



National Student Nurses' Association

Business Book 2009

Making it Big: Nursing Students Stepping Up and Stepping Out

NSNA 57th Annual Convention

April 15-19, 2009

Gaylord Opryland™ Resort and Convention Center
Nashville, TN

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University of Saint Francis
Fort Wayne, IN

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Brigham Young University
Provo, UT

Ex-Officio
Vacant

Consultants

Cheryl K. Schmidt, PhD, RN, CNE, ANEF
Appointed by the American Nurses Association

Carol-Grace Toussie Weingarten, PhD, RN
Appointed by the National League for Nursing

NSNA Committees

Nominating & Elections Committee

Gerardo Melendez-Torres, Chair and Eastern Election Area Representative
University of Pennsylvania
Philadelphia, PA

Melissa R. Snow, Member and Election Area Representative

Charity School of Nursing-Delgado Community College
New Orleans, LA

Jill E. Phillips, Member and Northern Election Area Representative
Southeast Missouri State University
Cape Girardeau, MO

Western Election Area Representative – Vacant

Parliamentarian

Lola Fehr, MSN, RN, CAE, FAAN, RP

Resolutions Committee

Sarah Lassek, Chair
Riverside Community College
Riverside, CA

David English
Oral Roberts University
Tulsa, OK

Hershaw Davis Jr.
University of Maryland
Baltimore, MD

Michael William Leland
Grand View College
Des Moines, IA

Lynn Bowden
University of Maine
Orono, ME

Council of State Presidents

Planning Committee:

Convention 2009

Chair: Jenna Bristol, President, Massachusetts Student Nurses' Association, University of Massachusetts, North Dartmouth, MA; **Brent Straley**, President, Ohio Nursing Students' Association, University of Toledo, OH; **Kenneth Winch**, President, Student Nurses' Association of Arizona, Grand Canyon University/Samaritan, Phoenix, AZ; **Jenna Sanders**, President, National Student Nurses' Association, University of Saint Francis, Fort Wayne, IN

MidYear 2008

Committee Members

Chair: Heather Hyatt-Dolan, Ex-officio, Trident Technical College, Charleston, SC; **C. Christopher Gossman**, Pittsburg State University, Pittsburg, KS; **Nina Katovic**, Oregon Health and Science University, Portland, OR; **Jenna Sanders**, University of Saint Francis, Fort Wayne, IN

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NSNA is a membership organization representing students in Associate Degree, Diploma, Baccalaureate, generic Masters and generic Doctoral programs preparing students for Registered Nurse licensure, as well as RNs in BSN completion programs.

National Student Nurses' Association, Inc.

Business Meeting Agenda

57th Annual Meeting April 15-18, 2009

Gaylord Opryland Convention Center, Nashville, TN

Presiding: Jenna Sanders, President

PARLIAMENTARY BRIEFING WEDNESDAY, APRIL 15, 2:30 - 3:00 PM

Lola Fehr, Parliamentarian

OPENING BUSINESS MEETING, WEDNESDAY, APRIL 15, 3:00 - 4:30 PM

Call to Order..... Jenna Sanders, President
Roll Call..... David Horner, Secretary/Treasurer
Greetings..... President, Tennessee Nursing Students Association
Adoption of Agenda..... Jenna Sanders
Adoption of Rules..... Jenna Sanders
Address of the President..... Jenna Sanders
Address of the Executive Director..... Diane J. Mancino, EdD, RN, CAE
Report of the Finance Committee..... David Horner, Secretary/Treasurer
Convention 2009..... Laura Chapman, VP; Chair, Planning Committee
Report of the Bylaws Committee..... Fikile Mporu, Director; Chair, Bylaws Committee
Report of the Nominating & Elections
Committee (NEC)..... Gerardo Melendez-Torres, Chairperson
Nominations from the Floor..... Jenna Sanders
Report of the Resolutions Committee..... Sarah Lassek, Chairperson
Announcements..... Jenna Sanders
Recess

SECOND BUSINESS MEETING, FRIDAY, APRIL 17, 10:45 AM - 1:45 PM

Reconvene..... Jenna Sanders, President
Report of the NSNA Foundation..... Dr. Cheryl Schmidt, Trustee
2nd Report of the NEC..... Gerardo Melendez-Torres, Chairperson
Nominations from the Floor..... Jenna Sanders
Proposed Bylaws Amendments..... Fikile Mporu
Resolutions..... Sarah Lassek
Appointment of Tellers..... Jenna Sanders
Announcements..... Jenna Sanders
Recess

THIRD BUSINESS MEETING, SATURDAY, APRIL 18, 10:00 AM - 2:00 PM

Reconvene..... Jenna Sanders, President
Resolutions..... Sarah Lassek
Report of the Tellers..... Chairperson of the Tellers
New Business..... Jenna Sanders
Installation of Officers..... Jenna Sanders
Announcements..... Jenna Sanders
Adjournment

Convention Rules and Procedures

Rules For NSNA Business Meetings

- Rule 1. All delegates shall keep badges in evidence throughout business sessions.
- Rule 2. All delegates shall sit in the space designated for their respective constituents. Only delegates, monitors and NSNA staff on official business are allowed in the delegate area.
- Rule 3. Delegates may not leave or be seated while a vote is in progress. Delegates and monitors must remain in place during a vote.
- Rule 4. An alternate may only substitute for a delegate when the delegate will be absent for the entire business meeting of that day. The alternate's name and signature must appear on the Delegate Credential Form, and the alternate must be wearing the delegate's ribbon at the time of the substitution. The alternate will remain the delegate for the entire business meeting of the day.
- Rule 5. All speakers shall give their name and the name of their constituent chapter, and nothing else.
- Rule 6. Prior to presentation, motions must be written on the form provided and delivered to the chair.
- Rule 7. Only delegates may propose or vote on motions.
- Rule 8. Debate on a single issue shall be limited to 15 minutes.
- Rule 9. When speaking to a motion, each delegate shall be limited to 2 minutes. Members of NSNA and other guests who are not delegates shall be limited to 1 minute.
- Rule 10. No delegate shall speak more than twice to a motion, and no delegate who has already spoken may speak again until those who desire to speak have had an opportunity to do so. Members of NSNA and other guests who are not delegates may speak once to an issue.
- Rule 11. Speakers are recognized by the Chair in the order in which they reach the microphone, alternating between pro and con speakers as long as a normal flow of debate is maintained. Debate on a motion cannot be closed until a minimum of one pro and one con have been heard unless there are no pros and cons to be heard.
- Rule 12. Speakers must use a red card at the designated microphone to make a point of order, parliamentary inquiry, appeal the decision of the chair, or ask for division of a question. These will have precedence over all other speakers.

- Rule 13. Monitors may pass notes that pertain to business before the House of Delegates among people present at the House of Delegates business meeting.
- Rule 14. All main motions introduced to the House shall be accompanied by a rationale and estimate of cost to the association, if appropriate.
- Rule 15. Only topic and proposed changes for resolutions be read in the House of Delegates.

Parliamentary Rules For NSNA Business Meetings

To participate effectively in the proceedings of the House of Delegates, each delegate needs to be familiar with the fundamental rules of parliamentary procedure. These rules enable the delegates to transact business with the least possible friction, with expediency and efficiency, and in a manner fair to all. The minority, as well as the majority, is enabled to express its views, to make motions, and to vote.

The parliamentary rules guideline followed by the National Student Nurses' Association is *Robert's Rules of Order Newly Revised*.

Main Motions

A main motion introduces a new item of business; until this is disposed of, no other *main* motion may be considered, as there can be only one *main* motion pending at a time. The making of a motion comes first, discussion follows.

The steps relating to the handling of a main motion are:

- The motion is printed on a motion form signed by maker and seconder, passed to a monitor who will relay it to the chair. The maker of motion keeps the last copy.
- The motion is introduced by a delegate. The delegate states his/her name, constituency and motion number.
- A delegate may second the motion if needed by calling out, "I second the motion." (Committee motions do not require a second.)
- The Chair restates the motion.
- The Chair then asks for discussion giving the maker of the motion the first opportunity to speak (thereafter, insofar as possible, debate alternates between those in favor and those against).

- Any NSNA member may speak; only official delegates, however, may make motions or vote (NSNA Bylaws, Article VII, Sections 4 and 5).
- A delegate may, during the discussion and when recognized by the Chair, introduce a subsidiary, incidental, privileged, or certain other motion.
- The discussion at all times must relate to the immediately pending question.
- After the discussion, or as it appears appropriate, the Chair asks, "Are you ready for the question?" or "Is there further discussion?"
- The Chair repeats the motion and calls for affirmative vote, then calls for the negative vote.
- The Chair announces the result of the vote. If the vote is on any motion made subsequent to the main motion, the discussion is directed to the next ranking motion until there has been a decision concerning the main motion.

Electronic Voting Device

NSNA is pleased to provide electronic voting devices that will be used on Friday and Saturday. Delegates will be instructed regarding use of the device during the Friday morning House of Delegates session.

Important: You must hand over voting device to designated monitors at exits before you can exit the House of Delegates.

- Do not leave your voting device unattended on the delegate tables.
- Keep your voting device with you at all times while in the House of Delegates.
- You must return the voting device to designated monitors whenever you exit the delegate seating area.

Subsidiary Motions

Subsidiary motions are those that modify or delay action on the main motion. Such motions are in order while the main motion, or a motion of lower rank, is still pending (in the debatable state), and must be voted on before the main motion. Subsidiary motions have a definite order of precedence from the lowest to the highest. The lowest in rank yields to motions that are higher in rank. If several subsidiary motions are pending at one time, the vote is taken first on the motion with the highest rank, then the motion next lower in rank, etc.

There are seven subsidiary motions as follows

(listed from lowest to highest ranking):

1. Postpone Indefinitely

The purpose is to reject, or kill, the main motion. The form is, "I move to postpone indefinitely the motion that ____." It requires a second, is debatable, cannot be amended, requires a majority vote; and an affirmative vote only can be reconsidered.

2. Amend

Amend is used to change the wording of a motion. The form is, "I move to amend the motion by ____." It is debatable if the motion to be amended is debatable; it requires a majority vote, can be reconsidered.

The ways to amend are: insert, strike out, strike strike out and insert, add, substitute.

An amendment to the main motion is called a primary amendment. An amendment to the primary amendment is called a secondary amendment. Only these two degrees of amendments are permitted. A primary amendment must relate to the main motion. A secondary amendment must relate to the primary amendment. Only one primary amendment at a time, or one secondary amendment at a time, can be pending. As soon as the amendments are disposed of by vote, another of the same class is in order. When there are no further amendments, the vote is taken on the main motion as amended.

3. Refer to Committee

The purpose of the main motion is to get more information or to get the main motion into more satisfactory form. The form is, "I move that the motion be referred to the ____ Committee" or, "I move to refer the motion ____ to a committee of ____ (number) appointed by the president to investigate ____ and to report back at the next meeting." It requires a second, is debatable, can be amended, requires a majority vote, and cannot be considered after the committee has taken up the subject.

4. Postpone Definitely

This motion is used to delay action on the pending question until a definite time, to provide more time for the members to consider the issue. The form is, "I move that the question be postponed to ____." At Convention, the time to which a postponed item is moved must be within the present convention. It requires a

second, is debatable, can be amended, requires a majority vote, can be reconsidered.

5. **Limit or Extend Debate**

It is sometimes desirable to limit or extend the time a question may be discussed. The purpose of this motion is to change the adopted rules of debate. The form is, "I move that the debate on the pending motion be limited to ____minutes" or "be extended to ____minutes." This motion can be applied to one or more pending motions. It requires a second, cannot be debated, can be amended, requires a 2/3 vote, and can be reconsidered.

6. **Previous Questions**

The object of this motion is to close debate on the immediately pending question at once. The form is, "I move the previous question." This form will apply to the immediately pending question. This motion can be applied to one or more pending motions. When applied to more than one pending question, the form is, "I move the previous question and all pending questions;" or specifically state which pending questions. This motion requires a second, is not debatable, cannot be amended, requires a 2/3 vote, and cannot be considered after a vote has been taken on it.

7. **Lay on the Table**

The object of this motion is to delay action temporarily, usually in order to attend to more urgent business. The form is, "I move to lay the question on the table." It requires a second, is not debatable, cannot be amended, requires a majority vote, and cannot be considered.

Certain Other Motions

1. **Take From the Table**

This motion is used to bring a tabled question back before the assembly. The form is, "I move to take from the table the question ____." It requires a second, is not debatable, cannot be amended, requires a majority vote, and cannot be reconsidered. This motion is not in order until some business has been transacted since the question was laid on the table.

2. **Reconsider**

The purpose of this motion is to bring a question already acted upon before the assembly again so that the vote may be changed. The form is, "I move to reconsider the vote on ____." It requires a second, is debatable if the motion to be reconsidered is debatable, cannot be amended, requires a majority vote,

and cannot be reconsidered. This motion must be made by one who voted with the prevailing side. It must be made the same day, or next succeeding business day, as the vote to be reconsidered was taken

3. **Rescind**

When an assembly wishes to annul action previously taken and is too late to reconsider the vote, use the motion to rescind. Any delegate may make this motion. There is no time limit (provided no subsequent action or implementation has occurred). The form is, "I move to rescind the action on the motion ____." It requires a second, is debatable, can be amended, requires a 2/3 vote, or a majority of vote if notice of rescinding was given at the previous meeting. An affirmative vote (to rescind) cannot be reconsidered.

4. **Amend Something Previously Adopted**

Amend something previously adopted is the motion that can be used if it is desired to change only a part of an adopted motion and not to rescind the entire motion. An action previously taken can be changed by amending, provided that none of the action involved has been carried out in a way which it is too late to undo. The form is "I move to amend the previously adopted motion ____ by (using any of the five ways to amend)." It requires a second, is debatable, can be amended, requires a 2/3 vote (a majority vote if notice of amending was given at the previous meeting), a negative vote can be reconsidered.

Incidental Motions

Incidental motions are pertinent to, take precedence of, and must be decided before the pending question. Some also originate out of business which has just been pending. Some of the incidental motions, and those most used in conventions follow:

1. **Point of Order**

Used to call attention to a breach of the rules. Does not require a second, can even interrupt a speaker. A point of order must be made at the time the breach occurs. The form is, "I rise to a point of order." The Chair asks that the point be stated and the member replies. The Chair decides the point.

2. **Appeal from the Decision of the Chair**

An appeal can be made from any decision of the Chair but only at the time the ruling is made. A second is required. The form is, "I appeal from the decision of the Chair." The Chair states the point at issue. An appeal is debatable when the pending question is debatable. The Chair puts the question as, "Shall the decision of the Chair be sustained?" A majority vote or a tie vote sustains the Chair. There is no appeal from the decision of the assembly.

3. **Division of a Question**

A motion to divide question can be applied only to main motions and amendments. If a motion has several parts, each one capable of standing alone if the others are taken away, it can be divided into two or more parts. Then each part is voted on separately. The exact method of dividing must be specified in the motion. The form is, "I move that the question be divided into ____." The motion to divide question requires a second, is not debatable, may be amended, requires a majority vote, and cannot be reconsidered.

4. **Division of the Assembly**

After the Chair has announced the results of a vote (taken by voice or show of hands) a member who does not agree may without obtaining the floor, say, "I call for a division." The Chair then takes the vote again, asking the affirmative and then the negative to stand. This does not require a second, cannot be debated or amended or reconsidered. A majority vote is required to order the vote to be counted or taken by ballot.

5. **Parliamentary Inquiry**

When a member wants to inquire about what motion to use, wants information about the law or a motion, the member says, "I rise to a parliamentary inquiry." The Chair answers the inquiry. The inquiry should be pertinent to the pending business.

6. **Request for Information**

A request for information must be pertinent to the pending business. The member says, "I rise for information." If information is desired of the speaker instead of the Chair, the form is, "I would like to ask the speaker a simple question." All remarks, questions asked, and answers given, should be addressed through the Chair, as members cannot directly address each other in assembly. If speaker consents to answer, the time consumed is taken out of the speaker's time. A request for information can be used to give perti-

nent information but must be brief, not border on discussion, and always in the form of a question. Any attempt to further explain the point will be considered debate and will be ruled out of order by the Chair.

Other Important Points

- **Attendance** All meetings of the association shall be open unless voted otherwise by the NSNA voting body. (NSNA Bylaws, Article VII, Section 5.)
- **Roll Call** The secretary calls the roll of voting delegates at the beginning of the first business meeting. When your state is called, all delegates from that state please stand. Delegates may not leave or be seated while the roll call is in progress. If a delegate comes in late, he/she must write his/her name and constituent on a slip of paper and give it to a monitor who will give it to the Secretary/Treasurer. If it becomes necessary for a delegate to leave the business meeting because of an emergency situation, the secretary must immediately be notified in writing.
- **To Obtain the Floor** Rise, address the Chair, give your name and your constituent association. Address the Chair by saying "Madam (or Mister) Chairperson." Await recognition, which is given by the presiding officer repeating your name. On obtaining the floor, the delegate should make a motion; or if the motion is pending, the delegate or member should speak to the one already before the House. The correct form to use in making a motion is "I move that..."
- Nominations may be made from the floor but no delegate may nominate more than one candidate for each office except by unanimous consent of the House. To place a name in nomination, a delegate rises, addresses the Chair, and when recognized says, "I nominate ____ for the Office of ____." A second is not necessary, but is permissible.

Microphone Cards

During business meetings, there will be cards located at each microphone in the Delegates Section. The purpose of using these cards is to make the meeting run more smoothly. Before holding up a card, be sure of its usage.

“PRO” When addressing an issue, preface your statement with your position. This card means *support* of the issue being discussed. PRO cards are at regular microphones.

“CON” This card means opposition to the issue being discussed. CON cards are at regular microphones.

Blank Red Card Use when making a point of order, for division of a question, for division of assembly, a parliamentary inquiry, and requests for information. These cards are only to be used at the designated floor and podium microphones.

Blank Blue Card Use when making a main motion: postpone indefinitely, amend, refer to committee, postpone definitely, limit or extend debate, move the previous question, lay on the table, take from the table, reconsider, rescind. Blue cards are at the regular microphones.

Speakers will be recognized by the chair in the order in which cards are raised. The chair will attempt to alternate between pro and con speakers as long as a normal flow of debate is maintained, and will recognize motion makers using a blue card in the normal course of proceedings. The flow will be interrupted only when a red card, which takes precedence over other cards, is raised. The red card is not to be used to bring any of the subsidiary motions to the floor. The chair will rule these out of order.

Delegate Credentialing Procedures

Delegate Credentialing Committee

A delegate credentialing committee of convention volunteers and NSNA convention staff are responsible for credentialing delegates in accordance with the NSNA Bylaws and established policies and procedures.

State Delegates

Each state constituent is entitled to one voting delegate and alternate. The state delegate must bring the completed State Delegate Credential Form and completed Constituency Application to Delegate Credentialing after first registering as a member for the convention. The form must be signed by the state president. Refer to NSNA Bylaws, Article VII, Section 3b if the state president is unable to represent the state association.

School Delegates

Each school constituent is entitled to one voting delegate and alternate, and an additional voting delegate and alternate for every 50 NSNA members. All schools entitled to delegates have been notified.

The school delegate must bring the School Delegate Credential Form and completed Constituency Application to Delegate Credentialing after first registering as a member. The delegate must also show proof of enrollment in the constituent school of nursing. Proof can be a student ID card. The Consistency Application must be signed by a school chapter officer.

Alternates

Alternates must be listed on the Credential Form, and must sign this form. An alternate will only be entitled to sit in the House of Delegates when the official delegate will be absent for the entire meeting. See NSNA Bylaws Article VII, Sec. 3 for details.

To be seated in the House of Delegates, the alternate must be wearing the delegate's ribbon, and school delegate alternates must be prepared to show proof of enrollment in the constituent school of nursing.

Voting For National Officers

Voting for the members of the 2009/2010 Board of Directors and Nominating and Elections Committee takes place on Saturday morning (voting starts at 8:00 am and ends promptly at 9:30 am).

Delegates are issued a voting card at the time of credentialing. This voting card must be

Delegates Credentialing Hours*

Tuesday, April 14	4:00 pm - 7:00 pm
Wednesday, April 15	7:30 am - 12:30 pm
Thursday, April 16	10:00 am - 6:00 pm
Friday, April 17	8:00 am - 9:00 am
	4:30 pm - 5:30 pm
Saturday, April 18	9:30 am - 10:00 am

*Since staff must have ample time to calculate delegate representation and quorum requirements and set the House of Delegates seating, delegate credentialing is conducted **only** during these hours.

Policies and Procedures for Resolutions

Definition of a Resolution: A resolution is a main motion put in writing on a subject of great importance expressed in formal wording. Within NSNA it serves to establish the position of the association on matters of national scope and significance affecting NSNA, nursing students, nursing, and the health needs of the public. No

resolution is in order that creates a conflict with the Bylaws of the association. Resolutions are adopted by a majority vote and continue in force until rescinded.

1. **Types of Resolutions**

A. "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.

B. Courtesy Resolutions" communicate an expression of gratitude for contributions made to NSNA by groups or individuals.

2. **The Preamble to a Resolution:** *Robert's Rules Newly Revised* advises against having the reasons for adopting a motion within the motion itself. However, when special circumstances make it desirable to include a brief statement of background, the motion should be cast in the form of a resolution, with the background or reasons incorporated in "Where as" statements. The use of "Where as" statements should be limited to cases where it provides little known information of unusual importance attached to making certain reasons for an action a matter of record.

3. **When to Use a Resolution and When to Use A Simple Main Motion:** A course of action or issue to be brought before the House is submitted as a resolution when it is lengthy, important to the association, or complex in design. A resolution is also used when a copy of the statement is to be sent to another organization, a government body, the news media, and so on. The "Resolved" section of a resolution contains the action that the author wishes NSNA to take. The "Where as" section contains only background information. A main motion is simply a proposal that brings a particular subject before the assembly for consideration and action. It does not need to be formally written, as a resolution is; no "Whereas" or "Resolved" are needed. The main motion is usually used for action within the organization, or when no other group is to be notified of the action taken. Both a resolution and a main motion are handled in the same manner when presented both require a second, are debatable, amendable, require a majority vote, and can be reconsidered.

4. **Sponsorship of Resolutions:** Resolutions may be sponsored by the NSNA Board of Directors, NSNA committees, and NSNA constituents. Each may submit one resolution for consideration.

5. **Submission of Resolutions:** All resolutions submitted to the Resolutions Committee must be per-

tinent to the purpose and function of NSNA. Only complete resolutions will be accepted. To be complete, resolutions must be submitted with the following:

- A. Checklist for Complete Resolutions Mailing (*Resolutions Guidelines* booklet under Publications, on www.nсна.org).
- B. Proposed resolution on a CD-ROM, typed double spaced along with a hardcopy of the resolution;
- C. Documentation used for the "Whereas" clauses. Each "Whereas" clause must have a specific citation in the body of the resolution. The sentences referenced must be underlined in the documentation.
- D. List of references on a separate page;
- E. Names and addresses of all organizations, agencies, and individuals mentioned in the "Resolved" clauses;
- F. Estimated cost of implementation of the resolution, noted on a separate page;
- G. An abstract including purpose and intended outcomes, on a separate sheet;
- H. All resolutions must be typed and double-spaced.

Rules for Resolutions Hearings

Rule 1. These are informal hearings. All final decisions regarding resolutions are voted on by the House of Delegates.

Rule 2. Attendance at all resolutions hearings is mandatory for delegates.

Rule 3. All members and consultants shall keep their badges in evidence throughout the resolutions hearings.

Rule 4. Only NSNA members may speak. All speakers shall give their name and the name of their constituent association prior to speaking to an issue. Others may be utilized as resources for information and clarification as appropriate.

Rule 5. Each speaker shall indicate before speaking whether they are speaking pro/con, or requesting information, or clarification.

Rule 6. To expedite the hearings, the chair asks

for debate and if it is the consensus of the audience that there is no further discussion, then the next resolution is brought forward.

Rule 7. Length of debate on each resolution shall be designated by the Resolutions Committee. After the reading of the resolution, the amount of the allotted time for debate is stated. Extensions on the amount of time for discussion on each resolution is limited to one five-minute extension, at the discretion of the resolutions chairperson.

Rule 8. Each speaker shall be limited to three minutes.

Rule 9. No speaker shall speak more than once to an issue and no speaker who has already spoken may speak again unless required to do so for clarification purposes until all have had an opportunity to speak to the issue.

Rule 10. Whereas statements are not debatable. Documentation of all whereas statements is available in the Resolutions Committee office for examination by any delegate.

Rule 11. Editorial and other minor changes not affecting the intent of the resolution and agreed to during the hearings are included in the reading of the resolution when presented to the House of Delegates for a vote.

Guidelines for Auction and Fundraising Activities

Auction

1. Value of items to be auctioned: Items must be at least a \$25 value.
2. Minimum bids may be placed on items valued over \$50, at the discretion of the auction coordinator.
3. Number of items to be auctioned: A limit on the number of items to be auctioned may be set by the auction coordinator, along with a cut-off time for the acceptance of items. Items received for auction after that number has been reached, or after the time limit, may be refused. The number and time limits may be publicized during the convention.
4. No more than three of the same item will be accepted for auction.
5. All items are auctioned in the order listed. Items from exhibitors donated during the auction will be auctioned last.
6. NSNA is not responsible for defective auction items, nor services not fulfilled.

7. Individuals donating personal services will fill out the appropriate form to be given to the purchaser. It is the responsibility of the purchaser to contact the donor.
8. Once the auction has begun, items may not be withdrawn, and their stated value may not be changed.
9. No alcoholic beverages or products may be auctioned.

Student Activity Tables:

1. Official NSNA school and state chapters may rent a half table for the purpose of raising funds for their chapter.
2. The chapter representative must sign the Student Activity Table Regulations and Disclaimer document and pay the required table rental fee prior to placing items on the table.
3. Fund-raising items must reflect a professional image of nursing. Items deemed to demean or discredit the profession of nursing and/or nursing students, patients/clients, faculty and others, shall be removed at the request of the NSNA Board of Directors. No food or beverages may be sold or distributed from student activity tables. (If there is any question about the nature of this regulation, chapter representatives are encouraged to seek clarification prior to arrival at convention or conference site. Contact NSNA for more information.)
4. Accept responsibility for safeguarding items and funds. NSNA does not provide security for the Student Activity Tables.
5. No beverages containing alcohol may be served, distributed, offered, sold or raffled at student activity tables.
6. Procedures for handling allegations of unethical conduct at association activity tables:
 - a. All allegations of unethical or unprofessional conduct shall be immediately reported in writing and delivered to a member of the NSNA Board of Directors or NSNA Executive Staff member.
 - b. Three representatives of the NSNA Board of Directors will meet with all involved in the conduct in question.
 - c. The Board representatives will determine the outcome of the conduct. Penalties may include:
 - Removal of item(s) in question;
 - Removal of student activity table.
 - d. The action of the Board representatives may be appealed to the full Board of Directors

THE NSNA PARLIAMENTARY PROCEDURE USER'S GUIDE

To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	"I move that we adjourn"	No	Yes	No	No	Majority	No
Call an Intermission	"I move that we recess for..."	No	Yes	No	Yes	Majority	No
Complain about Heat, Noise, Etc. (Privilege)	"I rise to a question of privilege"	Yes	No	No	No	No Vote	No (Usually)
Return to the Agenda	"I call for the orders of the day..."	Yes	No	No	No	No Vote	No
Temporarily suspend consideration of an issue	"I move to table the motion"	No	Yes	No	No	Majority	No
End Debate and Amendments	"I move the previous question"	No	Yes	No	No	2/3	No 1
Limit or extend debate	"I move to limit (or extend) debate for - min"	No	Yes	No	Yes	2/3	Yes
Postpone discussion for a certain time	"I move to postpone the discussion until..."	No	Yes	Yes	Yes	Majority	Yes
Give closer study of something	"I move to refer the matter to committee"	No	Yes	Yes	Yes	Majority	Yes 3
Amend a motion	"I move to amend the motion by..."	No	Yes	Yes 4	Yes	Majority	Yes
Postpone Indefinitely	"I move to postpone indefinitely..."	No	Yes	Yes	Yes	Majority	Yes 5
Introduce Business	"I move that..."	No	Yes	Yes	Yes	Majority	Yes

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

Protest breach of rules or conduct	"I rise to a point of order"	Yes	No	No	No	No	No	No
Vote on a ruling of the chair	"I appeal from the chair's decision"	Yes	Yes	Yes	No	Majority 7	Yes	Yes
Suspend rules temporarily	"I move to suspend the rules so that..."	No	Yes	No	No	2/3	No	No
Avoid considering an improper matter	"I object to consideration of this motion"	Yes	No	No	No	2/3 8	-9	No
Verify a voice vote by having members stand	"I call for a division" or "Division"	Yes	No	No	No	No	No	No
Request information	"Point of information"	Yes	No	No	No	No	No	No
Take up a matter previously tabled	"I move to take from the table."	No	Yes	No	No	Majority	No	No
Reconsider a hasty action 10	"I move to reconsider the vote on..."	Yes	Yes	Yes	-11	Majority	No	No

Key:

- 1) Unless vote on question is not yet taken
- 2) Within the House of Delegates Meeting
- 3) Unless the committee has already taken up the subject
- 4) Only if the motion to be amended is debatable
- 5) An affirmative vote only
- 6) Except in doubtful cases
- 7) A majority vote in negative needed to reverse ruling of chair.
- 8) A 2/3 vote in negative needed to prevent consideration of main motion
- 9) Only if the main question or motion was not, in fact, considered
- 10) Action can only be instituted by a delegate who voted for the prevailing side
- 11) Only if motion to be reconsidered is debatable