

# National Student Nurses' Association®

## Guidelines for Planning

### Resolutions for the NSNA® House of Delegates



**Sample Resolution**  
**Resolutions Process**  
**Strategies**  
**Policies & Procedures**

**Learn how your state or school NSNA® constituent can submit a resolution for consideration by the NSNA® House of Delegates. Earn a Leadership U Certificate – see page 13**

**National Student Nurses' Association ®**  
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NSNA National Student Nurses' Association ®

# Guidelines for Planning



Resolutions for the NSNA ®  
House of Delegates

## Contents

Guidelines for Writing a Resolutions.....	3-6
What is a Resolution .....	3
The Resolutions Process .....	3
Sample Resolution .....	7
Strategies—How to get your resolution passed .....	10
Policies and Procedures for NSNA® Resolutions .....	11
NSNA Leadership University ®—Earn academic credit .....	13
Leadership Skills Developed during Resolutions Process .....	15
Application for Leadership University Certificate .....	18
Check List- Must be completed and 4 copies submitted with resolutions.....	19

# Guidelines for Writing a Resolution

## What is a Resolution?

A resolution is a written statement that, when adopted by the House of Delegates, is the basis for the policies and actions of the National Student Nurses' Association (NSNA®). Resolutions are presented on matters of importance to NSNA®, its members and constituent associations, nursing, and the health needs of the public. Resolutions should be national in scope, and should fall within the purposes and functions stated in the NSNA® Bylaws.

A resolution is composed of two parts: "whereas" clauses that summarize, with documentation, the reasons and rationale for the resolutions; and "resolved" clauses that contain the position to be taken on the issue and/or actions to be taken by NSNA®, its constituent associations, and its members. NSNA® encourages constituents to use a resolution to submit stands on issues to the House of Delegates. The discussions at Resolutions Hearings and on the floor of the House insure that the issue, its costs and implementation, have all been carefully considered by the delegates prior to voting.

## The Resolutions Process

### 1. Choosing the Topic and Position/Actions to be Taken

The first step in the resolutions process is choosing the topic you want the House of Delegates to vote on and pass and the position and/or actions you believe that NSNA® needs to take. Topics must be national in scope and can be implemented within NSNA's® resources and the purposes and functions as stated in the NSNA® Bylaws. For information about resolutions passed by the House of Delegates since 2000, visit [www.nсна.org](http://www.nсна.org) (click on "publications") for the Resolutions Index and resolutions passed since 2000.

Please note that duplication of NSNA® resolutions passed within the last 5 years is not recommended and may be rejected by the Resolutions Committee. However, a resolution of reaffirmation may be presented if it has been more than five years since the policy was established.

### 2. Documenting the Need

The "whereas" clauses state the need for the resolution and must be accompanied by current written documentation (references). Documentation of "whereas" statements can include: journal articles, web site articles, text and reference books, materials from other organizations, and speeches, as well as research experiences. However, it is strongly suggested that a majority of the references used come from current professional journals and appropriate sources. The documentation should be no more than 5 years old unless the information is historical in nature. Documentation must be fact, rather than opinion.

**Copies of the documentation, in addition to a complete bibliography, must accompany the resolution when it is submitted. Each whereas statement must be referenced, using APA format, with corresponding documentation underlined for ease of identification. All articles used for documentation of whereas clauses must be submitted in their entirety. No partial references will be accepted.**

### **3. Writing the Resolution**

- Whereas clauses: using the documentation obtained, specifically explain and defend the issue. Be concise and to the point and keep as short as possible. Citation and complete current reference must be provided for each whereas clause. The citation must include author, year, and page number.

For example:

WHEREAS, in 2006, "22.3% of Emergency Department visits were classified as emergent, and 34.2% were urgent" (McCaig & Burt, 2007, p. 4); and

1. *Publication Manual* of the American Psychological Association

- First resolved statement: this clause should contain the statement of belief, philosophy, or commitment that you want NSNA ® to take on the issue. Resolved statements must reflect the topic statement.

For example:

"RESOLVED, that the NSNA ® advocate that those on any substance consistently, whether prescription or non prescription medications, compile and carry a list of those substances on themselves; and be it further...

- Remaining resolved statements: list the desired implementation of the resolution, i.e., the actions to be taken, such as letters to be sent, and the names of organizations and agencies that should receive a copy of the resolution.

### **4. Reviewing and Proofing the Resolution**

Have other students and faculty groups or individuals read the resolution and provide suggestions for addendums, deletions, or alterations. This will decrease the number of changes that will occur once it is brought before the House.

### **5. Submitting the Resolution**

NSNA ® state and school constituents, NSNA ® Board of Directors and NSNA ® committees may each submit one resolution, authored by NSNA ® members, for consideration by the House of Delegates. Individual members may not submit resolutions. Resolutions submitted to NSNA ® must follow the Policies and Procedures for NSNA ® Resolutions that are contained in this handbook.

Specifically, resolutions must:

- Be typed, double-spaced, following the format of the sample resolution in this handbook.
- Be postmarked by the deadline date. (deadline date can be found on [www.nсна.org](http://www.nсна.org), WHAT'S NEW page under NSNA ® Calendar)
- Be submitted by an NSNA ® constituent school or state, the NSNA ® Board of Directors, or an NSNA ® committee.
- Be authored by NSNA members and submitted by an official constituent.

To be complete, resolutions must be

- Submitted on a CD
- Include four copies of the Check List—be sure to complete and enclose with resolution (see page 19)

**Include four copies of the following:**

- 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. Documentation used for references should be no older than 5 years unless historical information and the entire article must be included.
- Accurate names of leaders, addresses and emails for all organizations, agencies, and individuals mentioned in the "resolved" clauses.
- A detailed list of the estimated cost of implementing the resolution, noted on a separate page. The NSNA ® staff in New York is available to assist in determining costs. An example is provided with the sample resolution on page 7.
- Abstract (3-4 sentences) to include purpose of resolution and intended outcomes.

Incomplete resolutions will not be accepted until the above requirements are met. All resolutions should be sent to the Resolutions Committee, National Student Nurses' Association, 45 Main Street, Suite 606, Brooklyn, New York 11201, Attention: Carol Fetters Andersen. The receipt of all resolutions will be acknowledged by email.

**6. Resolution Author's Meeting**

The next step in the Resolutions Process is the Resolution Author's Meeting, which takes place on Tuesday and Wednesday at the annual convention. All authors (or their representatives) **must** attend this meeting; exact time and place will be determined when authors sign up for meetings at convention.

At this time, the authors will meet with a member of the Resolutions Committee. The committee member will assist authors to construct a resolution that is acceptable to the NSNA ® House of Delegates and, at the same time, will ensure meaningful, quality resolutions. (Consult *Getting the Pieces to Fit* for the complete list of the Resolutions Committee's duties.) Authors should be prepared to clarify documentation, and to assist in the editing and/or rewriting of their resolutions, and combining of similar resolutions, if necessary. Extra copies of documentation should be brought by the authors to this meeting.

## 7. Board of Directors Review

After resolutions have been completed by the Resolutions Committee and the authors, they are reviewed by the NSNA ® Board of Directors for legality and feasibility of implementation. Once the board review is completed, a resolution becomes the property of the House of Delegates.

## 8. Resolutions Hearings

Resolutions are formally discussed in the Resolutions Hearings before being debated on the floor of the House of Delegates. At this time, editorial and other changes not affecting the content of the resolution may be made. **Author(s) must be present** when the resolution is presented at the hearings. They will give a three minute speech on their resolution and be given the opportunity to accept or reject the changes made by the delegates in the House. All delegates are required to attend all hearings.

## 9. Documentation Review

Complete documentation for all resolutions is available for review by delegates during designated hours. Refer to the official program book for a list of hours and location.

## 10. House of Delegates

The House of Delegates is the voting and decision-making body of NSNA ®. When a resolution reaches the House floor, it may be amended by any delegate. In order for a resolution to become NSNA ® policy and be implemented, it must be adopted by the House of Delegates. Once the resolution is introduced in the House of Delegates, the author gives a two minute pro statement about their resolution to the House of Delegates.

## 11. Implementation of Resolutions

Unless specified otherwise in the resolution, the NSNA® Board of Directors has the primary responsibility for its implementation, based on directives in the "resolved" clauses. Resolutions are edited for consistency and editorial style and are sent to the parties named in the "resolved" clauses. A list of the resolutions appears in *NSNA News* ® and *Imprint* ®, and is sent to the nursing media. Resolutions are considered as possible topics for *Imprint* ® articles, community health projects, legislative/education actions, and convention programs.

## Sample Resolution

The following resolution was passed at the 2007 House of Delegates

TOPIC: IN SUPPORT OF CLINICAL EDUCATION STANDARDS FOR DISTANCE LEARNERS

SUBMITTED BY: National Student Nurses' Association Board of Directors

WHEREAS, creative solutions in nursing education delivery are necessary to address the growing nursing shortage; (American Association of Colleges of Nursing, 1999; American Organization of Nurse Executives, 2004; California Board of Registered Nursing, 2006; Faison, 2004) and

WHEREAS, the increased size, number and technological advances of distance education programs have taken significant steps to combat the nursing shortage by dramatically increasing access to nursing education and represent a growing number of the undergraduate nursing population; (Alliance for Nursing Accreditation, 2002; American Association of Colleges of Nursing, 1999; National Council of State Boards of Nursing, 2003; National League for Nursing Accrediting Commission, 2005; National Nursing Staff Development Organization, 2006; Potempa, 2001), and

WHEREAS, clinical experiences that are led by an appropriately prepared clinical instructor in an authentic care delivery setting throughout one's nursing education is the essential foundation for entry into safe nursing practice; (American Organization of Nurse Executives, 2004; Angel, 2000; Babenko-Mould, 2004; California Board of Registered Nursing, 2006; National Council of State Boards of Nursing, 2004; National Council of State Boards of Nursing, 2005; National Nursing Staff Development Organization, 2006; White, 2003), and

WHEREAS, Professionalization, which can be described as "the acquisition of the requisite knowledge, skills, values and attitudes which are characteristic of the profession" is achieved through face-to-face contact with faculty and other healthcare providers in the clinical setting, and is a vital part of nursing education; (Alliance for Nursing Accreditation, 2002, p. 1; Angel, 2000; Faison, 2003; Fraser, 1999; Simpson, 2006, and

WHEREAS, while skills practiced in a nursing simulation lab compliment nursing education, they are not an appropriate or adequate substitute for the ac

actual clinical environment, which provides opportunities for therapeutic communication, critical thinking and clinical decision making, and may be performed on a wide variety of patients of varying levels of acuity and psychological stress; (Benner, 2004; National Council of State Boards of Nursing, 2005; Scheppke, 2003), and

WHEREAS, some distance learning programs give clinical experience credit for registration, certification, and/or licensure in other allied health fields such as practical nursing or paramedic training, yet these prior experiences do not equate to the clinical practice which prepares nursing students to qualify for licensure as a registered nurse (RN) in some Jurisdictions: (Alabama Board of Nursing, 2007, p. 1; Alabama Board of Nursing, 2006, p. 6; California Board of Registered Nursing, 2006, pp. 1-2; Colorado Board of Nursing, 2006, p. 3; Florida Board of Nursing, 2004, p.5; Georgia Board of Nursing, 2006, p.15; Illinois Department of Professional Regulation, 2000, p. 13; Kansas State Board of Nursing, 2005, p. 1; Louisiana State Board of Nursing, 2006, p. 3; Maryland Board of Nursing, 2007, p. 10; State of Vermont Board of Nursing, 2004, p. 10; Washington State Department of Health: Nursing Commission, 1999, pp. 1-2), and

WHEREAS, admission requirements for some advanced degree programs in nursing limit or prohibit admission of applicants from undergraduate programs without a clinical experience; (Personal communication from Diane L. Busch , Phyllis M. Connolly, Ruth E. Davis, Clay D. Hysell , Jean Lange, Claire Lindberg , A. Gretchen McNeely, Carol G. Mest, Tonya J. Roth, Lynn Warner, Carol L. Wood) and

WHEREAS, the National Student Nurses' Association (NSNA) serves as an advocate for pre-RN licensure nursing students and seeks "To assume responsibility for contributing to nursing education in order to provide for the highest quality health care" and "To have direct input into standards of nursing education and influence the educational process". (National Student Nurses' Association, 2006, p. 24). **Therefore be it**

RESOLVED, that the National Student Nurses' Association (NSNA) encourage state boards of nursing and accrediting bodies, the National League for Nursing Accrediting Commission, and the Commission on Collegiate Nursing Education, to set standards requiring that all RN licensure programs include clinical experience supervised by a qualified instructor as a requirement of each clinical course in their nursing education program; and be it further

RESOLVED, that the NSNA encourage nursing students to carefully evaluate whether a distance education program will facilitate meeting their short- and long-term career goals; and be it further

RESOLVED, that the NSNA provide programs at the MidYear Conference and Annual Convention, and publish articles in *Imprint* and on the NSNA

RESOLVED,

website that educate current and potential nursing students about how to choose a nursing program including, but not limited to, the benefits of instructor-guided clinical experiences, if feasible; and be it further that the NSNA send a copy of this resolution to the American Nurses Association, the National League for Nursing, the American Organization of Nurse Executives, the National Nursing Staff Development Organization, the National League for Nursing Accrediting Commission, the American Association of Colleges of Nursing, and all others deemed appropriate by the NSNA Board of Directors.

**References** (*List references cited in resolution according to APA guidelines on References page and submit with the resolution*)

**References examples from the resolution above:**

Alabama Board Of Nursing (2007). *Educational requirements for licensure as an RN in Alabama*. Retrieved January 10, 2007, from <http://www.abn.state.al.us/main/news/news-01-06-07.html>

American Organization of Nurse Executives (AONE) (2004). AONE Position statement on pre-licensure supervised clinical experience. Washington DC: American Organization of Nurse Executives. Retrieved January 2, 2007, from <http://www.aone.org/aone/advocacy/PositionStatementPre-licensureclinicalexperiencefor-matted.pdf>.

Angel BF. (2000). An evidence-based project for evaluating strategies to improve knowledge acquisition and critical-thinking performance in nursing students. *Journal of Nursing Education*, 39(5), 219-228.

## Cost Estimate

*(Sample of Cost Estimate to be prepared based on projected cost of implementing the resolution, if adopted)*

Document Size 3 pages Photocopy costs \$.10/page x 3 pages = \$.30/copy x 65 mailings \$19.50  
Postage costs \$.41/ mailing x 65 mailings \$26.65 Envelopes \$.05/envelope x 65 envelopes \$ 3.25

**Total Cost \$49.40**

## **STRATEGIES -Help to get your resolution passed**

**1. Be concise.** The delegates will get copies of all resolutions and this means a lot of reading. If your resolution is too wordy, it will not get the attention it deserves. Try and limit your resolution to five "whereas" clauses: choose the strongest five facts and use the others in discussion and debate. Resolutions should not be longer than 2 pages.

**2. Be realistic.** The resolved statements should include specific actions that are realistic and can be implemented. Resource availability (both human and financial) may impact on NSNA's ® ability to implement the resolution.

**3. Be positive.** A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.

**4. Be knowledgeable.** Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.

**5. Gather support and assistance.** Your school and/or state should not be the only ones involved in getting your resolution passed. Try to involve other chapters and members in supporting your resolution. Lobby at caucuses, in hallways, and elevators. Share your facts and ask others to come to the microphone to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other NSNA ® members to get involved.

**6. Use your time at the microphone wisely.** As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses. You will have 2 minutes to speak to the resolution.

**7. Be available.** Make sure you are available to the Resolutions Committee at all hearings and to the House of Delegates to answer questions. Be on time for all meetings and hearings.

**8. Have your documentation handy.** Make sure you have at least two copies of your documentation with you -many questions will be asked at late-night caucuses when the documentation you've sent to the committee is unavailable.

**9. Read this handbook carefully.** If you have any questions, don't hesitate to contact the NSNA ® office.

## POLICIES AND PROCEDURES FOR NSNA RESOLUTIONS



**1. 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 or make known 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.

### 2. 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 recognition for contributions made to NSNA ® by groups or for individuals.
- C. "Emergency Resolutions" a resolution on a topic that arises subsequent to the resolutions deadline date. The deadline for emergency resolutions is 5pm 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" clause. The use of the "whereas" should be limited to cases where it provides little-known information without which unusual importance is 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 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 "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" 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 ® committees, and NSNA ® school and state constituents. Each may submit one resolution for consideration.

**6. Submission of Resolutions:** All resolutions submitted to the Resolutions Committee must be pertinent to the purpose and function of NSNA ®. Only complete resolutions will be accepted. See item 5 on pages 4 -5 for details.

**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. Any *state* constituents having annual conventions after the six-week deadline may submit resolutions within two weeks after the adjournment of their convention. School constituents *must* submit resolutions received by the published deadline date.

**8. Resolutions Committee:** The NSNA ® Board of Directors appoints a chairperson and four members of the Resolutions Committee. The Committee is appointed no less than four months prior to convention (the appointments normally take place at the June NSNA ® Board of Directors meeting). A resource person will serve as a consultant to the Committee.

**9. Duties of the Resolutions Committee:** The duties of this committee will be to:

- Review all resolutions for presentation to the House of Delegates.
- Insure workable implementation of all resolutions. That is, are the resolved clauses matters that the House of Delegates can decide that NSNA ® should or should not do (whether the committee agrees with the action or statement of the resolving clauses is not considered), and are the resolving clauses matters which NSNA ® can legally and feasibly do and has not already done? Exceptions may be made if repetition of an action or statement would be timely.
- Edit, rewrite, and/or combine the resolutions for clarification of fact and style. Sponsors who do not approve the changes have the option of withdrawing their sponsorship.
- Be available during convention for author consultation and receipt of resolutions.
- Refuse resolutions or parts of resolutions that cannot be implemented, 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.



## **RESOLUTIONS DEADLINE: Received by February 24, 2010, 5:00 pm\***

The deadline for submission of completed resolutions by the NSNA® Board of Directors, NSNA® school and state constituents, and NSNA® committees is **six weeks prior to the annual meeting**. Refer to the NSNA® calendar found in “Getting the Pieces to Fit,” or on [www.nсна.org](http://www.nсна.org) (click on publications). Emergency Resolutions will be accepted up to 5 pm on the first day of the annual meeting. \* An NSNA® state constituent with a convention after the deadline date has two weeks from the closing date of their convention to submit a resolution. All school constituents must meet the published deadline date.

Deadline Date can be found in *Getting the Pieces to Fit* and on [www.nсна.org](http://www.nсна.org) (publications)

**See *Getting the Pieces to Fit* (back cover) and the NSNA® Calendar online ([www.nсна.org](http://www.nсна.org)) for all deadline information.**

## **NSNA Leadership U**



*Earn credit by*

### **Serving as a Delegate in the NSNA® House of Delegates**

As an NSNA® leader, you’ll learn and practice important leadership skills by participating in the NSNA® House of Delegates. NSNA® members may earn formal credit for serving as a delegate in the NSNA® House of Delegates. The following may be helpful when approaching faculty to explore the possibility of having your NSNA® Delegate experience partially fulfill course requirements or independent study elective. Use your course syllabus to see if you can meet the objectives with the following leadership activities.

#### **Leadership Activities**

#### **Delegates are responsible for:**

- Participating in the House of Delegates Sessions (number of hours 9);
- Participating in the Resolutions Hearings (number of hours 5);

- Participating in candidates presentations and election activities (number of hours 8)

### **Learning Objectives:**

- Describe and define the role of leadership when serving as a delegate;
- Gain understanding and a working knowledge of *Robert's Rules of Order*;
- Understand and practice collaboration among peers;
- Describe and interpret the complex role organizations play in the profession and in society;
- Identify, define, analyze, and state an opinion related to at least one national issue concerning the delivery of health care and the nursing profession;
- Write and describe a personal vision for the future of the nursing profession.

**Attributes developed : Serving as a delegate in the NSNA ® House of Delegates** Items 1-23, 25 (see list below)

### **Attributes and Competencies for Future Nurse Leaders and Managers**

1. Intellectual and analytical capacity
2. Critical thinking ability
3. Systems thinking
4. Comprehends interdisciplinary models
5. Effective interpersonal and communication skills
6. Empathetic/active listener
7. Adapts quickly to new situations
8. Identifies global, national, and local trends
9. Accepts high moral and ethical standards
10. Manages conflict and masters conflict resolution
11. Facilitates collaboration and group process
12. Motivates others to participate in decision-making
13. Capacity to interchange leadership/followership roles
14. Serves as a mentor for future leaders
15. Empowers others
16. Team player
17. Understands strategic/tactical planning, implementation and outcome evaluation
18. Treats all human beings with respect and acceptance
19. Strives for an inclusive society
20. Balances professional responsibilities and personal life
21. Accepts responsibility and accountability for decisions
22. Demonstrates a commitment to life-long learning
23. Practices the spirit of cooperation
24. Balances high tech with high touch

25. Solves problems creatively
26. Capacity for deep introspection and reflection
27. Capacity to connect with the spiritual nature of human beings

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## **Leadership Skills Developed During the NSNA Resolutions Process**

### *Outcome:*

Develop and master the leadership skills needed to participate in the democratic process.

### **Stage I**

- Identify a topic/issue (**enhances intellectual and analytical capacity**)
- Determine relevance to nursing students, nursing education, nursing practice, and/or nursing research. (**Develops systems thinking; identifies global, national and local trends**)
- Investigate what has been done, if anything, on this topic/issue in past (i.e. does NSNA ® already have a position on this topic?). (**Enhances intellectual and analytical capacity**)
- Do other nursing organizations have positions on this topic/issue; if so, what are their positions or policies. (**Develops systems thinking; identifies global, national and local trends**)
- Before taking a position, compile a list of the pros and cons for topic/issue, (**develops systems thinking; identifies global, national and local trends**)

### **Stage II**

- Once topic/issue has been established as viable and appropriate for a resolution: Decide position (support or oppose). (**Enhances intellectual and analytical capacity; critical thinking**) Use the literature to support the decision and to document “whereas” statements. (**Enhances intellectual and analytical capacity; enhances writing skills**)
- Determine the appropriate action that the organization can take within the human and financial resources available and write the “resolved” statements. (**Understanding of strategic/tactical planning, critical thinking, implementation and outcome evaluation; enhances writing skills**)
- Using the correct format as provided by the organization, submit the resolution, documentation and other requested information (**Enhances**

### **intellectual and analytical capacity)**

- Inform others about the resolution and seek their support. **(Develops effective interpersonal and communication skills; critical thinking; listening skills; empower others; motivate others to participate in decision making)**

Speak with people who have opposing views about the resolution as well as those who support it so that all sides of the issue are understood: attempt to counter opposition with facts. **(Manage conflict and master conflict resolution; treat others with respect and acceptance; enhances intellectual and analytical capacity; develops critical thinking ability; enhances interpersonal and communication skills)**

### **Stage III**

- Learn parliamentary procedure and understand how a resolution is presented in the House of Delegates **(Understand and master democratic process, *Robert's Rules of Order*, play by prescribed rules and regulations)**
- Meet with resolutions committee to review the resolution; take the committee's comments and suggestions under consideration. **(Manage conflict and master conflict resolution; treat others with respect and acceptance; enhances intellectual and analytical capacity; develops critical thinking ability; enhances interpersonal and communication skills)**
- Attend resolutions hearings to hear debate; be prepared to answer questions and to defend position. **(Develops effective interpersonal and communication skills; critical thinking; listening skills; enhances interpersonal and communication skills; motivate others to participate in decision making)**
- If needed, compromise and resolve concerns about the resolution. **(Learn to adapt quickly to new situations; develops effective interpersonal and communication skills; critical thinking; listening skills; motivate others to participate in decision making; treat others with respect and acceptance)**
- Speak to resolution at the House of Delegates. **(Develops effective interpersonal and communication skills; public speaking; parliamentary procedure; debate skills)**
- If action fails; analyze why. **(Develops intellectual and analytical**

capacity)

- If action carries, communicate this at school and state. (**Develops effective interpersonal and communication skills; public speaking, writing skills**)

#### Stage IV

- Build on this process by participating in similar policy development in professional organizations as a Registered Nurse (i.e. American Nurses' Association, State Nurses' Association, and District Nurses' Association) and as a citizen (i.e. state and federal legislative and Congressional bills).

For further information visit: [www.nsnaleadershipu.org](http://www.nsnaleadershipu.org)

Apply for the NSNA Leadership University® Certificate – see attached form.

National Student Nurses' Association, Inc.®



### ***Giving Credit Where Credit Is Due***

Attention School and State Leaders – if you are:

- seniors graduating at the end of the Fall 2009 and Spring 2010 are eligible to receive a beautiful Leadership U certificate
- you have received school/class credit for your participation in NSNA® activities at the school, state and/or national levels

**You are entitled to receive an NSNA Leadership U® Recognition Certificate!**

Complete and FAX the Leadership U Certificate Request Form (page 18) **no later than March 19, 2010 to (718) 797-1186**. If you miss the deadline, your certificate will be mailed after convention. Many schools present the certificate at pinning ceremonies. At the 2010 Convention, NSNA Leadership U® awardees will be asked to stand to be recognized at the Opening Ceremony on Wednesday night in Orlando.

# National Student Nurses' Association, Inc. ®



**NSNA Leadership U ® Certificate Request Form** (*incomplete forms are not honored*)

Name (print clearly) \_\_\_\_\_

School of Nursing \_\_\_\_\_ city \_\_\_\_\_ state \_\_\_\_\_

Mailing address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email address (please print clearly) \_\_\_\_\_

NSNA ® membership number \_\_\_\_\_ Expiration date \_\_\_\_\_

Are you attending the 2010 Annual NSNA® Convention?

Yes \_\_\_ (your certificate will be at convention – pick up in the NSNA®  
Convention Office in Orlando)

No \_\_\_ (your certificate will be mailed)

*A member of your school faculty or the dean/director must complete the information below and sign this form.*

Faculty name (print) \_\_\_\_\_

Statement: The above named student is enrolled in the school of nursing and is expected to graduate on \_\_\_\_\_. This verifies that this student received school/class credit for their participation in NSNA®.

Signature \_\_\_\_\_ Title: \_\_\_\_\_

Faculty Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Questions: check out [www.nsnaleadershipu.org](http://www.nsnaleadershipu.org) click on the leadership library

**2010 NSNA® RESOLUTION CHECKLIST- SEND 4 copies with proposed resolution**

SUBMITTED BY: \_\_\_\_\_

(State/ School Constituent, NSNA® Board, NSNA® Committee)

AUTHOR (s): \_\_\_\_\_

ADDRESS: (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NSNA® MEMBERSHIP NUMBER OF AUTHOR(S) \_\_\_\_\_

Advisor/Consultant \_\_\_\_\_ email \_\_\_\_\_

**CHECK LIST FOR COMPLETE RESOLUTIONS MAILING**

Before mailing your resolution to NSNA® headquarters, please review and check responses to the following items and **include this form in your mailing:**

- Prior NSNA® positions/policies have been reviewed for duplication.
- If prior position was taken, it is included in the citations and justification for revisiting the position is given.

**Only complete resolutions will be accepted for consideration by the Resolutions Committee.**

**To be considered complete, resolutions must include:**

1.  Copy of resolution and supporting pages saved on a CD
2.  Four Copies of this page with information completed
3. **Four (4)** printed copies of the following:
  - A)  the resolution
  - B)  complete copy of documents used for the “whereas” clauses. Each whereas clause must have a specific citation identified in the body of the resolution. The sentences referenced must be **underlined** in the documentation. Documentation should be more than 5 years old except historical information.
  - C)  names, addresses, contact names and emails of all organizations, agencies, and individuals mentioned in the “resolved” clauses, listed on a separate page
  - D)  the estimated cost of implementing the resolution, noted on a separate page
  - E)  the abstract. (3 or 4 sentences about the purpose and intended outcomes of the resolution) on a separate sheet
  - F)  a References page (APA\* format) of all cited references in the resolution, on a separate sheet
4. Be sure that information about the author(s) for the constituent school chapter or state association submitting the resolution is complete.
5. Mail **complete** resolution by deadline to: Carol Fetters Andersen, Director of Governance and Program Development, NSNA, 45 Main Street, Suite 606, Brooklyn, NY 11201.

**MEET THE DEADLINE: Must be received at NSNA® by February 24, 2010, 5:00pm ET**

**NOTES:**