



# Unlocking Potential: Shared Governance



# Shared Governance

- The objective of shared governance is to afford those who are impacted when a decision is made to have an opportunity to express opinions and participate in the decision-making process.



# Shared governance is . . .

- Accountability for decisions
- Respect for differences of opinion
- Knowledge of resources on shared governance
- Legitimate participation in the decision-making process
- Researching issues before coming to a decision




# Shared governance is not . . .

- One person making all the decisions for others
- Failing to carry out the responsibilities of one's office



# Shared Governance is . . .

- A system of rules and policies that serve to engage individuals and groups to participate in decision-making.
- The responsibility and accountability for decisions is shared by members of the group.



# Why is it important to learn about shared governance?

Shared governance, as practiced by members of the NSNA, is similar to governance models used by:

- many professional associations (i.e. ANA);
- governance structures at colleges and universities;
- healthcare delivery organizations—many hospitals are using shared governance models for decision making by staff nurses. Shared governance is one of the many criteria used when evaluating hospitals for Magnet Hospital status.



# How do NSNA members learn about shared governance?

- Guided practice: NSNA provides many leadership opportunities and offers students and faculty resources to learn about shared governance.
- Participating in NSNA serves as a practicum for gaining leadership experiences.
- Participation in NSNA fosters the development of leadership attributes and management skills needed in integrated health systems; leadership skills learned in NSNA are transferable to other settings.



## Why do we need to know about parliamentary procedure?

- To navigate the House of Delegates at the NSNA annual convention
- For holding meetings at school and state chapter levels
- For getting involved after graduation: professional nursing associations, charitable organizations, credit unions, homeowner or neighborhood associations and governmental entities.



# Parliamentary Procedure

- Parliamentary procedure is a system of organization that helps meetings be more effective, keeping the group focused and on track with the business.
- It protects the rights of the minority and helps to ensure fairness.



# What are bylaws?

Bylaws lay the foundation of an association's governance, much like the US Constitution sets forth the basic governing principles of the United States.



# What are bylaws?

- Bylaws determine how an organization is structured
- They determine the rights of participants in the organization
- Determine the procedures by which the rights can be exercised



# Policies and Procedures

- A Policy is a definite course of action or position adopted by a board of directors, house of delegates, or any other authorized voting body.
- A Procedure is a set method of conducting and managing business.

**The policy is the “why”**  
**The procedure is the “how”**



# Policies and Procedures

- Examples of Policies include things such as the NSNA Code of Professional Conduct, the Bill of Student Rights and Responsibilities for Students of Nursing, or the NSNA White Paper on Health Care Reform
- Very important policies are sometimes included in bylaws, but usually they are separate documents.



# What is a resolution?

- A resolution is a specific action that is moved and voted on at a meeting.
- A resolution should be consistent with bylaws and stated purposes of the organization.
- The NSNA House of Delegates considers resolutions that are important to members, nursing students, the nursing profession and the healthcare consumers.



# Robert's Rules

- NSNA follows Robert's Rules to conduct business meetings.
- *Robert's Rules of Order Newly Revised* is in its 10<sup>th</sup> edition and is used in the majority of organizations in the USA.



# Where can I go to learn more?

Visit [www.nsna.org](http://www.nsna.org) for further resources

Check out books from the library

Search for professional parliamentarians in your local area.



# Bylaws and Policies Committee

## Goals

- Collaborate with Image of Nursing Committee to develop NSNA social networking recommendations
- Create more tools for the website to assist our members in being more knowledgeable about our bylaws as well as their own
- Increase awareness of the role and importance of bylaws and policy




# NSNA Social Networking Policy

- Review social networking policies and recommendations from other professional organizations
- Breakout session at MidYear to gain input from members to shape policy
- Session at Annual to discuss and review completed policy




# Tools for Learning About Bylaws

- Powerpoint
- List of resources for learning about bylaws, policy, and parliamentary procedure



# Increasing Awareness of Bylaws and Policies

- September is Bylaws Awareness Month.
- Review chapter bylaws annually.
- NSNA's bylaws are available on the website and in *Getting the Pieces to Fit*.



# Increasing Awareness of Bylaws and Policies

- Policies, Code of Ethics, and *Getting the Pieces to Fit* are also available online.
- Breakout sessions about bylaws and policies at MidYear Conference and Annual Convention.



# We are here to help you!

## NSNA Committee on Bylaws and Policies

- Margaret Ngai, NSNA Vice President
  - Committee Chair
- Rhys Haydon, NSNA Director
- Megan Seston, NSNA Secretary-Treasurer



# Thank you!

We look forward to a  
wonderful year working with  
you all!