reflect the character and interests of the NYSCHP and the pharmacy profession.

Each resolution should be written in a common format. Each resolution has three (3) parts: the heading, the preamble and the operative clause. It is one long sentence with commas and semicolons throughout the resolution, with a period at the very end. All operative clauses end with a semicolon except the final clause, which ends in a period.

### HEADING

Committee: i.e. the committee in which the resolution is introduced.

Topic: the topic of the resolution

Sponsored by: List the sponsors whose signatures appear at the bottom of the resolution.

### PREAMBLE

The purpose of the preamble is to demonstrate that there is a problem that needs to be solved or resolved. The preamble of the resolution does everything but propose the action or make any substantive statement in the topic at hand. Each clause of the preamble begins with “Whereas” followed by a comma and the next word should begin with a capital letter. The preamble, regardless of how many paragraphs should never contain a period. The last paragraph of the preamble should close with a semicolon, after which a connecting expression, such as “therefore, be it: or “now therefore be it” can be added. The statements contained in the “Whereas” clause have no legal effect.

### OPERATIVE CLAUSE

Operative clauses are set to achieve the NYSCHP’s main policy or goals on the topic. Each operative clause ends with a semicolon and the final clause ends with a period. Operative clauses should be organized in a logical progression and each clause should contain a single idea or policy proposal. The word resolved is printed in italics and is followed by a comma and the word “That” should begin with a capital “T”. If there is more than one resolving clause, each clause should be in a separate paragraph. Each paragraph begins with the word “*Resolved*, That”. A resolving paragraph should not contain a period within the paragraph.

Whereas, The... [text of the preamble]; now, therefore, be it  
*Resolved* That ... [stating action to be taken].

\*The Standard Code of Parliamentary Procedure; Alice Sturgis, The New Robert’s Rules of Order.

Resolution Sample

Committee: Central New York Chapter of Health-system Pharmacists  
Topic: Certification of technicians in New York State  
Sponsored: Roy Guharoy, Russell Yandon

Registration of Pharmacy Technicians

Whereas, Hospital pharmacists have moved into clinical patient-care roles requiring more freedom from distribution, dispensing and manual tasks, and,

Whereas, Pharmacy technicians are being increasingly used to perform such work, and,

Whereas, There are large numbers of technicians working in hospitals in New York State over the past couple of decades; many in long-term employment, and,

Whereas, Pharmacy technicians give valuable support which enables pharmacists to use their cognitive services for better patient care, and,

Whereas, While not requiring knowledge framework of a pharmacist, the duties performed by technicians are often crucial; involving precision, trust, risk and excellence, and, oversight and regulation would be helpful for patient safety and quality of care, and,

Whereas, More technician participation and recognition should increase progress, accountability, efficiency, and job satisfaction in pharmacy practice, therefore , be it

*Resolved* That:

The New York State Council of Health-system Pharmacists supports registration of all pharmacy technicians in New York State.

Date: \_\_\_\_\_

By: \_\_\_\_\_

Roy Guharoy

Russell Yandon