

NATIONAL STUDENT NURSES' ASSOCIATION, INC.

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STEPS FOR WRITING A RESOLUTION

Deadline for submission of resolutions: 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 Web Site (www.nsna.org) as resources:
 - a) [Guidelines for Planning Resolutions](#), © 2009 NSNA
 - b) ["The Resolutions Process"](#), earn credit from NSNA Leadership University
 - c) [Steps for Writing a Resolution](#) (this page)
 - d) [NSNA Resolutions and Policies](#) in [Getting the Pieces to Fit 2009-2010](#)

2. Determine and define the issue.
 - a) Is the issue germane to the purpose and mission of the association? If this is to be an NSNA resolution, 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 www.nsna.org/pubs/resources/resolutions.asp, along with resolutions from 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 (Unless a historical reference is used references should not be more than 5 years old). Find out what positions have been taken by other associations. Discuss the issue with members of other state chapters. For proposed NSNA resolutions, use resources with a national focus.

 - c) Begin to develop the "Whereas" statements based on your documentation. Include references for each "Whereas" statement. Underline the documentation for each "Whereas" statement.

 - d) All "Whereas" statements should be cited using APA format (*Publication Manual of the American Psychological Association*)

4. Develop the "Resolved" (action to be taken) by your state association (or NSNA if appropriate) 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.
 - c) If the resolution is written specifically for your state association, and you intend to have the resolution then submitted to NSNA as your state resolution (or from your school), the "resolved" statements must be adapted to the action that can be taken by the national association. For example, NSNA does not communicate with state legislators. However, NSNA does communicate with the Federal Government (e.g., the Senate and the House of Representatives at the national level). On the other hand, NSNA 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 will not be appropriate for NSNA since they address state issues.
5. Final reminders: Use the 2009 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 format and copies of the documentation with referenced material underlined.
 - d) Attaching the complete addresses, names and emails of all parties to receive a copy of the resolution.
 - e) Including cost of implementation of the resolution on a separate sheet of paper.
 - f) Including a 3 or 4 sentence abstract explaining the purpose of your resolution and the desired outcome.
 - g) Send a CD copy along with the hard copy of the proposed resolution, along with 4 copies of the all other information, to NSNA headquarters.

Important: Please note that all resolution submissions must include a completed copy of Page 13 in [Guidelines for Planning Resolutions](#) that 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 (718) 210-0705 Ext 112, Fax (718) 797-1186, nsna@nsna.org, attn: Carol Fetters Andersen.