

# MEMORANDUM

Date: January 22, 2013  
To: AAD/A Advisory Board  
From: Robert Durst, Jr., MD, FAAD  
Advisory Board Chair  
Subject: Advisory Board Resolution Process

As a reminder, the Advisory Board Reference Committee Hearing will be held on Friday, March 1, at 2:00 PM (EST) at the Loews Miami Beach Hotel, Poinciana 1. The Advisory Board General Business Meeting will be held on Sunday, March 3, at 2:30 PM (EST) at the Miami Beach Convention Center, B112/113. In preparation for those meetings, you are asked to review the Advisory Board Executive Committee-approved process for resolution development, submission and consideration (below). You are strongly encouraged to work with your dermatologic societies to bring forward thoughtful, timely resolutions for consideration.

Members of the American Academy of Dermatology influence the programs, goals and agenda of the Academy through the Advisory Board. Representatives from state, local and specialty dermatology groups can bring resolutions up for passage at Advisory Board meetings. Resolutions approved by the Advisory Board are submitted to the American Academy of Dermatology's board of directors for consideration.

If there is an issue of interest and/or concern, any member of the Academy can submit a resolution from which an official Academy position might arise. The author should be present to introduce and discuss the resolution at the Reference Committee Hearing at the Academy's Annual Meeting. The Reference Committee shall consider the testimony presented on the resolutions before the Advisory Board and may recommend the following actions to the Advisory Board: adopt, adopt as amended (with due consideration to the testimony presented), or not adopt. After presenting Ref. Com. testimony and its recommendation at the Advisory Board General Business meeting, the Reference Committee Chair will open the floor to Advisory Board members only, to provide additional testimony.

Please see the following instructions for submitting a resolution:

- All resolutions should be submitted to AADA staff, Abigail Osborne, at [aosborne@aad.org](mailto:aosborne@aad.org) by **Monday, February 18, 2013**.
- Once submitted, it will be reviewed by staff and submitters will be notified if stylistic or structural changes are necessary (see the attached sample resolution); staff will also include relatable AAD/A policy.
- After review, all resolutions, with AAD/A policy included, will be posted on the AB Portal, and will be announced to the Advisory Board via email for virtual comments;
  - To comment on the resolutions members should follow these steps:



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*Acting Executive Director*

1. Go to the Forum section of the AB Portal:  
[http://www.aad.org/AB\\_Portal/Forum.aspx](http://www.aad.org/AB_Portal/Forum.aspx)
  2. Click on the forum that reflect Resolutions for current year
  3. Here you will see “threads” which are the Resolutions being considered at the meeting, listed by number and title. Click on the Resolution you would like to review. (\*Note any ‘late’ resolutions will be added and a notification will be emailed.)
  4. If you would like to comment on the resolution, click on the “+Post reply” button
  5. Enter your comment in the “Content” box and click on the “Publish” button at the bottom of the page
- All of the forum comments will be collected and included in the meeting materials and shared at the Reference Committee Hearing and the General Business Meeting
- Resolutions introduced after the deadline and at least 3 days prior to the Reference Committee Hearing, 2/26, will require 2/3 approval by the Advisory Board Executive Committee in order to be considered as business; these are called late resolutions.
  - Resolutions introduced after the late resolution deadline may be presented, but will be deferred for vote until the 2013 Annual meeting, unless the resolution is designated an emergency resolution and there is significant rationale that the Advisory Board Leadership approve of the resolution going forward. The rationale to justify an emergency resolution must accompany the submission and will be deemed ‘emergency,’ if in fact outside circumstances otherwise prevented submission on time.
  - At the Reference Committee Hearing, the resolutions will be presented by its authors and debated, if necessary
    - Testimony for and/or against the resolution should be presented here
    - **VOTES DO NOT HAPPEN AT THIS MEETING**
  - Following the Reference Committee Hearing, the Reference Committee members will hold an executive meeting to consider testimony presented. The Committee will make a recommendation to the Advisory Board to Adopt, Do not Support or Listen/Monitor based on current AAD/A policy, as it relates to the resolution. A formal report, Ref. Com rationale will be provided to members at the General Business Meeting.
  - At the General Business Meetings, the Reference Committee Chair will present recommendations and the Advisory Board will vote to either Approve or Deny the resolution. If approved, resolutions will go to the AAD/A Board of Directors for adoption or referral.

You can access all the information about the meetings, resolution process or the Advisory Board in general by visiting the [Advisory Board Portal](#). If you have any questions, please contact Abigail Osborne by phone, 202-712-2604 or email at [aosborne@aad.org](mailto:aosborne@aad.org).

Thank you

CC:

Barbara Greenan

AADA Senior Director, Government Affairs