

Write a Resolution and Impact the Future of Nursing

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1. **Definition and Scope of a Resolution**
2. Purpose and Implication of Passing a Resolution
3. The “How to” of being a Resolution Author
4. Tips for Success

WRITE A RESOLUTION- CONTENT

- A position statement
- Evidence based
- A call to action
- Officially adopted position by an organization, usually through an organizationally approved voting process

WHAT IS A RESOLUTION?

- For the NSNA:
 - National applicability
 - Relevant to nursing education
 - Relevant to nursing practice
 - Feasible for the organization to implement
 - Within the boundaries provided by the NSNA Bylaws

SCOPE OF A RESOLUTION

Resolution of Substance

- Gives direction for future action
- Extension or implementation of NSNA bylaws and mission statement
- Defines NSNA positions on evidenced based policy

Resolution of Courtesy

- Provides avenue to give recognition of contributions made to the NSNA by groups or individuals

Emergency Resolution

- A call to action based on urgent happenings, i.e. natural disasters, states of the economy, war, etc. . .

THREE TYPES OF NSNA RESOLUTIONS

1. Definition and Scope of a Resolution
2. Purpose and Implication of Passing a Resolution
3. The “How to” of being a Resolution Author
4. Tips for Success

WRITE A RESOLUTION- CONTENT

Submitted Resolutions:

1. Reviewed by the Resolutions Committee for:
 - Complete Documentation
 - Alignment with NSNA Bylaws
 - Feasibility and legal implications
 - Relevance to prior Resolutions previously adopted by the NSNA
2. Assigned to a Resolutions Committee member who:
 - Assists author(s) with formatting and minor editing
 - Answers questions about feasibility and applicability
 - Discusses strategies for successful adoption and Resolution enhancement
 - Meets with author(s) at convention prior to Committee Approval

WHAT HAPPENS TO SUBMITTED RESOLUTIONS?

1. Once approved by the Committee, Resolutions are heard in the Resolutions Hearings
2. After each Resolution is heard, it is approved for the House of Delegates agenda
3. During the House of Delegates, motions are made to adopt each Resolution
4. In order for a Resolution to be adopted, it must be approved by a 50+ % majority of the House of Delegates

HOW ARE RESOLUTIONS PASSED?

- Resolutions are introduced to the delegates by the authors during an informal business meeting
- Authors, delegates, and alternates must be present
- Editorial changes and Resolved statement changes may be proposed by those in attendance at the hearings
- Titles and Whereas Statements are not debatable or changeable, except for grammatical /formatting issues
- Tables for authors will be available before and after the Hearings for delegates to pose questions to authors and for authors to show further evidence and gain support for their resolutions

RESOLUTIONS HEARINGS

- Motions for each resolution to be adopted are put to the House
- Authors begin the formal debate by speaking pro to their Resolution
- Amendments for the Resolved Statements can be submitted and voted upon
- Alternating Pro and Con statements are heard for a specified time limit, and then voting takes place
- Please attend the “Amending the Amendment” Forum for more information on the House of Delegates proceedings
- Also see “Robert’s Rules of Order”

HOUSE OF DELEGATES

An adopted Resolution:

- Becomes part of the NSNA policy agenda
- Action items in the “Resolved” clauses are implemented
- Sets the direction for educational and action items for the next year’s Board of Directors
 - Convention forums and programs
 - *Imprint* Articles
 - Presentation of position to other professional nursing and related organizations
 - Discussions with policy makers
 - Empowering Resolutions Award criteria

WHAT HAPPENS TO RESOLUTIONS ONCE THEY ARE PASSED?

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WRITE A RESOLUTION- CONTENT

Choose a topic:

- Must fall within appropriate scope, i.e.; national, nursing, feasible action items
- Write your Title (may change as research is gathered):
 - Name the issue
 - State the action: “Increase awareness of . . . ” or “Seek to add _____ to nursing school curriculum”, or “Support policy that _____”
 - Imagine placing the words “The NSNA will _____” in front of your title
 - Review titles from prior years for wording suggestions

AUTHORING: WHERE TO BEGIN

Before continuing with research and writing:

- Review at a minimum the most recent 5 years of NSNA Resolution adoption history (10 years recommended).
- If a prior position in the last 5 years was adopted, your first “Whereas” statement must refer to this prior Resolution
 - Only seek to revisit a topic from the last 5 years if there is justification (i.e. new research or information) for revisiting the topic
 - Note: You may write a resolution that attempts to change the NSNA’s position on a topic
- Subsequent Whereas statements should support WHY this topic is relevant and requires action

REVIEW YOUR TOPIC

RESOLUTION TITLE

Submitting Chapter

Submitting Authors

5-10 “Whereas” Statements*

3-5 “Resolved” Statements

*All Whereas statements require source citation(s)
in APA 6th Edition format

THE RESOLUTION FORMAT

WHEREAS STATEMENTS

- Using evidence based information, summarizes the reasons and rationale for the resolution

RESOLVED STATEMENTS

- Dictate the position to be taken on the issue
- Dictate the actions to be taken

RESOLUTIONS HAVE TWO COMPONENTS

“Whereas” Statements:

- Must each be based on recent (< 5 years old) evidence based publications
- Should reveal *why* the topic is an issue of concern and action
- Can be direct quotes or paraphrased from the evidence. In the instance where one or more sources supports a single “whereas” statement, paraphrasing/summarizing the point is preferred to multiple quotations on the same point.
- Must be cited in APA 6th Edition format
- Should have 5-10 “whereas” statements (more is *not* always better)

THE “WHEREAS” STATEMENT

“Resolved” Statements:

- First resolved statement should state the position and/or initial action required
- Subsequent “Resolved” statements should address subsequent action items related to the resolution
- The final “Resolved” statement should be a “send a copy to” list of all organizations that might be affected by or interested in the specific position of the NSNA on this topic
- Are amendable by a majority vote in House of Delegates

THE “RESOLVED” STATEMENTS

To save time at convention reformatting all the submitted resolutions, this year we are introducing a resolution template:

- Available for download from the NSNA website
- Microsoft Word is required

NEW THIS YEAR- THE TEMPLATE

- All “Whereas” statements must be backed by recent evidence based publications. Peer reviewed journals and studies are recommended.
- Copies of all supporting documentation, with citations noted in the documentation by underline or highlight, or page and paragraph # must accompany Resolutions submitted, both in hardcopy and *electronically (new requirement this year)*
- Contact information for all “send to” organizations including: organization name, contact name, e-mail address, mailing address, and phone number must be included
- Estimated cost analysis of implementation
- An Abstract of Resolution Topic to be published in advance of convention

DOCUMENTATION

For Complete Guidelines, please see the NSNA website:

www.nsna.org/Resolutions.aspx

**Guidelines for Planning Resolutions
for 2012 House of Delegates**

In this document is a checklist, which is required in completion by the Resolution Submission Deadline

SUBMISSION REQUIREMENTS

Resolution Submission Deadline:

Wednesday, February 15th, 2012
By 5:00 pm ET

at: NSNA Headquarters
ATTN: Resolutions Committee
45 Main Street
Suite 606
Brooklyn, NY 11201

SUBMISSION DEADLINE

1. Receive confirmation e-mail from Resolutions Committee Chair of completed submission
2. Await contact from assigned Resolutions Committee member- within 2 weeks of confirmation e-mail
3. Schedule calls and e-mail deadlines with Committee member to discuss Resolution content, potential edits, and areas for Resolution improvement
4. If Resolution is not already in the template format, work with Committee member to have Resolution formatted in the template prior to convention
5. Ask questions about the Resolutions process, contact resolutionschair@nsna.org if any problems with the process

AUTHORS' ROLE BETWEEN SUBMISSION AND CONVENTION ARRIVAL

1. Schedule an EARLY arrival to Pittsburgh, PA (preferably by Tuesday morning, April 10th)
 - Do not schedule last minute, late arriving flights, as weather and other travel delays could hinder your resolution final approval process
2. Sign up immediately upon arrival for a face-to-face meeting (Tuesday afternoon or evening) with your Resolution Committee member to go over final edits and obtain final Committee approval
3. Be prepared for table conversations:
 - Bring extra copies of supporting documentation
 - Know your pro statements, research con positions
4. Garner support for your resolution, requesting Pro statements from other constituents

AUTHORS AT CONVENTION

1. Definition and Scope of a Resolution
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4. **Tips for Success**

WRITE A RESOLUTION- CONTENT

- Make sure your topic is relevant- discuss it with instructors, clinicians, colleagues
- Make sure it is based on current, evidence-based practice and literature
- Test out your resolution at the chapter or state level, or with some other organization
- Ask friends and colleagues to read and contribute
- Know your topic- both the Pros & the Cons
- Understand the limits of feasibility, but also be creative! Ask the NSNA if you have questions!
- Do not be afraid to revise and edit! Sometimes a fresh, un-invested perspective can help create a stronger Resolution
- Be aware you may be asked to combine your Resolution with another submitted on a similar/identical topic: be open to working with others, and realize it is the policy being implemented that is important, not whose name is on the policy

AUTHORING SUCCESS

- Share or present your Resolution at a State Convention
- Check with your local Professional nursing organization to see if they would hear your Resolution, and/or support/endorse it
- Contact other states and constituents about your Resolution- amass support BEFORE convention

PROMOTION OF TOPIC

- Come Early!
- Verbally promote your Resolution with every opportunity
- Prepare your Pro-statements ahead of time
- Research potential cons- get feedback, and be willing to address the cons
- Embrace suggestions and minor edits
- Bring supporting documentation for table discussions
- Be positive, realistic, concise, knowledgeable, & available

SUCCESS AT CONVENTION

- Change Policy!
- Influence the direction of the NSNA!
- Learn how to effect change in your profession!
- Empower colleagues!
- Get leadership credits!
- Earn or support awards!



VALUE OF AUTHORIZING A RESOLUTION

If you have Questions along the way:

e-mail: resolutionschair@nsna.org

Subject line: Attention Resolutions Committee

Grab my business card with direct contact
information on your way out!

QUESTIONS ALONG THE WAY