

National Student Nurses' Association[®]
Guidelines for Planning
Resolutions



For the 2017 NSNA House of Delegates

Learn how your state or school NSNA constituent can submit a resolution for consideration by the NSNA House of Delegates.

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Deadline for first complete draft: December 19, 2016
Deadline for submission of final: Midnight EST February 8, 2017
Please see page 12 for details

Deadline for submission: Midnight Eastern Time February 8, 2017
 (With the exception of certain state associations, this deadline is firm. See page 13.)

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Introduction

What is a Resolution?

A resolution is a written statement that, when adopted by the House of Delegates, is the basis for the policies and actions of the National Student Nurses' Association (NSNA). Resolutions are presented on matters of importance to NSNA, its members and constituent associations, the nursing profession, healthcare professionals, and the health needs of the public. Resolutions should address only one topic or issue, be national in scope, and fall within the purposes and functions stated in the NSNA Bylaws and Mission. A resolution is composed of two parts:

1. "Whereas" clauses: Summarized with documentation the reasons and rationale for the resolution (with supporting documentation cited)
2. "Resolved" clauses: Contain the position to be taken on the issue and/or actions to be taken by NSNA, its constituent associations, and its members.

NSNA encourages constituents to use a resolution to submit a stance on an issue to the House of Delegates. The discussions at the Resolutions Hearings and on the floor of the House of Delegates insure that the issue (including its costs and implementation) has been carefully considered by the delegates prior to voting on the resolution.

Who May Submit a Resolution?

NSNA constituent state associations, NSNA constituent school chapters, NSNA Board of Directors, and NSNA Committees may each submit one resolution for consideration by the House of Delegates. Individual NSNA members may not submit resolutions. Constituent school and state chapters are those that have met the current requirements for official NSNA Constituency status (see Getting the Pieces to Fit—NSNA Handbook.)

Who May Author a Resolution?

Only NSNA student members may be the resolution authors. Faculty and faculty advisors are available only to guide student authors and are not to take an active role in deciding the topic or writing the resolution. **There may be only one primary author** and additional authors.

All authors must be current students and NSNA members at the time of the NSNA Annual Convention. If the primary author has graduated, a secondary author should become the primary author. **All resolutions submitted to NSNA for consideration at the 2017 Annual Convention must follow the process contained in this handbook.**

What Are the Different Types of Resolutions?

"Resolutions of Substance" serve as one means by which opinions may be expressed, purposes of NSNA can be implemented, and directions given for future action. "Reaffirmation Resolutions" restate a position previously taken by NSNA. "Courtesy Resolutions" communicate recognition for contributions made to NSNA by groups or by individuals and are not subject to debate. "Emergency Resolutions" are resolutions on a topic that arises subsequent to the resolutions deadline date. The deadline for submission of emergency resolutions to the Resolutions Committee is 5:00 pm on the opening day of the annual meeting (April 5, 2017) unless the emergency topic arises during convention, at which time a resolution can be presented before the end of the second Resolutions Hearings.

The Resolutions Process

1. Choosing the Topic, Position and Actions to be Taken

The first step is to determine a national issue that is relevant to NSNA, nursing students, the nursing profession, and healthcare policy. Topics must be national in scope, be able to be implemented within NSNA's resources, and should fall within the mission, purposes and functions as stated in the NSNA Bylaws and mission. For information about resolutions adopted by the House of Delegates over the past ten years, [click here](#) for the Resolutions Index to view resolutions by topic areas.

Prior Positions: *Duplication of NSNA resolutions adopted since 2012 is not recommended and may be rejected by the Resolutions Committee.* However, a resolution of reaffirmation may be presented if it has been more than 5 years since the policy was established. If, in the past 5 years, there has been a significant change in the status of an issue, the Resolutions Committee may allow the topic to be reintroduced. It is the author's responsibility to present documentation that is less than 5 years old in order to reintroduce the topic.

If a submitted resolution is determined to go against current NSNA bylaws, or be outside the bounds of the NSNA mission (this includes topics and supporting documentation that could be considered inappropriate) the Resolutions Committee may request that the author modify the proposed resolution and/or its documentation to comply with NSNA bylaws and resolution submission policies. Authors who do not approve the changes suggested by the Resolutions Committee have the option of withdrawing the resolution. It is recommended that authors (1) review previous resolutions that have passed (2) review the guidelines and (3) ask for guidance prior to writing the resolution from the Resolutions Committee Chair by writing to resolutionschair@nsna.org and allow up to 5 days for a response.

2. Documenting the Need

Because each "Whereas" statement reflects the need for the resolution, each "Whereas" statement must cite a supporting reference/document. All supporting documents must be submitted with the resolution.

Documentation of evidence for the "whereas" statements can include: journal articles, web site articles, text and reference books, materials from other organizations, speeches, as well as research reports. The majority of the references used should come from current professional journals. The documentation must be evidence-based and no more than 5 years old (2012), unless the information is historical in nature. Documentation must be fact, rather than opinion.

Full text supporting documents (and a List of References) must be submitted. Note: if a supporting document is longer than 5 pages, a copy of the title page showing the document's source, date and other identifying data, along with the pages(s) related to the citation is acceptable. In each supporting document, authors must **highlight** the text that directly corresponds to the "Whereas" statement it supports. Supporting documentation must be submitted as PDF files or Microsoft Word files. Web articles *may not* be saved as html files. See "Submission Procedures" on [page 12](#) for instructions on naming each reference file, and how to save/highlight PDF files. Authors must bring at least one set of supporting documents to the Annual Convention.

3. Writing the Resolution

Pre-Formatted Template

Because formatting (font, font size, line spacing, etc.) must be uniform among all resolutions, authors must use the [pre-formatted resolution template](#). [Here is the link \(locate Pre-formatted Resolution Template\)](#)

See Appendix A for a sample resolution.

Elements of a resolution include the following:

Resolution Title: The Title of the Resolution should be succinctly stated and **no longer than 15 words (equivalent to 110 characters with spaces)**.

Submitted by: The NSNA Board, school constituent or state association submitting the resolution.

Authors: The primary and any secondary authors. Must be NSNA student members.

Whereas Statements: **Limit 300 words** (the [template](#) will only allow 300 words or 2000 characters with spaces to be typed). Using the documentation obtained, specifically explain and defend the issue. Be concise and to the point. Each Whereas statement should have just one quote (one reference).

For example:

TOPIC: IN SUPPORT OF EMPOWERING NURSING STUDENTS TO VOTE

SUBMITTED BY: Villanova University, Villanova, PA

AUTHORS: Primary Author, Teresa Murphy; Marianna Cesareo, Kate Freudenberg, Meghan Scanlon, Taylor Anzilotti, and Kristina Terzakiss

WHEREAS, the 2008 National Student Nurses' Association (NSNA) House of Delegates supported "Increasing the political awareness of nursing students"; and

Citations and current references must be provided for each "whereas" clause. For references and citations, authors must use the [Publication Manual of the American Psychological Association \(APA\)](#), 6th Edition, second printing. All citations are checked by the Resolutions Committee. Any references and citations not in the correct format will be returned to the author for correction as it is the author's responsibility to ensure that references are correctly submitted.

For example:

WHEREAS, in 2006, "22.3% of Emergency Department visits were classified as emergent, and 34.2% were urgent" (McCaig & Burt, 2007, p. 4);

"Whereas" clauses are not debatable in the Resolutions Hearings or the House of Delegates. It is an important responsibility of delegates to review the documentation supporting a resolution's "Whereas" clauses in the Resolutions Office or meet with the authors at their assigned tables before/after Resolutions Hearings. Authors must have all supporting documentation at their table for

review by delegates.

Resolved Clauses: The first “resolved” clause contains the statement of belief, philosophy, or commitment that you want NSNA to take on the issue. “Resolved” clauses must reflect the topic statement.

Remaining “resolved” clauses: List the desired implementation of the resolution, (i.e., the actions to be taken, such as letters to be sent; this should be the last resolved statement) and the names of organizations and agencies that should receive a copy of the resolution, if adopted. Note that this communication is sent via email.

For Example:

RESOLVED, that the National Student Nurses’ Association (NSNA) empower nursing students to vote by increasing awareness of the impact of their votes on government at all levels and including health issues related to patient care; and be it further
RESOLVED, that the NSNA encourage nursing students to seek understanding about candidates and issues from local to national levels; and be it further

4. Abstracts (Maximum 75 Words)

Three or four well written sentences about the purpose and intended outcomes of the resolution is submitted with the resolution. NSNA reserves the right to edit abstracts and titles for clarity and grammar. Resolution abstracts are posted on the NSNA web site prior to the convention.

For Example

TOPIC: IN SUPPORT OF EMPOWERING NURSING STUDENTS TO VOTE

SUBMITTED BY: Villanova University, Villanova, PA

Abstract: Nurses are the largest health-care related professional group that has a voice strong enough to influence policy makers at all levels of government. Nurses witness the impact of health care policies, whether they are working at the bedside or in administrative offices; 3.1 million nurses could change election results. Starting to vote to advocate for our patients now, as students, will lead to all future nurses realizing the power they can have in government.

5. Reviewing, Proofing, and Organizational Approval of the Resolution

Have other students and faculty or individuals read the resolution and provide suggestions for additions, deletions, or alterations. This decreases the number of changes that may occur once it is presented at the Resolutions Hearings or “moved” in the House.

Has the final resolution been presented and approved by the school or state chapter Board of Directors, Executive Committee or voting body? Refer to your state or school bylaws or policies for guidance. NSNA does not require resolutions submitted by constituent school chapters to be

submitted to the state association for review or approval.

6. Submitting the Resolution

[Click here to complete the Title, Abstract and Draft](https://form.jotform.com/62903832630150)

[Submission Form \(December 19, 2016 due date\):](https://form.jotform.com/62903832630150)

<https://form.jotform.com/62903832630150>

[Click here to complete the Resolutions 2017 Submission](https://form.jotform.com/61606430732146)

[Form:](https://form.jotform.com/61606430732146)

<https://form.jotform.com/61606430732146>

NEW: All resolutions must be submitted using the online submission form (see “Submission Procedures” on page 12).

DEADLINE to submit all documents: February 8, 2017 by midnight Eastern Standard Time. This deadline is firm with the exception of certain state associations (see page 13).

Required Components

Resolutions submitted must include all of the following items. See Appendix A for examples. See [page 12](#) for accepted file types. ***Incomplete resolutions will not be accepted until the requirements are met.***

1. Abstract: (75 words)
Three or four well-written sentences about the purpose and intended outcomes of the resolution. NSNA reserves the right to edit abstracts and titles for clarity and grammar.
2. Estimated Cost:
Itemized estimated cost to NSNA to implement the resolution.
3. Contacts: (Excel File)
In this column order on Excel spreadsheet: Contact person, name of organization, email address and website address, of all organizations, agencies, and individuals cited in the “Resolved” clauses.
4. Resolution main file:
Use template for proper formatting.
5. List of References:
A list of all references (in APA citation format) that are cited in the “Whereas” statements.
6. Reference Documents:
All files for references listed in List of References and cited in “Whereas” statements.

7. After the Resolution Has Been Submitted

Received resolutions are acknowledged by email:

- Automated Email
An automated email is sent immediately after you click “submit” in the online resolution submission form. If an automated email is not immediately received, check spam/junk folders before contacting NSNA to confirm receipt.

- NSNA Staff Email

After the submission deadline has passed, the NSNA resolution consultant reviews the resolutions and notifies authors via email if the submission is complete, or if there are any deficiencies that render the resolution incomplete. The author must meet the requirements for completing the resolution within 5 business days of the notification email sent by NSNA. Initial review may take up to **15 business days**. If you do not hear from NSNA after 15 days following the submission of your resolution, send an email to nsna@nsna.org with Resolution Submission in the subject line.

8. Prior to Convention: Working with the Resolutions Committee

Once a submission is verified as complete, it is sent to the Resolutions Committee Chair for assignment to a member of the Resolutions Committee. The Resolutions Chair will email the primary author with the name of the Committee member assigned to their resolution and the date it was assigned. After the Committee member is assigned the resolution by the Committee Chair, the Committee member will screen, edit, and prepare the resolution for presentation to the House of Delegates. Screening includes ensuring that NSNA has not had a position on the topic for the past 5 years (2012).

The Committee member will initiate contact with the primary author by email prior to Annual Convention to coordinate a call during which the author may ask questions and review the resolution with the Committee member. Much of the editing and recommended changes can occur during these calls, saving valuable time at Convention. **Note that a committee member will make every effort to reach you by phone and email. Please be sure to respond to the committee member to ensure that your resolution is not rejected by the committee.**

If the resolution is complete and the author, designated Resolutions Committee member, and Resolutions Chairperson are in agreement, the resolution can be signed off as complete and queued for presentation to the House of Delegates. If the resolution is finalized and queued prior to Convention, the primary author does not need to schedule an appointment with the Committee during Annual Convention. **However, you must check-in at the Resolutions Committee office so that the Committee knows that you are at the convention.**

9. Resolutions with the Same or Similar Topic

If more than one resolution on the same topic is submitted by the deadline, the primary authors will be advised by the Committee member or the Committee chair and it will be recommended that similar resolutions be combined. The primary authors will schedule an appointment with the Committee member or Committee chair for a meeting at Convention. The primary author is responsible for informing secondary authors of this action. Note that the Committee meets via conference call prior to the Convention to determine which, if any, resolutions are to be combined.

10. During Annual Convention

Author of Resolutions NOT Finalized Prior to Convention Meet with Committee

When resolutions are not finalized and signed off prior to Convention, the primary author will make an appointment to meet with their assigned Committee member on Tuesday, April 4, or



Wednesday, April 5, 2017 via Doodle scheduling (see Appendix C page 18). A link to this tool will be sent to the primary author.

At the appointment, the author(s) meet with the Committee member assigned to their resolution. The Committee member will assist authors in editing their resolution to assure that when it is presented at the Resolutions Hearings and the House of Delegates it is concise and clear and has current evidence-based references. **See Role and Duties of the Resolutions Committee on page 14 for the**

complete list of the Resolutions Committee's duties. Author(s) should be prepared to clarify documentation, and to assist in the editing and/or rewriting of their resolutions, and/or combining their resolution with similar resolutions, if necessary. Extra copies of full text documentation must be brought by the authors to this meeting. If resolutions are to be combined, a meeting of the authors involved will be scheduled on Tuesday, April 4 or Wednesday, April 5, 2017.

The order in which final, edited resolutions are heard during Resolutions Hearings and debated in the House of Delegates is determined by the order in which the final version is approved by the Committee Member and the Committee Chair. Thus, it is to the author's advantage to work with the assigned Committee member to strive to finalize the resolution prior to Convention, if feasible. The Committee Chair will assign the resolution a number and post an updated list of completed resolutions in the Resolutions Office.

NSNA Board of Directors Review of All Proposed Resolutions

Note that the NSNA Board of Directors has the option to take a position to support, not support, or remain neutral on any proposed resolution. When the NSNA Board takes a position not to support a specific resolution, they have the responsibility of informing the Delegates in writing why this decision was made. In addition, like other delegates, a representative from the Board of Directors may make a statement at Resolutions Hearings and in the House of Delegates if determined by the Board to do so.

After proposed resolutions have been finalized by the Resolutions Committee and the authors, they are reviewed by the NSNA Board of Directors for legality and feasibility of implementation. Once the Board review is completed, proposed resolutions are discussed in the Resolutions Hearings and then "moved" in the House of Delegates by the Committee Chair. When this occurs, the proposed resolution becomes the property of the House of Delegates. Note that the Board of Directors does not have the authority to change or reject any proposed resolution unless there are legal implications for the organization. However, any Board member serving as a delegate has the right to amend a resolution in the House of Delegates.

Implementation of Resolutions

Unless otherwise specified in the resolution, the Board has the primary responsibility for the implementation of resolutions adopted by the House of Delegates, based on directives in the "resolved" clauses. Resolutions are edited for consistency and editorial style and are sent to the parties named in the last "resolved" clause. A list of the resolutions is published in *Getting the Pieces to Fit*, on www.nсна.org and in *Imprint*, and is sent to the nursing media. Resolutions are

considered as possible topics for *Imprint* articles, community health/disaster preparedness projects, legislation education projects or actions, other Committee projects, MidYear Career Planning Conference or Annual Convention programs, and *Dean's Notes* articles. NSNA does not lobby congress. Due to the high volume of resolutions, the Board may prioritize resolution implementation.

Resolutions Hearings

Proposed resolutions are formally discussed in the Resolutions Hearings before being debated on the floor of the House of Delegates. At this time, editorial and other changes not affecting the content of the resolution may be made.



Author(s) must be present when the proposed resolution is presented at the hearing. They will give a timed statement on their resolution and be given the opportunity to accept or reject the changes suggested by the delegates in the Resolutions Hearings. All delegates are required to attend all Hearings. The Rules for Resolutions Hearings are in the *Business Book* distributed at Convention.

Resolutions Roundtables

Authors for the resolutions that are heard each day must be available at information tables to informally meet with delegates to answer questions. The Roundtables are located in the Resolutions Hearing room for 30 minutes before and 30 minutes after the Resolutions Hearing. Authors must bring a hard copy of their supporting documents for delegates to review during this time. Documentation will be available to review online for delegates unable to attend the roundtables. Authors may consider bringing copies of the resolution's reference list to distribute to interested delegates. This is a good time to speak with the delegates and review their recommendations. If the resolutions author(s) decide to update their resolution, they must present their updates to their assigned Resolutions Committee Member as soon as possible following the Resolutions Hearing and during the posted Resolutions Office hours of operation.

Documentation Review: An Important Responsibility of Delegates

Delegates are strongly encouraged to review all resolution documentation. Complete documentation for all proposed resolutions will be made available online for review by delegates.

House of Delegates

The House of Delegates debates and votes on proposed resolutions. **The title of the proposed resolution and the "whereas" clauses are not debatable and cannot be amended in the House of Delegates.** When a proposed resolution reaches the House floor, the "resolved" clauses are debatable and a motion to amend the resolved clauses may be made by any delegate (refer to the Rules for NSNA Meetings in the NSNA *Business Book* at Convention).

Once the proposed resolution is introduced in the House of Delegates by the Resolutions Committee Chair, the presiding officer (NSNA President) opens debate and the resolution author is granted the courtesy to speak first and give the first timed pro statement about their proposed resolution to the House of Delegates. Debate is then taken in order alternating between pro and con statements, beginning with the first pro statement made by the author. In order for a proposed resolution to become NSNA policy and be implemented, it must be adopted by a majority of the House of Delegates.

Convention Schedule

Resolution Authors Meet with Resolutions Committee Member by Appointment

Tuesday, April 4, 2017

Noon – 5:00pm

7:00pm – 9:00pm

Wednesday, April 5, 2017

8:00am – Noon

For Resolutions *not finalized* prior to Convention: When resolutions are not finalized and signed off prior to Convention, the primary author makes an appointment using Doodle scheduling (see Appendix C). If you miss your appointment, it will need to be rescheduled onsite. (Resolutions office will open at 10am for onsite scheduling.) If you know that you are going to miss your appointment, please be sure to notify your Resolutions Committee member.

For Resolutions *already finalized* prior to Convention: **Authors must check in so that the committee knows that you are at convention.**

Mandatory Meetings for Delegates

Thursday, April 6, 2017

Friday, April 7, 2017

Saturday, April 8, 2017

See Convention Schedule (published at www.nснаconvention.org when available) for times and details about:

- Resolutions Hearings
- Parliamentary Briefing
- House of Delegates Meetings

Also, before and after Resolutions Hearings, authors are given the opportunity to meet with delegates at tables in the Resolutions Hearings room to discuss their resolution and solicit support for their resolutions.



SUBMISSION PROCEDURES

Be sure you have all the required documents and information listed below, then upload your documents and complete the [Resolutions 2017 Submission Form](https://form.jotform.com/61606430732146) at:
<https://form.jotform.com/61606430732146>

Deadline: Midnight February 8, 2016

Note that this deadline is firm with the exception of certain state associations (see page 13).

RESOLUTIONS SUBMISIONS TIMELINE

Documents and Forms Needed	Completion Date
<p>First complete draft of resolution which includes the outline/abstract of the subject topic</p> <ul style="list-style-type: none"> - Exception: We are aware that some authors (for state associations that submit resolutions) must wait until after their state convention to submit. For these authors we would require just an intent to submit form in December rather than a submission of completed Title, Abstract and Draft. 	<p>Completion Date December 19, 2016:</p> <p>Click here to complete the Title, Abstract and Draft Submission Form (December 19, 2016 due date): https://form.jotform.com/62903832630150</p>
<p>The deadline for submission of completed resolutions by the NSNA Board of Directors, NSNA school and state constituents, and NSNA committees is eight weeks, February 8, 2017, prior to the annual meeting. This deadline is firm with the exception of the following:</p> <ul style="list-style-type: none"> - An NSNA state constituent with a convention after the February 8, 2017 deadline has two weeks from the closing date of their convention to submit a resolution and must notify NSNA of their intent to submit a resolution prior to the state's resolution submission deadline. All school constituents and all other state constituents must meet the deadline date of February 8, 2017. 	<p style="text-align: center;">Deadline: Midnight Eastern Standard Time February 8, 2017</p> <p>Note that this deadline is firm with the exception of certain state associations:</p> <p>Click here to complete the Resolutions 2017 Submission Form: https://form.jotform.com/61606430732146</p>

Contact Information

Be prepared to enter the following information:

- Name of constituent state or school chapter (or NSNA Board, or NSNA Committee);
- Primary author's name and NSNA membership number;
- Email address, mailing address, and phone number
- Advisor/Consultant's name, phone number and email address;

- Secondary author(s), if applicable: name(s) and NSNA membership number(s)

Resolution Document and Supporting Documents

Be prepared to upload the following items as specified. See examples in Appendix A.

Documents and Forms Needed		File Types Permitted	How to Name the File
1	<u>Abstract</u> : Three or four concise sentences about purpose and intended outcomes of resolution.	Word : .docx	Abstract.docx
2	<u>Estimated Cost</u> : Itemized estimated cost of implementing the resolution	Word : .docx Excel: .xlsx	Cost.docx Cost.xlsx
3	<u>Contacts</u> : In this column heading order Organization •Contact Name •email address •website address for all organizations, agencies and individuals cited in the “resolved” clauses	Excel: .xlsx	Contacts: .xlsx
4	<u>List of References</u> : a list of all references (in APA citation format) that are cited in the “Whereas” statements	Word : .docx	Reference-List.docx
5	<u>Resolution</u> : You must use the Resolution Template 2017 located at the following link:	Must use NSNA’s template	The title of the resolution is the name.

Reference	
Types of References	Journal articles, website articles, text and reference books, materials from other organizations, speeches, as well as research reports. It is strongly suggested that a majority of the references used come from current professional journals and appropriate sources. Must be evidence based and no more than 5 years old (2012, unless historical in nature. Documentation must be fact, not opinion.
File Types Permitted	Word (.docx) or PDF Web articles <i>may not</i> be saved as html files. See website saving directions below.
How to Name the Files	The word “Reference” + the number(s) of the corresponding Whereas statement(s). For example: <ul style="list-style-type: none"> • Document that supports the 1st Whereas statement: <u>Reference-1.docx</u> • Document that supports the 2nd, 3rd, 4th, and 6th Whereas statements: <u>Reference-2-3-4-6.pdf</u>
Identify Supporting Text in Each Reference Document	In each supporting document, authors must highlight the text (use the highlight tool for PDF files) that directly corresponds to the “Whereas” statement it supports. For PDF files that appear to be scanned and therefore are unresponsive to Adobe’s highlighter tool, submit a Word file (in addition to the PDF) that explains the location of the text. Example: “page 3, right column, third paragraph down, beginning with second sentence.”

Saving Web Pages as PDF	<p>Web articles may not be saved as html files. There are three options to create a PDF:</p> <ul style="list-style-type: none"> • Mac users: using any web browser, choose <i>Print</i> (not Save As) then choose PDF > Save as PDF • PC users: using Google Chrome choose <i>Print</i> (not Save As) then choose Destination > Save as PDF • Use a free online service. Simply enter the URL and click Convert: www.web2pdfconvert.com www.pdfmyurl.com
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DEADLINE FOR SUBMISSION:
February 8, 2017
 by Midnight Eastern Standard Time

The deadline for submission of completed resolutions by the NSNA Board of Directors, NSNA school and state constituents, and NSNA committees is **eight weeks** prior to the annual meeting.

This deadline is firm with the exception of the following:

* An NSNA state constituent with a convention after the February 8, 2017 deadline has two weeks from the closing date of their convention to submit a resolution and **must notify NSNA of their intent to submit a resolution prior to the state’s resolution submission deadline**. All school constituents and all other state constituents must meet the deadline date of February 8, 2017.

Role and Duties of the Resolutions Committee

The NSNA President, with board approval, appoints a chairperson and five members of the Resolutions Committee.* The committee is appointed no less than four months prior to convention. A staff resource person serves as a consultant to the committee at the convention.

Role and Duties of the Resolutions Committee:

- A. The Resolutions Committee member will screen, edit, and prepare the resolution for presentation to the House of Delegates. Screening includes ensuring that NSNA does not have a position on the topic for the past 5 years (2012). If there has been a significant change in the status of an issue, the Resolutions Committee may allow a topic to be heard in less than 5 years. The committee member assigned to the resolution will contact the primary author by email and/or phone to discuss the resolution and its status. If the committee member and the committee chair agree that a resolution is final, the author may sign off on the resolution prior to convention and the resolution will be queued for presentation.
- B. Research NSNA’s prior positions for proposed resolutions for the past 5 years (2012).
- C. Ensure workable implementation of all resolutions.
- D. Work with the resolution’s author to edit and rewrite for clarity and grammar.

- E. Combine similar resolutions.
- F. Authors of proposed resolutions who do not approve the changes recommended by the committee may withdraw their resolution.
- G. Be available during the Convention to meet with authors.
- H. Request information on any incomplete or pending resolutions.
- I. Refuse resolutions or parts of resolutions that are not feasible; that are submitted after the deadline; that are incomplete; or that duplicate the position of a previously approved resolution (within past 5 years) without adding anything new. The resolution author will be informed of the reasons for the committee's decision of refusal. It is in the best interest of authors to contact the Resolutions Committee Chair prior to writing the resolution if there is any uncertainty about the topic and the process.
- J. Attend all Resolutions Committee events as well as the House of Delegates meetings and assist as needed during the presentation of the proposed resolutions to the delegates.
- K. Resolution Committee members can still help author resolutions. The primary author, however, must not be a member of the Resolutions Committee. The primary author (non-Resolution Committee member) must meet with the committee member assigned to the resolution; present the resolution at hearings (and at roundtable for authors prior to and after the hearings); and speak in the HOD. The resolution will be assigned to another committee member to avoid conflicts of interest.

* For those interested in being on the 2017-2018 Resolution Committee, watch for the Resolutions Committee Application at www.nсна.org under *What's New* in April 2017.

APPENDIX A
Sample of resolution, references, cost estimate, and abstract

Sample
Resolution

The following resolution was adopted at the 2011 House of Delegates

TOPIC: IN SUPPORT OF ONGOING AND INCREASED AWARENESS OF NEEDLESTICK INJURIES IN THE HEALTH CARE SYSTEM

SUBMITTED BY: Pittsburg State University Nursing Students, Pittsburg, KA

AUTHORS: Vincent Juliano

WHEREAS, needlestick injuries continue to occur despite passage of public law 106-430

Needlestick Safety and Prevention Act in 2000; (American Nurses Association 2010) and,

WHEREAS, it is estimated that 5.6 million workers in the health care industry and related occupations are at risk of occupational exposure to bloodborne pathogens, including human immunodeficiency virus (HIV), hepatitis B (HBV), hepatitis C (HCV), and others; (ANA, 2010; Occupational Safety and Health Administration (OSHA), 2009) and

WHEREAS, each year, hospital-based health care workers sustain an estimated 384,000 percutaneous (skin puncture) injuries from needles and other sharp devices, or more than 1,000 injuries per day; (ANA, 2010; OSHA, 2009) and

WHEREAS, when accounting for both hospitals and other health care settings, such as private clinics, home care operations, and long-term care facilities, studies have estimated that between 600,000 and 800,000 needlestick and other percutaneous injuries occur annually to health care workers; (ANA, 2010; OSHA, 2009) and

WHEREAS, in a survey that was conducted by the American Nurses Association in 2008 it was reported that nearly two-thirds of nurses reported being accidentally stuck; (ANA, 2010) and

WHEREAS, the CDC estimates that between 62 percent and 88 percent of sharps injuries can be prevented by using safer devices; (ANA, 2010; OSHA, 2009) and

WHEREAS, a CDC analysis shows the most prevalent causes of injuries as a result of a needlestick incident were manipulating needle in patient (27%), improper disposal/disposal related (22%), cleanup (11%), handling/passing device during or after use (10%). (ANA, 2010; OSHA, 2009); therefore be it

RESOLVED, that the National Student Nurses' Association (NSNA) demonstrate its ongoing commitment to increase the awareness of needlestick injuries in the health care system by providing education at the NSNA's MidYear Conference and Annual

Convention at break-out sessions, if feasible, and that the NSNA promote break-out sessions at the state level, if feasible; and be it further

RESOLVED, that the NSNA publish an article on this topic in *Imprint* Magazine, if feasible; and be it further

RESOLVED, that the NSNA send a copy of this resolution to the American Nurses Association, the National League for Nursing, the American Association of Colleges of Nursing, the National Organization for Associate Degree Nursing, Sigma Theta Tau International, the Health Resources and Services Administration, and all others deemed appropriate by the NSNA Board of Directors.

Reminder to authors that all sources cited in the text of your resolution's whereas clauses must be included in your references, and all sources listed in the references must be cited, where appropriate, in the whereas clauses.

Partial Sample List of References

Fact Sheet Safe Needles Save Lives. (2010). *Risks and Laws regarding safe needles procedures and precautions*. [Brochure]. American Nurses Association educational project.

Safe Needles Save Lives. (n.d.). American Nurses Association. Retrieved from:

<http://www.nursingworld.org/MainMenuCategories/OccupationalandEnvironmental/occupationalhealth/SafeNeedles.aspx>

Safety and Health Topics: Bloodborne Pathogens and Needlestick Prevention. (2009, January 22).

Occupational Safety and Health Administration - Home. Retrieved from:

<http://www.osha.gov/SLTC/bloodbornepathogens/index.htm>

Sample Cost Estimate for Implementing the Resolution

Sample of Cost Estimate to be prepared based on projected cost of implementing the resolution, if adopted.

Convention or MidYear Conference Speaker: (transportation, housing, meals) \$1000

Article in *Imprint*: No additional cost to association as this is already published.

Staff time for email messages to organizations and agencies: No additional cost to association as this is a staff role.

Estimated Cost \$1000.

Sample Abstract

TITLE: IN SUPPORT OF ONGOING, INCREASED AWARENESS OF NEEDLE STICK INJURIES IN THE HEALTH CARE SYSTEM

SUBMITTED BY: Pittsburg State University Nursing Students

This resolution aims to reduce needlestick injuries in the healthcare system by raising awareness, thereby decreasing the number of such injuries that nursing students, nurses and other health care professionals incur.

APPENDIX B: Strategies for Resolution Authors

STRATEGIES – *Be prepared to get your resolution passed*

1. Be concise. The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the five strongest facts and use the others in discussion and debate. Resolutions should not be longer than 2 pages. **Whereas statements must total no more than 300 words.**

2. Be realistic. The resolved statements should include specific actions that are realistic and can be implemented by NSNA. Resources availability (both human and financial) may impact NSNA's ability to implement the resolution, or the Delegates' willingness to adopt the resolution.

3. Be positive. A positive approach always works better than a negative one. Write statements that address the issue positively when you are speaking to it. Remember to not take con statements personally. NSNA encourages delegates to address all sides of an issue.

4. Be knowledgeable. Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely. Be sure to research cons as well as pros to the issue. This will help you prepare for debate.

5. Gather support and assistance. Your school and/or state should not be the only ones involved in getting your resolution passed. Engage other chapters and delegates to support your resolution. Share the evidence that supports your "Whereas" statements and ask others to come to the microphone to speak pro to your resolution. Seek to respectfully understand the point of view of others who are concerned about or opposed to your resolution as currently written. Where possible, find win-win solutions using the NSNA shared governance model to build consensus around the resolved statements of your resolution. This will not only help you get your resolution passed, it will also encourage other NSNA members to get involved. There will be further opportunity for soliciting support for your resolution before and after the Resolutions Hearings.

6. Use your time at the microphone wisely. As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses. You will have 2 minutes to speak to the resolution. Practice what you will say to be sure you are in the 2-minute time allowance.

7. Be available. Make sure you are available to the Resolutions Committee before convention, at all hearings, author roundtables, and to the House of Delegates to answer questions. Be on time for all meetings and hearings.

8. Have your documentation handy. Make sure you have at least two copies of your documentation with you – you may be approached by delegates at any time with questions.

9. Read this handbook carefully. If you have any questions, don't hesitate to contact the NSNA office.

APPENDIX C: Doodle Scheduling

Doodle

Doodle is an online scheduling tool that will be used by authors to make an appointment with the resolutions committee for their meeting at convention. If the resolution is finalized prior to convention, then there is no need to meet with the committee at the convention. However, if the resolution is not finalized prior to convention the author will receive an email with the link to Doodle scheduling. For details about this easy-to-use tool, go to: <http://doodle.com>

Appendix D: Awards, Recognition and Involvement

Earn Recognition! 2017 NSNA Empowering Resolutions Award

Established in 2009, the purpose of the Empowering Resolutions Award is to promote the advancement of NSNA Resolutions adopted in the NSNA House of Delegates in the past 10 years, through state association or school chapter projects or programs.

Details and the application can be found in the *2017 NSNA Awards and Honors Booklet* on www.nсна.org under Publications/Awards & Honors. Learn more about the Empowering Resolutions Award and the submission deadlines for this and other 2016 NSNA Awards & Honors.

NSNA Leadership University: Getting Credit where Credit is Due!

Earn academic credit and recognition by
**Being the Author of a 2017 Resolution and/or Serving
as a Delegate in the NSNA House of Delegates**

As an NSNA leader, you'll learn and practice important leadership skills by participating in the 2016 NSNA House of Delegates. NSNA members may earn academic credit or recognition when they are the author of a resolution or serving as



a delegate in the NSNA House of Delegates. For more information on how to work with your faculty advisor or state consultant on Leadership University projects and activities go to <http://www.nсна.org/Membership/LeadershipUniversity.aspx>

ATTENTION: NSNA Members needed to serve on the 2017-2018 Committee

Consider Applying to Serve on the 2016-17 NSNA Resolutions Committee

Each year at the NSNA Annual Convention applications are available in the Convention Office for NSNA members to complete and submit to NSNA Headquarters before the **May 27, 2017** deadline.* The Resolutions Committee members' expenses (travel, hotel and meals) to attend the 2018 Annual Convention are reimbursed by NSNA. The Chair of the Resolutions Committee also attends the NSNA MidYear Career Planning Conference. The NSNA Board encourages knowledgeable and interested members to apply to serve on the Resolutions Committee. The committee consists of a chairperson and five members.

See page 14 for the Role and Duties of the Resolutions Committee.

* Watch for the 2017-18 Resolutions Committee Application at www.nсна.org under *What's New* in March.

Thank you for your involvement in the NSNA and the Resolutions Process!

Looking forward to seeing you at the NSNA Annual Convention

April 4-8, 2017 Hilton Anatole Hotel, Dallas, Texas



Visit www.nсна.org for details