

NATIONAL STUDENT NURSES' ASSOCIATION, INC.

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STEPS FOR WRITING A RESOLUTION

Resolutions considered by the NSNA[®] House of Delegates cannot be submitted by individual NSNA[®] members.

Only state associations and school chapters who have achieved Constituency Status and whose membership has approved the resolution for submission to NSNA[®] are eligible to submit a resolution application.

Deadline for submission of 2010 NSNA Resolution Applications

Complete applications and all documents *Must Be Received* at NSNA[®] Headquarters by 5:00 pm ET on February 24, 2010

State constituents with conventions after this date must submit resolutions within two weeks from the last day of their convention.
School constituents must meet deadline.

1. **Review and use the following items, available from NSNA[®] headquarters or found on the NSNA[®] website (www.nsna.org) as resources:**
 - a) [Guidelines for Planning Resolutions](#)
 - b) ["The Resolutions Process"](#)
 - c) "Steps for Writing a Resolution" (this document)
 - d) [NSNA Resolutions and Policies](#)

2. **Determine and define the issue.**
 - a) Is the issue germane to the purpose and mission of NSNA[®], and is the issue nationally relevant?

 - b) Does the association already have a position on this issue? Resolutions passed by the NSNA[®] House of Delegates cannot be submitted for re-consideration for five years. If you are interested in the general topic of one of the resolutions passed in the last five years, consider how could your state or school chapter bring forward a new resolution that takes a unique and different approach to the topic. Links to NSNA[®] Resolutions passed in the past five years (2005-2009) by the NSNA[®] House of Delegates can be found at <http://www.nsna.org/Publications/Resolutions.aspx>, along with resolutions from ten previous years (back to 2000) for your reference.

3. **Draft your position and research the issue.**
 - a) Draft your initial position (in support or in opposition to the issue).

 - b) Research your issue. Use current literature (unless a historical reference, authors should strive to use references that are no more than 5 years old). For proposed NSNA[®] resolutions, authors should use references from peer-reviewed journals and only articles that are national in scope, and empirical literature whenever. Find out what positions have been taken by other associations. Discuss the issue with members of other state chapters.

- c) Begin to develop the "Whereas" statements based on your documentation. Include four copies of the referenced document for each "Whereas" statement with your application. Underline in each of the four copies the documentation cited in each "Whereas" statement.
 - d) All "Whereas" statements should be cited using APA format (*Publication Manual of the American Psychological Association, 6th edition*) in the resolution and on the References page to be submitted with your application.
4. Develop the "Resolved" statements (action to be taken by NSNA[®]) based on the following:
- a) Is the action within the legal boundaries of non-profit associations (e.g., boycotts could get associations into problems with antitrust laws)?
 - b) What is the cost of implementation? For example, if a committee is to be formed, who will pay expenses? If letters are to be sent out, the cost of stamps, reproduction of letters, etc., should be included. All projected expenses for implementing the resolution, if passed by the 2010 House of Delegates, must be submitted on the Cost Estimate sheet that is to be included with the application.
 - c) If the resolution was written specifically for your state association, and you intend to have the resolution submitted to NSNA[®] after it is passed by the state association House of Delegates (or from your school), the whereas statements must be national in scope, and the "resolved" statements must be adapted to actions that can be taken by the national association. For example, NSNA[®] does not communicate with state legislators individually. However, NSNA[®] does communicate with the Federal Government (e.g., the Senate and the House of Representatives at the national level) and can encourage state nursing student associations to contact their state legislators when appropriate. In other words, the resolution needs to be broadened to fit a national scope rather than a state scope. Many resolutions passed by state nursing student associations or school chapters will not be appropriate to submit for an NSNA[®] resolution since they address state or local issues.

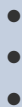
5. Final reminders: Use the NSNA[®] resolutions handbook, [Guidelines for Planning Resolutions](#), and the guide sheets listed in #1 for specific details on finalizing your resolution. This will include:

- a) Circulating a draft of the resolution for input prior to presentation at your state convention. Set a deadline date for review of the resolution so that you have time to get it ready for convention.
- b) Using the proper format and style for resolutions.
- c) Attaching references to footnotes using APA 6th edition format and copies of the documentation with referenced material underlined.
- d) Attaching a list with the complete addresses and emails of all parties to receive a copy of the resolution.
- e) Including cost of implementation of the resolution to NSNA[®], if adopted by the 2010 House of Delegates, on a separate sheet of paper.

- f) Including a 3 or 4 sentence abstract explaining the purpose of your resolution and the desired outcome. Please be brief, but concise.
- g) Send an IBM formatted CD with the resolution, References, Cost Estimate, Contact Sheet along with the four hard copies of the proposed resolution, along with 4 copies of the all other information, to NSNA[®] Headquarters (see address below).
- h) **IMPORTANT: Complete resolution applications and all documents must be received at NSNA[®] Headquarters no later than 5:00 pm ET on February 24, 2010.** Please note your submission must include a completed copy of Page 13 in [Guidelines for Planning Resolutions](#) which indicates the full contact information for the resolution author(s) and their NSNA[®] membership number(s).

For any questions, contact Carol Fetters Andersen, MSN, RN, Director of Governance and Program Development, at NSNA[®], 45 Main Street, Suite 606, Brooklyn, NY 11201
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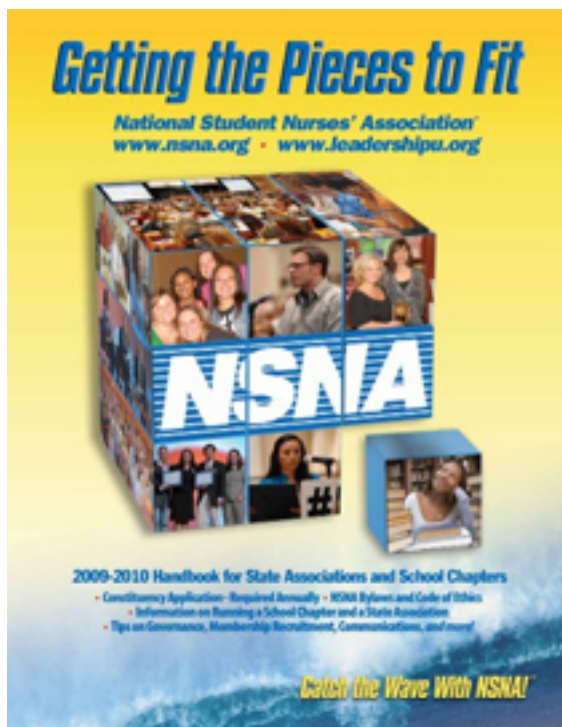
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Publications » Getting the Pieces to Fit

Click here to download the entire Getting the Pieces to Fit 2009 - 2010 Handbook or see below for sections.



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Official Application for Constituency Status 2010

SECTION II: HOW TO MANAGE A STATE ASSOCIATION

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- NSNA STORE - Order videos, publications, and more

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NSNA Bylaws