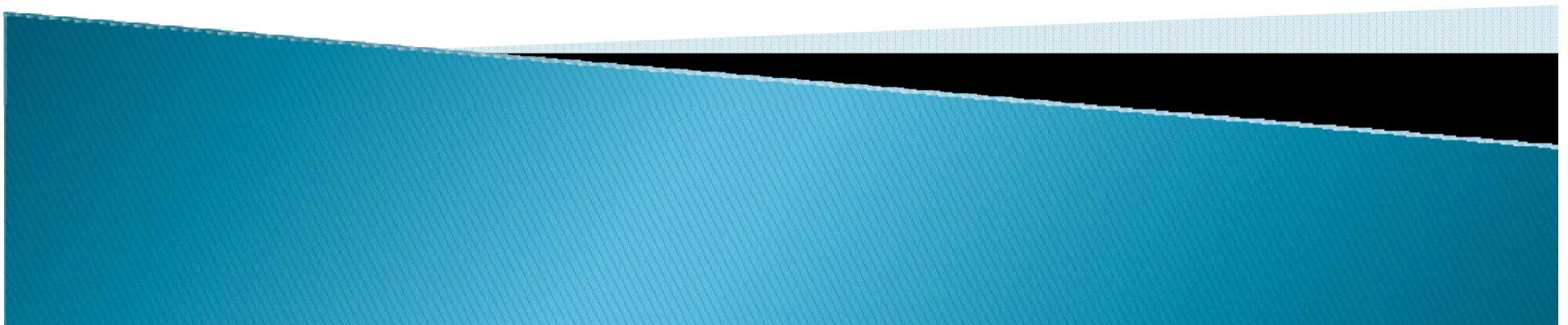




Empowering Resolutions Workshop

Presented by: Clover McLennon
Chair, Resolutions Committee



Meet the Resolutions Committee

Chair:

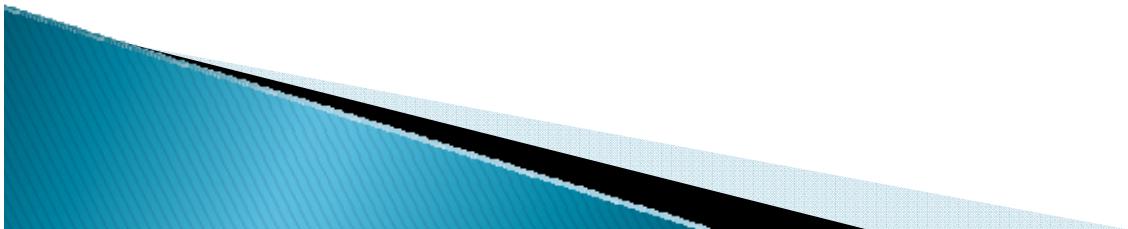
- ▶ Clover McLennon

Other Members:

- ▶ Jasmine Bhatti
- ▶ Christopher Malpaya
- ▶ Elizabeth Tompkins
- ▶ Kirsten Williams

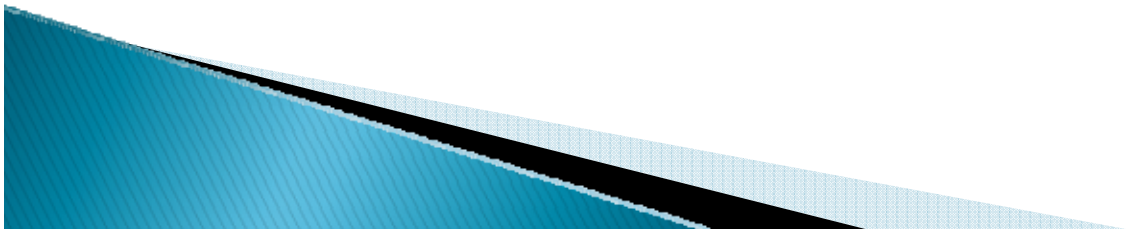
NSNA Staff Liaison:

- ▶ Carol Fetters Andersen, MSN, RN




Workshop Agenda

- ▶ Definition of a Resolution
- ▶ Purpose of a Resolution
- ▶ The Resolution Process
- ▶ Strategies for Success



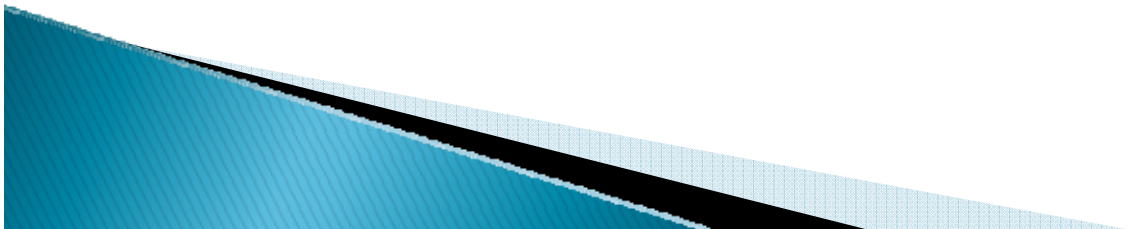
What is a Resolution?

Definition:

- ▶ 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).
 - ▶ Introduced by delegates from constituent members (state associations, school chapters, NSNA Board of Directors, NSNA Committees)
 - ▶ Focus should be national in scope
- 

What is a Resolution?

- ▶ Should fall within the purposes and functions stated in the NSNA Bylaws
- ▶ Adopted by a majority vote in the House of Delegates
- ▶ Approximate length is 1-2 pages (maximum)



Workshop Agenda

- ▶ Definition of a Resolution
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What is the Purpose of a Resolution?

Two types

Resolution of Substance

- ▶ Promotes evidence-based decisions and builds NSNA policy
- ▶ Implements the purposes of NSNA
- ▶ Gives direction for future actions

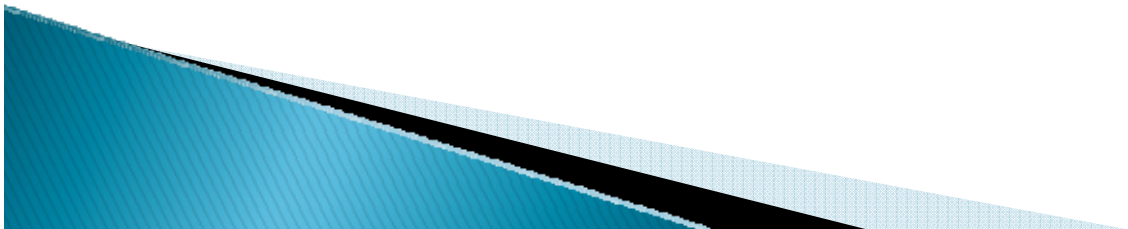
➤ *Emergency Resolutions*

Courtesy Resolution

- ▶ Recognition of contributions made to NSNA by other groups or individuals

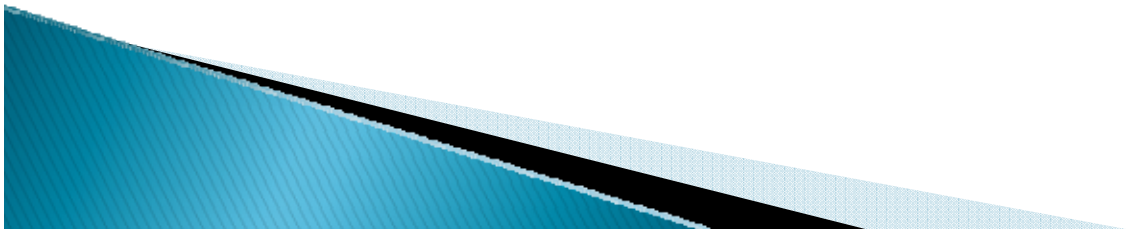
Who can Sponsor a Resolution?

- ▶ Resolutions may be sponsored by the NSNA Board of Directors, NSNA Committees, and NSNA state and school constituents
- ▶ Each may submit one resolution a year for consideration



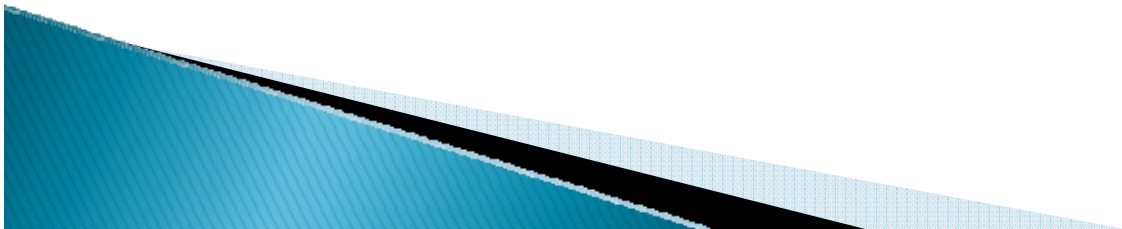
Workshop Agenda

- ▶ Definition of a Resolution
- ▶ Purpose of a Resolution
- ▶ The Resolution Process
- ▶ Strategies for Success



The Resolution Process

- ▶ Before the Annual Convention
- ▶ 1. Chose a topic and position/actions to be taken
- ▶ 2. Document the need
- ▶ 3. Review and proofread
- ▶ 4. Submit the Resolution



1. Choose a Topic

- ▶ Choose a topic that you think is important to NSNA, its members and constituent associations, nursing and the health needs of the public
- ▶ Be sure you don't duplicate resolutions adopted by NSNA House of Delegates
- ▶ Verify the topic has not been part of a resolution that has passed within the last 5 years
- ▶ Resolutions that are greater than 5 years old can be reaffirmed



Resolutions have two parts

“Whereas” Clause

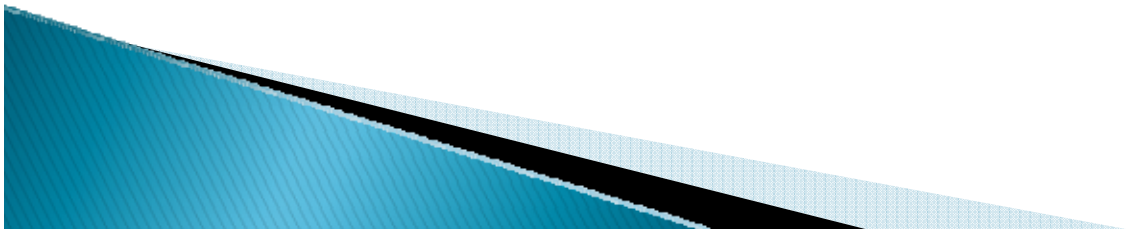
- ▶ Summarizes, with documentation, the reason and rationale for the resolution

“Resolved” Clause

- ▶ Contains the position to be taken on the issue
- ▶ Contains the actions to be taken

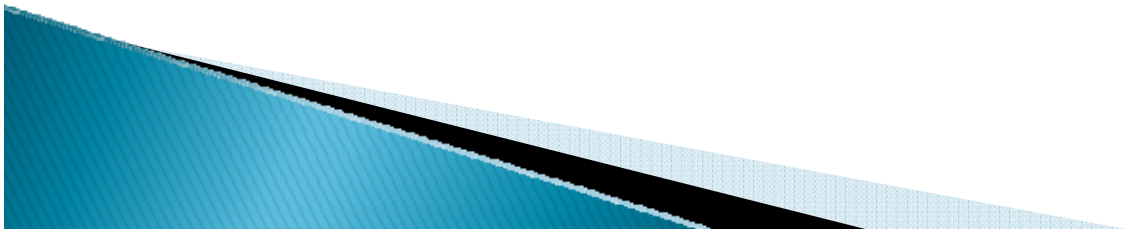
“Whereas” Clauses

- ▶ Using documentation, specifically explain and defend the issue
- ▶ Be concise and to the point
- ▶ Use 3 or 4 statements to give just enough background and save the rest for the floor
- ▶ Include citation for each whereas clause (APA, 6th Edition, second printing)



Example:

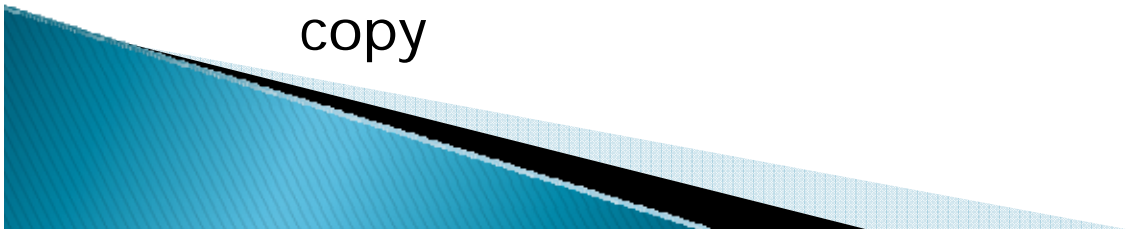
- ▶ WHEREAS, in 2006, “22.3% of Emergency Department visits were classified as emergent, and 34.2% were urgent” (McCraig & Burt, 2007, p. 4); and



“Resolved” Clauses

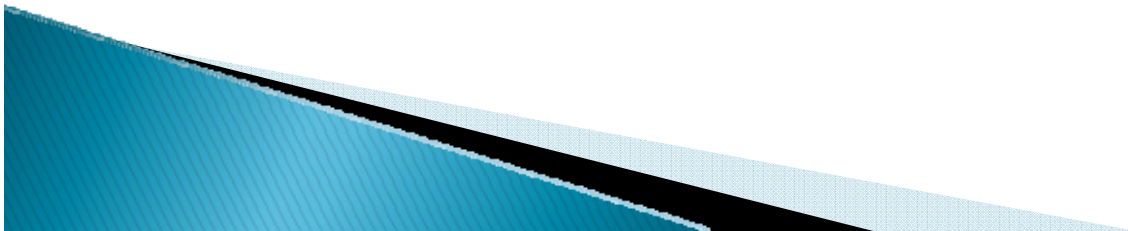
- ▶ First statement should contain the statement of belief, philosophy or action you want NSNA to take on the issue

- ▶ Remaining clauses list direct implementation of the resolution such as:
 - Actions to be taken
 - Letters to be sent
 - Include names or organizations (with email address) and contact name that should receive an electronic copy of the resolution (i.e. ANA, NLN, etc.)
 - NSNA BOD may deem others appropriate to receive a copy



Example:

- ▶ RESOLVED, that the National Student Nurses' Association (NSNA) advocate that those taking any medication consistently, whether prescription, non-prescription, herbal supplements, home remedies or medical foods, compile and carry a list of those medications with them; and be it further...



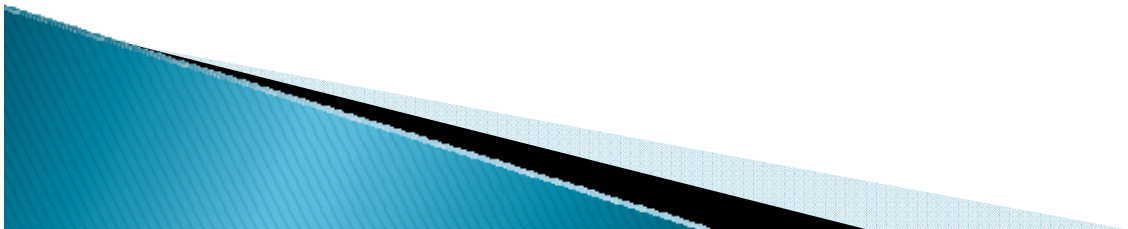
2. Document the Need

- ▶ Use “Whereas” Statements
- ▶ Must be supported by documentation
- ▶ Majority of references should be from professional scholarly journals
- ▶ References should be recent (within last 5 years unless historical)
- ▶ Use facts, avoid opinions



Documentation cont.

- ▶ Copies of the documentation and a complete references list must accompany the submitted resolution
- ▶ Use APA, 6th edition, second printing format when referencing “whereas” statements
- ▶ Underline corresponding documentation for easy identification



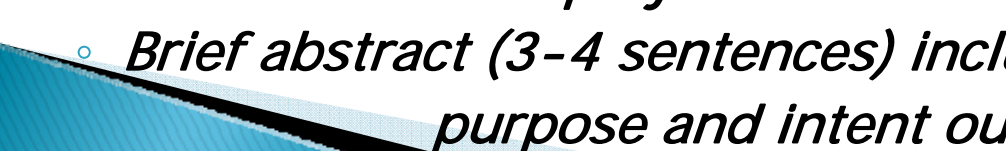
3. Review and Proofread



- ▶ Reduce the numbers of changes by having other students and faculty members read the resolution and provide suggestions for feedback and editing before it is submitted to the Resolutions Committee

4. Submit the Resolution

For acceptance the resolution **MUST**:

- ▶ Be typed, double-spaced
 - ▶ Be submitted on a CD (electronic copies of all of the following)
 - ▶ Be submitted by mail to be received at NSNA no later than 5pm on February 23, 2011 to include 4 hard copies of the following:
 - *The Resolution and Completed Resolutions checklist*
 - *Contact information and emails for organizations listed in Resolved statements*
 - *All documentation cited in Whereas statements and on References page(s)*
 - *A detailed list of projected costs*
 - *Brief abstract (3-4 sentences) including purpose and intent outcomes*
- 

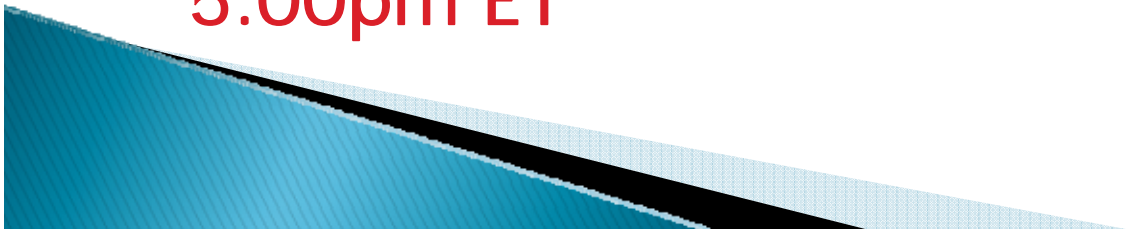
Submission Deadline & Mailing

▶ Mail to:

National Student Nurses' Association
45 Main Street, Suite 606
Brooklyn, NY 11201
(718) 210-0705

Attn: Carol Fetters Andersen, MSN, RN

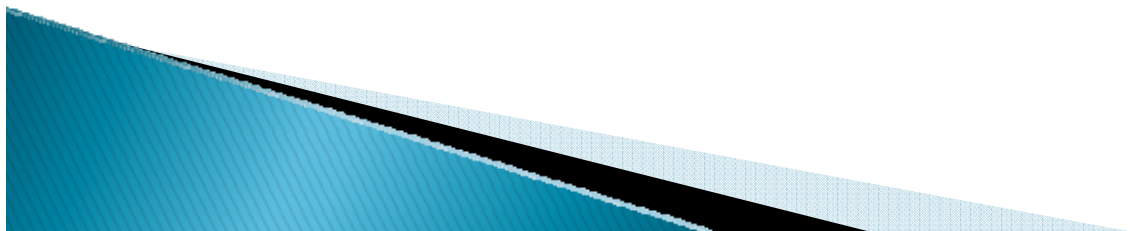
- ▶ **Must be received at NSNA Headquarters by Feb 23, 2011, no later than 5:00pm ET**



The Resolution Process

▶ At the Convention

- ▶ 1. Resolutions Author's Meeting
- ▶ 2. Board of Directors Review
- ▶ 3. Resolutions Hearings
- ▶ 4. House of Delegates
- ▶ 5. Implementation of Resolutions



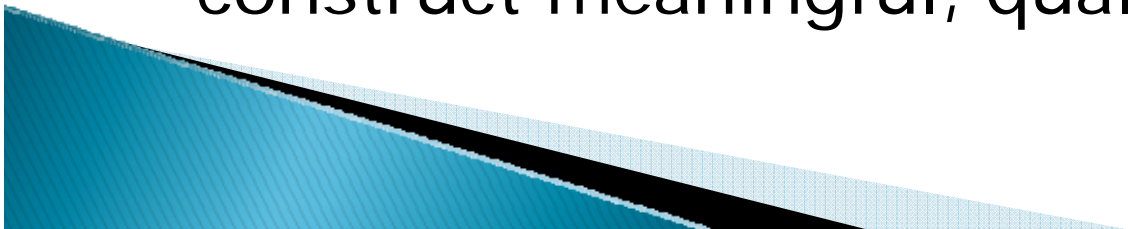
1. Author's Meeting

▶ Author MUST:

- ▶ Sign up for a meeting time
- ▶ Meet with assigned committee member at convention to review resolution Tues or Weds
- ▶ Be prepared to clarify documentation and assist in editing and/or rewriting of the resolution if necessary

▶ Author SHOULD:

- ▶ Bring extra copies of documentation
- ▶ Work with Resolutions Committee to construct meaningful, quality resolutions




2. BOD Review



- ▶ All resolutions are reviewed by the NSNA BOD *for legal implications and feasibility of implementation*
- ▶ Once completed, the resolution is the property of the House of Delegates

3. Resolutions Hearing

- ▶ Occurs before the debate in the House of Delegates
 - ▶ Editorial and other changes to resolved statements not affecting the content of the resolution may be made
 - ▶ Authors, Delegates, and alternates must be present
 - ▶ Authors have the chance to speak first to their resolution
- 

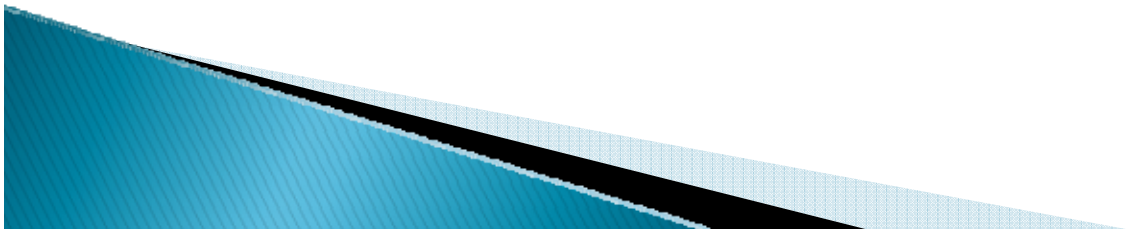
4. House of Delegates

- ▶ Each resolution's Resolved statements are debated on the floor (Titles and Whereas statements are not debatable)
- ▶ Resolved statements can be amended by any delegate (complete a written motion form)
- ▶ Authors have the opportunity to speak pro first to their resolution, then statements are taken alternating between pro and con
- ▶ Voting occurs (attend Parliamentary Briefing)



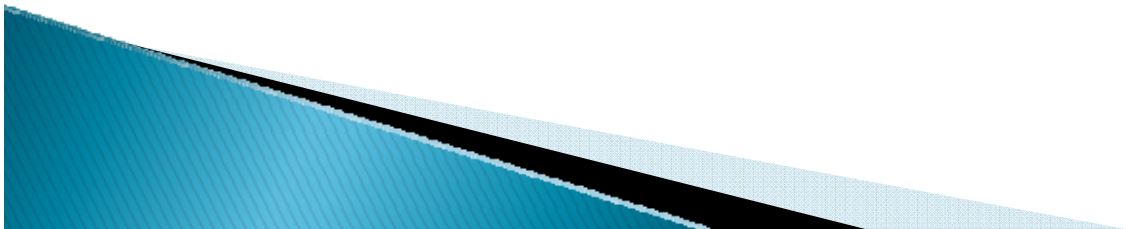
5. Implementation

- ▶ The NSNA Board of Directors has the primary responsibility for implementing resolutions
- ▶ Resolutions are sent electronically to names/organizations in the Resolved clauses
- ▶ Summaries appear in *NSNA News*, *Imprint*, on the web site and are sent to the nursing media
- ▶ Considered as possible topics for *Imprint* articles and convention programs



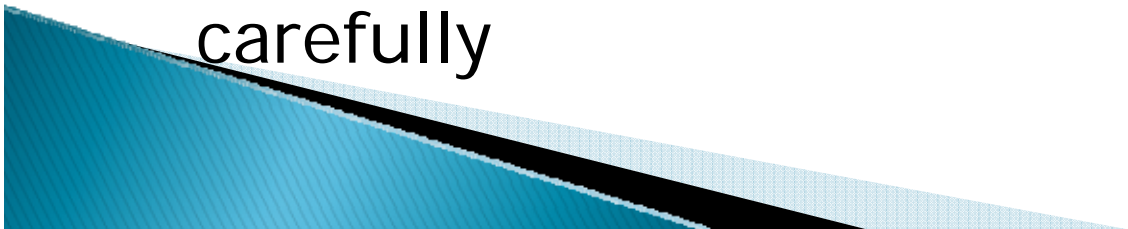
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Strategies for Success

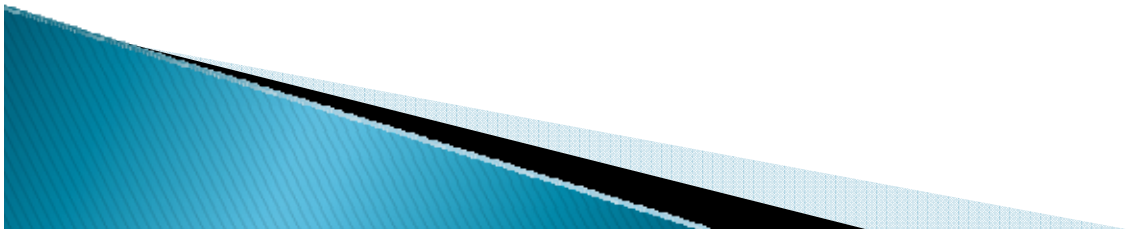
- ▶ Be concise
- ▶ Be realistic
- ▶ Be positive
- ▶ Be knowledgeable
- ▶ Practice
- ▶ Gather support and assistance
- ▶ Use microphone time wisely
- ▶ Be available
- ▶ Have documentation ready
- ▶ Read *Resolutions: Guidelines for Planning* carefully



Resources

<http://www.nsna.org/Publications/Resolutions.aspx>

- ▶ *2010-2011 Getting the Pieces to Fit*
- ▶ NSNA Resolutions Policies
- ▶ *Guidelines for Planning Resolutions for the 2011 NSNA House of Delegates* (Resolutions Handbook)



Keep in Mind!

NSNA Leadership U



- ▶ Giving Credit where credit is due

<http://www.nсна.org/Publications/Resolutions.aspx>

NSNA Awards



- ▶ *Empowering Resolutions Award*

- ▶ Check out the 2011 Honors & Awards Booklet Online and on Your MidYear CD

Questions along the way?

- ▶ Resolutions Committee Chair: Clover McLennon

nsna@nsna.org

Attention: Resolutions Chair
in subject

- ▶ Carol Fetters Andersen, MSN, RN
Director of Governance and Program Development:

carol@nsna.org

- ▶ Kelsey Scanlon, Bylaws and Policies
Committee Chair:

vicepresident@nsna.org



Thanks for coming and
good luck!!



Any questions?

