INVITATION TO HSG MEMBERS TO SUBMIT RESOLUTIONS FOR CONSIDERATION AT THE ANNUAL GENERAL MEETING (AGM) OF 8 DECEMBER 2026

Members may present recommendations for action in the form of resolutions at the Annual General Meeting. Resolutions shortlisted through the review process will be opened for debate at the AGM and put to a vote by members.

Preparation of Resolutions

a) All proposed resolutions must be submitted by two members in good standing with HSG.
b) Resolution submissions must include the name, address, telephone and email address, and signatures of both the mover and seconder. One of the members must be identified as the contact person and be available to present the resolution to the members at the HSG GA.
c) All proposed resolutions must be accompanied, if necessary to understand the resolution, by sufficient supporting documentation to facilitate review of the HSG Governance Committee and relevant HGS Structures, and debate at the GA.
d) Resolutions must be presented under the format specified in the next page.
e) The sections of the resolution that are voted on are those sections beginning "*be it resolved*".

Review Process:

a) All proposed resolutions will be considered by the Governance Committee and relevant HSG Structures to determine whether the submitted resolutions are in a format acceptable for presentation to the members attending the GA.
b) Proposers of resolutions will be notified of the Governance Committee's decision on whether to present the resolution at the GA.

Presentation at GA

a) All proposed resolutions accepted for presentation to the GA will be circulated as part of the GA documents to the members, along with supporting documentation and name of the person presenting the Resolution.
b) Quorum for voting on resolutions will be defined as at least 10% of HSG membership that are in attendance (in-person and online) at the GA.

    a. If quorum is reached, voting will be conducted at the GA.
    b. If quorum is not met, resolutions will be discussed at the GA, and finalized based on feedback from the discussions if needed. The vote on final resolutions will be held online within 5 workdays.
    c. Resolutions pass by simple majority.

The HSG Secretariat must receive all proposed **resolutions by 5:00 p.m. (GMT) on 30 September 2026.**

Please send proposed resolutions to: info@healthsystemsglobal.org with the Subject line: Proposed Member Resolution.

RESOLUTION FORMAT FOR THE AGM

A resolution is a proposal that calls for action to be taken as a result of the resolution being adopted[1, 2]. Resolutions should be written using the following format:

HEADING

The heading serves as identification for each resolution and informs readers of *Who* is proposing the resolution and *what* the topic of the resolution is. All headings must include:

- The name of the member(s) proposing the resolution, referred to as Sponsor(s). There can be as many sponsors as necessary .
- Any members who wish to endorse the resolution as signatories. Signatories are HSG members who did not write the resolution, but approve of it and would like to see it discussed.
- The title of the resolution.

PREAMBLE

- The preamble establishes and precedes the operative clauses. It defines *why* the action called for in the operative clauses should be adopted. The preamble, therefore, serves to define the purpose of the resolution. Preambulatory clauses cannot be edited at the GA, so if a resolution contains preambulatory clauses that are poorly written or reasoned, it may cause other members to disregard the resolution outright.
- The preamble should include the following two items:
  - Evidence: Evidence in resolutions can range from scientific analysis, government documents, policy speeches, or even previous resolutions.
  - Reasoning: A good preamble should have a logical progression of thought. It must be organized to make a coherent argument for why a resolution is important. **This also includes ensuring the action proposed is within the mandate of the Society to implement**.

OPERATIVE CLAUSES

- The operative clauses of a resolution tell the reader what action should be taken; it should start with the words 'be it resolved'.
- The first word of each operative clause is a verb and should indicate what is to follow in the clause.
- Operative clauses should be detailed and may include sub points.
- Since a resolution is asking for a change, the operative clauses must explain *what* those changes ought to be and *how* they come about. **They should specify who will be responsible for implementing the proposed action, the timeline and what resources will be required**.
- The last operative clause should be followed by a period, thereby completing a very long, complicated sentence.

References

1. University of Alaska Anchorage - College of Arts and Sciences. How to Write a Resolution as of 2023 May 3, 2023.
2. Colorado Department of Education. Roberts Rules of Order.