

## Section IV: Appendices

### Appendix A: Policies and Procedures for NSNA® Resolutions

- 1. Definition of a Resolution:** A resolution is a written main motion on a subject of great importance expressed in formal wording. With in NSNA®, it serves to establish the association's position on matters of national scope and significance affecting 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 Resolutions are adopted by a majority vote and continue in force until rescinded.
- 2. Types of Resolutions:**
  - A. "Resolutions of Substance" serve as one means by which opinions may be expressed, purposes of NSNA® implemented, and directions given for future action.
  - B. "Courtesy Resolutions" communicate an expression of gratitude for contributions made to NSNA® by groups or individuals.
  - C. "Emergency Resolutions" address topics that arise following the resolution deadline date. The deadline for Emergency Resolutions is 5:00 pm on the opening day of the annual meeting.
- 3. 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 a "Whereas" statement. The use of the "Whereas" 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.
- 4. 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 used also when a copy of the statement is to be sent to another organization, or a government body, or the news media. The "Resolved" section of a resolution contains the action that the author wishes NSNA® to take. The "Whereas" sections contain 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" clauses 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.
- 5. Sponsorship of Resolutions:** Resolutions may be sponsored by the NSNA® Board of Directors, NSNA® standing committees, and NSNA® constituents. Each may submit one resolution for consideration per year. Individual members may not submit resolutions.
- 6. Submission of Resolutions:** All resolutions submitted to the Resolutions Committee must be pertinent to NSNA's® purpose and function. Only complete resolutions will be accepted. To be complete, resolutions must be submitted with four copies of the

following:

- A. All documentation (references) 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. No references over five years old may be used unless historical in nature.
  - B. Names and addresses of all organizations, agencies, and individuals mentioned in the "resolved" clauses must be listed on a separate page.
  - C. A detailed list of the estimated cost for implementing the resolution, noted on a separate page.
  - D. Abstract to include purpose of resolution and intended outcomes.
  - E. Copy of checklist for complete resolutions mailing (see Guidelines for Planning Resolutions). All resolutions must be typed, double spaced, and submitted on a CD.
- 7. Deadline for Resolutions:** All resolutions must be submitted to the Resolutions Committee no later than six weeks prior to the first day of the annual meeting, received by February 24, 2010. State constituents having annual conventions after the six-week deadline must submit resolutions within two weeks after the adjournment of their convention. All school constituents must meet the deadline.
  - 8. Resolutions Committee:** The NSNA® President, with board approval, appoints a chairperson and four members of the Resolutions Committee. The committee is appointed no less than four months prior to convention. A resource person serves as a consultant to the committee.

#### Duties of the Resolutions Committee:

- A. Review all resolutions submitted for presentation to the House of Delegates.
- B. Ensure workable implementation of all resolutions.
- C. Edit, rewrite, and/or combine resolutions for clarification of facts and style. Sponsors who do not approve the changes have the option of withdrawing their sponsorship.
- D. Be available during the Convention for author consultation and receipt of all resolutions.
- E. Request information on any pending resolutions.
- F. Refuse resolutions or parts of resolutions that are not feasible, submitted after the deadline, incomplete, or duplicate the results of another resolution already considered without adding anything new. The sponsor will be informed of the reasons for the committee's actions of refusal.

#### Deadline For Submitting Resolutions

Received by  
February 24, 2010

For more details on submitting resolutions, click on the Resolutions Guidelines under Publications/Resolutions [www.nсна.org](http://www.nсна.org). See page 16 for information regarding awards for projects on Empowering Resolutions.

