



Guidelines for Planning 2019

Resolutions

For the 2019 NSNA House of Delegates



Learn how your state or school NSNA constituent proposes a resolution for consideration by the NSNA House of Delegates.

National Student Nurses' Association

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Deadline for Resolution Submission: January 15, 2019, 5:00 PM EST

Deadline for submission: 5:00 PM Eastern Time January 15, 2019
(With the exception of certain state associations, this deadline is firm. See page 13.)

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Introduction

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, the nursing profession, healthcare professionals, and the health needs of the public. Resolutions should address only one topic or issue, be national in scope, and fall within the purposes and functions stated in the NSNA Bylaws and Mission. A resolution is composed of two parts:

1. "Whereas" clauses: Summarizes with documentation of the reasons and rationale for the resolution (with supporting documentation cited)
2. "Resolved" clauses: Contains the position to be taken on the issue and/or actions to be taken by NSNA, its constituent associations, and/or its members.

NSNA encourages constituents to use a resolution to submit a stance on an issue to the House of Delegates. The discussions at the Resolutions Hearings and on the floor of the House of Delegates ensure that the issue (including its costs and implementation) has been carefully considered by the delegates prior to voting on the resolution.

Who May Submit a Resolution?

NSNA constituent state associations, NSNA constituent school chapters, NSNA Board of Directors, and NSNA Committees may each submit one resolution for consideration by the House of Delegates. Individual NSNA members may not submit resolutions. Constituent school and state chapters are those that have met the current requirements for official NSNA Constituency status (see *Getting the Pieces to Fit*—NSNA Handbook.)

Who May Author a Resolution?

Only NSNA student members may be the resolution authors. Faculty and faculty advisors are available only to guide student authors and are not to take an active role in deciding the topic or writing the resolution. **There may be only one primary author** and additional authors.

All authors must be current students and NSNA members at the time of the NSNA Annual Convention. If the primary author has graduated, a secondary author should become the primary author. **All resolutions submitted to NSNA for consideration at the 2019 Annual Convention must follow the process contained in this handbook.**

What Are the Different Types of Resolutions?

"Resolutions of Substance" serve as one means by which opinions may be expressed, purposes of NSNA can be implemented, and directions were given for future action. "Reaffirmation Resolutions" restate a position previously taken by NSNA. "Courtesy Resolutions" communicate recognition for contributions made to NSNA by groups or by individuals and are not subject to debate. "Emergency Resolutions" are resolutions on a topic that arises subsequent to the resolutions deadline date. The deadline for submission of emergency resolutions to the Resolutions Committee is 5:00 pm on the opening day of the annual meeting (April 3, 2019) unless the emergency topic arises during the convention, at which time a resolution can be presented before the end of the second Resolutions Hearing.

The Resolutions Process

1. Choosing the Topic, Position, and Actions to be Taken

The first step is to determine a national issue that is relevant to NSNA, nursing students, the nursing profession, and healthcare policy. Topics must be national in scope, be able to be implemented within NSNA's resources, and should fall within the mission, purposes, and functions as stated in the NSNA Bylaws and mission. For information about resolutions adopted by the House of Delegates over the past ten years, [click here](#) for the Resolutions Index to view resolutions by topic areas. Additionally, the NSNA publication, *IMPRINT*, is not a clinical journal, so students are advised to avoid suggesting publication of a resolutions dealing with clinical topics. If authors are unsure whether their topic would be considered "clinical," they may consult with the Resolutions Committee prior to selecting their topic.

Prior Positions: Duplication of NSNA resolutions adopted since 2014 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 5 years since the policy was established. If in the past 5 years, there has been a significant change in the status of an issue, the Resolutions Committee may allow the topic to be reintroduced. It is the author's responsibility to present documentation that is less than 5 years old in order to reintroduce the topic.

If a submitted resolution is determined to go against current NSNA bylaws, or be outside the bounds of the NSNA mission (this includes topics and supporting documentation that could be considered inappropriate) the Resolutions Committee may request that the author modify the proposed resolution and/or its documentation to comply with NSNA Bylaws and resolution submission policies. Authors who do not approve the changes suggested by the Resolutions Committee have the option of withdrawing the resolution. It is recommended that authors (1) review previous resolutions that have passed, (2) review the guidelines, and (3) ask for guidance prior to writing the resolution from the Resolutions Committee Chair by writing to resolutionschair@gmail.com and allow up to 5 days for a response.

2. Documenting the Need

Because each "Whereas" statement reflects the need for the resolution, each "Whereas" statement must cite a supporting reference/document. All supporting documents must be submitted with the resolution.

Documentation of evidence for the "whereas" statements can include journal articles, website articles, text and reference books, materials from other organizations, speeches, as well as research reports. The majority of the references used should come from current professional journals. The documentation must be evidence-based and no more than 5 years old (2014), unless the information is historical in nature. Documentation must be fact, rather than opinion.

Full text supporting documents (and a List of References) must be submitted. Note: If a supporting document is longer than 5 pages, a copy of the title page showing the document's source, date, and other identifying data, along with the page(s) related to the citation, is acceptable. In each supporting document, authors must **highlight** the text that directly corresponds to the "Whereas" statement it supports. Supporting documentation must be submitted as PDF files or Microsoft Word

files. Web articles *may not* be saved as HTML files. See “Submission Procedures” on [page 12](#) for instructions on naming each reference file, and how to save/highlight PDF files. Authors must bring at least one set of supporting documents to the Annual Convention.

3. Writing the Resolution

[Pre-Formatted Template](#)

Because formatting (font, font size, line spacing, etc.) must be uniform among all resolutions, authors must use the [pre-formatted resolution template](#). [Here is the link \(locate Pre-formatted Resolution Template\)](#)

See Appendix A for a sample resolution. Elements of a resolution include the following:

Resolution Title: The Title of the Resolution should be succinctly stated and **no longer than 15 words (equivalent to 110 characters with spaces)**.

Submitted by: The NSNA Board, school constituent or state association submitting the resolution.

Authors: The primary and any secondary authors. Must be NSNA student members.

Whereas Statements: **Limit 300 words** (the [template](#) will only allow 300 words or 2000 characters with spaces). Using the documentation obtained, specifically explain and defend the issue. Be concise and to the point. Each Whereas statement should have just one quote (one reference).

For example:

TOPIC: IN SUPPORT OF EMPOWERING NURSING STUDENTS TO VOTE

SUBMITTED BY: Villanova University, Villanova, PA

AUTHORS: Primary Author, Teresa Murphy; Marianna Cesareo, Kate Freudenberg, Meghan Scanlon, Taylor Anzilotti, and Kristina Terzakiss

WHEREAS, the 2008 National Student Nurses’ Association (NSNA) House of Delegates supported “Increasing the political awareness of nursing students”; and

Citations and current references must be provided for each “whereas” clause. For references and citations, authors must use the [Publication Manual of the American Psychological Association \(APA\)](#), 6th Edition, second printing. All citations are checked by the Resolutions Committee. Any references and citations not in the correct format will be returned to the author for correction as it is the author’s responsibility to ensure that references are correctly submitted.

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);

“Whereas” clauses are not debatable in the Resolutions Hearings or the House of Delegates. It is an

important responsibility of delegates to review the documentation supporting a resolution’s “Whereas” clauses in the Resolutions Office or meet with the authors at their assigned tables before/after Resolutions Hearings. Authors must have all supporting documentation at their table for review by delegates.

Resolved Clauses: The first “resolved” clause contains the statement of belief, philosophy, or commitment that you want NSNA to take on the issue. “Resolved” clauses must reflect the topic statement.

Remaining “resolved” clauses: List the desired implementation of the resolution, (i.e., the actions to be taken, such as letters to be sent; this should be the last resolved statement) and the names of organizations and agencies that should receive a copy of the resolution, if adopted. Note that this communication is sent via email.

For Example:

RESOLVED, that the National Student Nurses’ Association (NSNA) empower nursing students to vote by increasing awareness of the impact of their votes on government at all levels and including health issues related to patient care; and be it further
RESOLVED, that the NSNA encourage nursing students to seek understanding about candidates and issues from local to national levels; and be it further

4. Abstracts (Maximum 75 Words)

Three or four well-written sentences about the purpose and intended outcomes of the resolution are submitted with the resolution. NSNA reserves the right to edit abstracts and titles for clarity and grammar. Resolution abstracts are posted on the NSNA website prior to the convention.

For Example

TOPIC: IN SUPPORT OF EMPOWERING NURSING STUDENTS TO VOTE

SUBMITTED BY: Villanova University, Villanova, PA

Abstract: Nurses are the largest health-care related professional group that has a voice strong enough to influence policymakers at all levels of government. Nurses witness the impact of health care policies, whether they are working at the bedside or in administrative offices; 3.1 million nurses could change election results. Starting to vote to advocate for our patients now, as students, will lead to all future nurses realizing the power they can have in government.

5. Reviewing, Proofing, and Organizational Approval of the Resolution

Have other students and faculty or individuals read the resolution and provide suggestions for additions, deletions, or alterations. This decreases the number of changes that may occur once it is presented at the Resolutions Hearings or “moved” in the House. Has the final resolution been presented and approved by the school or state chapter Board of Directors, Executive Committee or voting body? Refer to your state or school bylaws or policies for guidance. NSNA does not require resolutions submitted by constituent school chapters to be submitted to the state association for review or approval.

6. Submitting the Resolution

[Click here to complete the Resolutions 2019 Submission Form:](https://form.jotform.com/nsnainc/resolutions-2019-submission-form)

<https://form.jotform.com/nsnainc/resolutions-2019-submission-form>

All resolutions must be submitted using the online submission form (see “Submission Procedures” on page 12).

DEADLINE to submit all documents: January 15, 2019 by 5:00 pm EST. This deadline is firm with the exception of certain state associations (see page 13).

Required Components

Resolutions submitted must include all of the following items. See Appendix A for examples. See [page 12](#) for accepted file types. ***Incomplete resolutions will not be accepted until the requirements are met.***

1. Abstract: (75 words)
Three or four well-written sentences about the purpose and intended outcomes of the resolution. NSNA reserves the right to edit abstracts and titles for clarity and grammar.
2. Estimated Cost:
Itemized estimated the cost to NSNA to implement the resolution.
3. Contacts: (Excel File)
In this column order on Excel spreadsheet: Contact person, the name of the organization, email address and website address, of all organizations, agencies, and individuals cited in the “Resolved” clauses.
4. Resolution main file:
Use the template for proper formatting.
5. List of References:
A list of all references (in APA citation format) that are cited in the “Whereas” statements.
6. Reference Documents:
All files for references listed in List of References and cited in “Whereas” statements.

7. After the Resolution Has Been Submitted

Received resolutions are acknowledged by email:

- Automated Email
An automated email is sent immediately after you click “submit” in the online resolution submission form. If an automated email is not immediately received, check spam/junk folders before contacting NSNA to confirm receipt.
- NSNA Staff Email
After the submission deadline has passed, the NSNA Resolutions Consultant reviews the resolutions and notifies authors via email if the submission is complete, or if there are any deficiencies that render the resolution incomplete. The author must meet the requirements for completing the resolution within 5 business days of the notification email sent by NSNA. Initial review to make sure that all components are present may take time so expect to hear

back from the Resolutions Committee by Mid-March. If you do not hear from NSNA after this time send an email to nsna@nsna.org with Resolution Submission in the subject line.

8. Prior to Convention: Working with the Resolutions Committee

Once a submission is verified as complete, it is sent to the Resolutions Committee to be screened for a previous NSNA topic on this issue from the past 5 years (2014-2018). Once the resolution has passed this screening and has been approved to continue by the Resolutions Committee, the Resolutions Chair will assign the resolution to a Committee Member. The assigned Committee Member will reach out to the primary author to assist them in editing and preparing the resolution for presentation to the House of Delegates.

The Committee member will initiate contact with the primary author by email prior to Annual Convention to coordinate a call during which the author may ask questions and review the resolution with the Committee member. Much of the editing and recommended changes can occur during these calls, saving valuable time at Convention. **Note that a committee member will make every effort to reach the primary author by phone and email. Please be sure to respond to the committee member to ensure that your resolution is not rejected by the committee.**

If the resolution is complete and the primary author, designated Resolutions Committee member, and Resolutions Chairperson are in agreement, the resolution can be signed off as complete and queued for presentation at the Resolutions Hearings and the House of Delegates. If the resolution is finalized and queued prior to Convention, the primary author does not need to schedule an appointment with the Committee during Annual Convention. **However, the primary author must check-in at the Resolutions Committee office so that the Committee knows that you are at the convention.**

9. Resolutions with the Same or Similar Topic

If more than one resolution on the same or similar topic is submitted by the deadline, the primary authors will be notified that similar resolutions will be combined. Authors will be given the option to combine or choose to withdraw their resolution from consideration. The primary authors of the similar resolution topics will schedule a joint appointment with the assigned representative of the Resolutions Committee for a meeting at Convention. Authors may also collaborate by phone or email to combine their resolutions before the Convention, in consultation with their assigned Resolutions Committee member. The primary author is responsible for informing secondary authors and the faculty advisor of this action. Note that the Resolutions Committee meets via conference call prior to the Convention to determine which, if any, resolutions are to be combined. In a combination resolution, the primary authors from each resolution will be listed first in alphabetical order, with all other author names following in alphabetical order (i.e.: Michaela Pearson and Caroline White, Amanda de Vera, Cindy Schmidt, and Amy Williams).

10. During Annual Convention

Authors of Resolutions NOT Finalized Prior to Convention Meet with Committee

When resolutions are not finalized and signed off prior to Convention, the primary author will make an appointment to meet with their assigned Committee member on Tuesday, April 2, or Wednesday, April 3, 2019, via Doodle scheduling (see Appendix C, page 19). A link to this



tool will be sent to the primary author.

At the appointment, the author(s) meet with the Committee member assigned to their resolution. The Committee member will assist authors in editing their resolution to assure that when it is presented at the Resolutions Hearings and the House of Delegates, it is concise and clear and has current evidence-based references. **See Role and Duties of the Resolutions Committee on page 14 for the complete list of the Resolutions Committee duties.** Author(s) should be prepared to clarify documentation, and to assist in the editing and/or rewriting of their resolution, and/or combining their resolution with similar resolutions, if necessary. Extra copies of full-text documentation must be brought by the authors to this meeting. If resolutions are to be combined, a meeting of the authors involved will be scheduled on Tuesday, April 2 or Wednesday, April 3, 2019.

The order in which the final version is approved by the Committee Member and the Committee Chair determines the order resolutions are heard during Resolutions Hearings and debated in the House of Delegates. Thus, it is to the author's advantage to work with the assigned Committee member to strive to finalize the resolution prior to Convention, if feasible. The Committee Chair will assign the resolution a number and post an updated list of completed resolutions in the Resolutions Office.

NSNA Board of Directors Review of All Proposed Resolutions

Note that the NSNA Board of Directors has the option to take a position to support, not support, or remain neutral on any proposed resolution. When the NSNA Board takes a position not to support a specific resolution, they have the responsibility of informing the Delegates in writing why this decision was made. In addition, like other delegates, a representative from the Board of Directors may make a statement at Resolutions Hearings and in the House of Delegates if determined by the Board to do so.

After proposed resolutions have been finalized 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, proposed resolutions are discussed in the Resolutions Hearings and then "moved" in the House of Delegates by the Committee Chair. When this occurs, the proposed resolution becomes the property of the House of Delegates. Note that the Board of Directors does not have the authority to change or reject any proposed resolution unless there are legal implications for the organization. However, any Board member serving as a delegate has the right to amend a resolution in the House of Delegates.

Implementation of Resolutions

Unless otherwise specified in the resolution, the Board has the primary responsibility for the implementation of resolutions adopted by the House of Delegates, based on directives in the "resolved" clauses. Resolutions are edited for consistency and editorial style and are sent to the parties named in the last "resolved" clause. A list of the resolutions is published in *Getting the Pieces to Fit*, on www.nsna.org and in *Imprint*, and is sent to the nursing media. Resolutions are considered as possible topics for *Imprint* articles, population, and global health projects, health policy and advocacy projects or actions, other Committee projects, MidYear Career Planning Conference or Annual Convention programs, and *Dean's Notes* articles. NSNA does not lobby Congress. Due to the high volume of resolutions, the Board may prioritize resolution implementation.

Resolutions Hearings

Proposed 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 proposed resolution is presented at the hearing. They will give a timed statement on their resolution and be given the opportunity to accept or reject the changes suggested by the delegates in the Resolutions Hearings. All delegates are required to attend all Hearings. The Rules for Resolutions Hearings are in the *Business Book* distributed at Convention.

Resolutions Roundtables

Authors for the resolutions that are heard each day must be available at information tables to informally meet with delegates to answer questions. The Roundtables are located in the Resolutions Hearing room for 30 minutes before and 30 minutes after the Resolutions Hearing. Authors must bring a hard copy of their supporting documents for delegates to review during this time. Documentation will be available to review online for delegates unable to attend the roundtables. Authors may consider bringing copies of the resolution's reference list to distribute to interested delegates. This is a good time to speak with the delegates and review their recommendations. If the author of the resolution(s) decide to update their resolution, they must present their updates to their assigned Resolutions Committee Member as soon as possible following the Resolutions Hearing and during the posted Resolutions Office hours of operation. The deadline for this to be completed is on April 5th at 10:30 pm Central Standard Time.

Documentation Review: An Important Responsibility of Delegates

Delegates are strongly encouraged to review all resolution documentation. Complete documentation for all proposed resolutions will be made available online for review by delegates.

House of Delegates

The House of Delegates debates and votes on proposed resolutions. **The title of the proposed resolution and the "whereas" clauses are not debatable and cannot be amended in the House of Delegates.** When a proposed resolution reaches the House floor, the "resolved" clauses are debatable, and a motion to amend the resolved clauses may be made by any delegate (refer to the Rules for NSNA Meetings in the NSNA *Business Book* at Convention).

Once the proposed resolution is introduced in the House of Delegates by the Resolutions Committee Chair, the presiding officer (NSNA President) opens debate, and the resolution author is granted the courtesy to speak first and give the first timed pro statement about their proposed resolution to the House of Delegates. The debate is then taken in order alternating between pro and con statements, beginning with the first pro statement made by the author. In order for a proposed resolution to become NSNA policy and be implemented, it must be adopted by a majority of the House of Delegates.

Convention Schedule

Resolution Authors Meet with Resolutions Committee Member by Appointment

Tuesday, April 2, 2019

Noon – 5:00pm

7:00pm – 9:00pm

Wednesday, April 3, 2019

8:00am – Noon

For Resolutions *not finalized* prior to Convention: When resolutions are not finalized and signed off prior to Convention, the primary author makes an appointment using Doodle scheduling (see Appendix C). If you miss your appointment, it will need to be rescheduled onsite. The Resolutions office will open at 10am on April 2 for onsite scheduling. If you know that you are going to miss your appointment, please be sure to notify your Resolutions Committee member.

For Resolutions *already completed* prior to Convention: **Authors must check in so that the committee knows that you are at the convention.**

Mandatory Meetings for Delegates

Thursday, April 4, 2019

Friday, April 5, 2019

Saturday, April 6, 2019

See Convention Schedule (published at <http://www.nснаconvention.org/> when available) for times and details about:

- Resolutions Hearings
- Parliamentary Briefing
- House of Delegates Meetings

Also, before and after Resolutions Hearings, authors are given the opportunity to meet with delegates at tables in the Resolutions Hearings room to discuss their resolution and solicit support for their resolutions.



SUBMISSION PROCEDURES

Be sure you have all the required documents and information listed below, then upload your documents and complete the [Resolutions 2019 Submission Form](https://form.jotform.com/nsnainc/resolutions-2019-submission-form) at:
<https://form.jotform.com/nsnainc/resolutions-2019-submission-form>

Deadline: 5:00 pm Eastern Time January 15, 2019

Note that this deadline is firm with the exception of certain state associations (see page 14).

RESOLUTIONS SUBMISSIONS TIMELINE

| Documents and Forms Needed | Completion Date |
|--|---|
| <p>The deadline for submission of completed resolutions by the NSNA Board of Directors, NSNA school and state constituents, and NSNA committees is January 15, 2019. This deadline is firm with the exception of the following:</p> <ul style="list-style-type: none"> An NSNA state constituent with a convention after the January 15, 2019 deadline has two weeks from the closing date of their convention to submit a resolution and must notify NSNA of their intent to submit a resolution prior to the resolution submission deadline. All school constituents and all other state constituents must meet the deadline date of January 15, 2019. | <p style="text-align: center;">Deadline: 5:00 pm Eastern Standard Time January 15, 2019</p> <p>Note that this deadline is firm with the exception of certain state associations:</p> <p>Click here to complete the Resolutions 2019 Submission Form: https://form.jotform.com/nsnainc/resolutions-2019-submission-form</p> |

Contact Information

Be prepared to enter the following information:

- Name of constituent state or school chapter (or NSNA Board, or NSNA Committee);
- Primary author's name and NSNA membership number;
- Email address, mailing address, and phone number
- Advisor/Consultant's name, phone number, and email address;
- Secondary author(s), if applicable: name(s) and NSNA membership number(s)

Resolution Document and Supporting Documents

Be prepared to upload the following items as specified. See examples in Appendix A.

| Documents and Forms Needed | | File Types Permitted | How to Name the File |
|----------------------------|--|------------------------------|------------------------|
| 1 | <u>Abstract</u> : Three or four concise sentences about the purpose and intended outcomes of the resolution. | Word : .docx | Abstract.docx |
| 2 | <u>Cost</u> : Itemized estimated the cost of implementing the resolution. | Word : .docx Excel: .xlsx | Cost.docx Cost.xlsx |

| | | | |
|---|---|------------------------------------|---|
| 3 | <u>Contacts</u> : In this column heading order Organization •Contact Name •email address •website address for all organizations, agencies, and individuals cited in the “resolved” clauses | Excel: .xlsx | Contacts: .xlsx |
| 4 | <u>List of References</u> : a list of all references (in APA citation format) that are cited in the “Whereas” statements | Word : .docx | Reference-List.docx |
| 5 | Resolution: You must use the Resolution <u>Template</u> located at the following link: | Must use NSNA’s <u>template</u> | The title of the resolution is the name. |

Reference

| | |
|---|--|
| Types of References | Journal articles, website articles, text and reference books, materials from other organizations, speeches, as well as research reports. It is strongly suggested that a majority of the references used to come from current professional journals and appropriate sources. Must be evidence-based and no more than 5 years old (2014, unless historical in nature. Documentation must be fact, not opinion. |
| File Types Permitted | Word (.docx) or PDF Web articles <i>may not</i> be saved as HTML files. See website saving directions below. |
| How to Name the Files | The word “Reference” + the number(s) of the corresponding Whereas statement(s). For example: <ul style="list-style-type: none"> • Document that supports the 1st Whereas statement: Reference-1.docx • Document that supports the 2nd, 3rd, 4th, and 6th Whereas statements: <u>Reference-2-3-4-6.pdf</u> |
| Identify Supporting Text in Each Reference Document | In each supporting document, authors must highlight the text (use the highlight tool for PDF files) that directly corresponds to the “Whereas” statement it supports. For PDF files that appear to be scanned and therefore are unresponsive to Adobe’s highlighter tool, submit a Word file (in addition to the PDF) that explains the location of the text. Example: “on page 3, right column, third paragraph down, beginning with the second sentence.” |
| Saving Web Pages as PDF | Web articles may not be saved as HTML files. There are three options to create a PDF: <ul style="list-style-type: none"> • Mac users: using any web browser, choose <i>Print</i> (not Save As) then choose PDF > Save as PDF • PC users: using Google Chrome choose <i>Print</i> (not Save As) then choose Destination > Save as PDF • Use a free online service. Simply enter the URL and click Convert: www.web2pdfconvert.com www.pdfmyurl.com |

DEADLINE FOR SUBMISSION:

January 15, 2019
by 5:00 PM Eastern Standard Time

The deadline for submission of completed resolutions by the NSNA Board of Directors, NSNA school and state constituents, and NSNA committees is **eight weeks** prior to the annual meeting. **This deadline is firm with the exception of the following:**

* An NSNA state constituent with a convention after the **January 15, 2019** deadline has two weeks from the closing date of their convention to submit a resolution and **must notify NSNA of their intent to submit a resolution prior to the resolution submission deadline**. All school constituents and all other state constituents must meet the deadline date of **January 15, 2019**.

Role and Duties of the Resolutions Committee

The NSNA President, with board approval, appoints a chairperson and members of the Resolutions Committee.* The committee is appointed no less than four months prior to the convention. A staff resource person serves as a consultant to the committee at the convention.

Role and Duties of the Resolutions Committee:

- A. The Resolutions Committee member will screen, edit, and prepare the resolution for presentation to the House of Delegates. Screening includes ensuring that NSNA does not have a position on the topic for the past 5 years (2014-2018). If there has been a significant change in the status of an issue, the Resolutions Committee may allow a topic to be heard in less than 5 years. The committee member assigned to the resolution will contact the primary author by email and/or phone to discuss the resolution and its status. If the committee member and the committee chair agree that a resolution is final, the author may sign off on the resolution prior to the convention, and the resolution will be queued for presentation.
- B. Research NSNA's prior positions for proposed resolutions for the past 5 years (2014-2018).
- C. Ensure workable implementation of all resolutions.
- D. Work with the resolution's author to edit and rewrite for clarity and grammar.
- E. Combine similar resolutions.
- F. Authors of proposed resolutions who do not approve the changes recommended by the committee may withdraw their resolution.
- G. Be available during the Convention to meet with authors.
- H. Request information on any incomplete or pending resolution.
- I. Refuse resolutions or parts of resolutions that are not feasible; that is submitted after the deadline; that is incomplete, or that duplicate the position of a previously approved resolution (2014-2018) without adding anything new. The resolution author will be informed of the reasons for the committee's decision of refusal. It is in the best interest of

authors to contact the Resolutions Committee Chair prior to writing the resolution if there is any uncertainty about the topic and the process.

- J. Attend all Resolutions Committee events as well as the House of Delegates meetings and assist as needed during the presentation of the proposed resolutions to the delegates.
- K. Resolution Committee members can be a secondary author on resolutions from their school or state. The primary author, however, must not be a member of the Resolutions Committee. The primary author (non-Resolution Committee member) must meet with the committee member assigned to the resolution; present the resolution at hearings (and at a roundtable for authors prior to and after the hearings), and speak in the HOD. The resolution will be assigned to another committee member to avoid conflicts of interest.

APPENDIX A

Sample of resolution, references, cost estimate, and abstract

* For those interested in being on the 2020 Resolution Committee, watch for the Resolutions Committee Application at www.nsna.org.

Sample Resolution

The following resolution was adopted at the 2018 House of Delegates

TITLE: IN SUPPORT OF POLITICAL ACTION FOR THE SAFETY OF ALL FROM GUN VIOLENCE

SUBMITTED BY: National Student Nurses' Association Resolutions Committee 2017-2018

AUTHORS: Christopher Demezier, Caroline White, Meghan Scanlon, Shelby Jeffries

WHEREAS, over the last 20 years, despite an increase in the number of state-level firearm laws adopted, there is no uniformity among states, thereby allowing some states to relax their standards, as evidenced by the increase in the number of "shall-issue" states; and

WHEREAS, a "shall-issue" policy for concealed carrying is associated with higher rates of homicides and firearm-related homicides compared to a stricter law such as the "may-issue" policy; and

WHEREAS, states with objectively stricter gun laws are associated with lower levels of mortality, homicide, and firearm-related injury; and

WHEREAS, higher incidences of suicide and suicide attempts are associated with less strict gun laws; and

WHEREAS, current federal-level laws like the Brady Handgun Violence Prevention Act call for the nationwide implementation of background checks, but there are still difficulties in achieving federal-level measures to reduce firearm-related violence due to limitations in research; and

WHEREAS, federal law restricts research by the Centers for Disease Control and Prevention and the National Institutes of Health of firearm-related injuries; and

WHEREAS, the use of assault weapons is not associated with an increase in the number of victims, but rather the use of high-capacity magazines is associated with increases in the number of fatalities and victims; and

WHEREAS, neither state nor federal assault weapon bans affect the probability that an assault weapon will be used in an active shooter event; and

WHEREAS, three laws that are associated with lower firearm mortality rates include universal background checks for firearm purchase, background checks for ammunition, and a firearm identification; and

WHEREAS, firearm identification was associated with reduced suicides by firearms; and

WHEREAS, background checks for both firearm and ammunition purchase are the most effective legislation in reducing firearm-related mortality; therefore be it

RESOLVED, that the National Student Nurses' Association (NSNA) independently as well as with other nursing organizations contact the United States Congress and the President of the United States to call for changes to national firearm legislation and regulation; and be it further

RESOLVED, that the NSNA encourage its constituents to communicate with their respective federal, state and local representatives and lead a call to action for the protection and safety of the public; and be it further

RESOLVED, that the NSNA encourage "safe place" forums for the discussion of a relevant policy aimed at regulating firearms effectively, if feasible; and be it further

RESOLVED, that the NSNA publish resources for firearm policy change across all available platforms for constituent associations to use, if feasible; and be it further

RESOLVED, that the NSNA send a copy of this resolution to the Congress of the United States, Supreme Court of the United States, President of the United States, American Academy of Nursing, American Nurses Association, National League for Nursing, National Nurses United, American

Association of Colleges of Nursing, Organization for Associate Degree Nursing, and all others deemed appropriate by the NSNA Board of Directors.

Reminder to authors that all sources cited in the text of your resolution's whereas clauses must be included in your references, and all sources listed in the references must be cited, where appropriate, in the whereas clauses.

Partial Sample List of References

- Alban, R. F., Nuño, M., Ko, A., Barmparas, G., Lewis, A.V., & Margulies, D. R. (2018). Weaker gun state laws are associated with higher rates of suicide secondary to firearms. *Journal of Surgical Research*, 221,135-142. doi:10.1016/j.jss.2017.08.027.
- Blau, B. M., Gorry, D. H., & Wade, C. (2016). Guns, laws and public shootings in the United States. *Applied Economics*, 48(49), 4732-4746. doi:10.1080/00036846.2016.1164821.
- Jehan, F., Pandit, V., O'Keeffe, T., Azim, A., Jain, A., Tai, S. A., Tang, A., Khan, M., Kulvatunyou, N. Gries, L., & Joseph, B. (2018). The burden of firearm violence in the United States: Stricter laws result in safer states. *Journal of Injury and Violence Research*, 10(1), 11-16. doi:10.5249/jivr.v10i1.951.
- Kalesan, B., Mobily, M. E., Keiser, O., Fagan, J. A., & Galea, S. (2016). Firearm legislation and firearm mortality in the USA: a cross-sectional, state-level study. *The Lancet*, 387(10030), 1847-1855. doi:10.1016/S0140-6736(15)01026-0.
- Siegel, M., Pahn, M., Xuan, Z., Ross, C. S., Calea, S., Kalesan, B., Fleegler, E., & Goss, K. A. (2017). Easiness of legal access to concealed firearm permits and homicide rates in the United States. *American Journal of Public Health*, 107(12), 1923-1929. doi:10.2105/AJPH.2017.304057.
- Siegel, M., Pahn, M., Xuan, Z., Ross, C. S., Calea, S., Kalesan, B., Fleegler, E., & Goss, K. A. (2017). Firearm-related laws in all 50 US states, 1991-2016. *American Journal of Public Health*, 107(7), 1122-1129. doi:10.2105/AJPH.2017.303701.
- Stroebe, W. (2016). Firearm availability and violent death: The need for a culture change in attitudes toward guns. *Analyses of Social Issues and public policy*, 16(1), 7-35. doi:10.1111/asap.12100.

Sample Cost Estimate for Implementing the Resolution

A sample of Cost Estimate to be prepared based on the projected cost of implementing the resolution if adopted.

Creation of "Safe Place" Forum on Website \$0.00

Publication of Firearm Policy Change Recommendations \$0.00

Electronic Copies Sent \$0.00

Staff Time for Emailing Agencies and Organizations \$0.00

Total Cost: \$0.00

Sample Abstract

TITLE: IN SUPPORT OF POLITICAL ACTION FOR THE SAFETY OF ALL FROM GUN VIOLENCE

SUBMITTED BY: National Student Nurses' Association Resolutions Committee 2017-2018

Since 1996, research agencies in the United States have been barred from researching one of the leading causes of death in children and adolescents: gun violence such as suicide or homicide. A current bill in the U.S. Congress could fix that, as it would allow the Centers for Disease Control and Prevention (CDC) to continue with gun violence research for the first time in twenty-two years. This legislation will create opportunities for new, evidence-based, ways to prevent senseless tragedies related to gun violence. Changes to national firearm laws are desperately needed, and action must be taken as soon as possible.

APPENDIX B: Strategies for Resolution Authors

STRATEGIES – *Be prepared to get your resolution passed*

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 five strongest facts and use the others in discussion and debate. Resolutions should not be longer than 2 pages. **Whereas statements must total no more than 300 words.**

1. Be realistic. The resolved statements should include specific actions that are realistic and can be implemented by NSNA. Resources availability (both human and financial) may impact NSNA's ability to implement the resolution, or the Delegates' willingness to adopt the resolution.

2. Be positive. A positive approach always works better than a negative one. Write statements that address the issue positively when you are speaking to it. Remember not to take con statements personally. NSNA encourages delegates to address all sides of an issue.

3. 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. Be sure to research cons as well as pros to the issue. This will help you prepare for the debate.

4. Gather support and assistance. Your school and/or state should not be the only ones involved in getting your resolution passed. Engage other chapters and delegates to support your resolution. Share the evidence that supports your "Whereas" statements and ask others to come to the microphone to speak pro to your resolution. Seek to respectfully understand the point of view of others who are concerned about or opposed to your resolution as currently written. Where possible, find win-win solutions using the NSNA shared governance model to build consensus around the resolved statements of your resolution. This will not only help you get your resolution passed, but it will also encourage other NSNA members to get involved. There will be further opportunity for soliciting support for your resolution before and after the Resolutions Hearings.

5. 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. Practice what you will say to be sure you are in the 2-minute time allowance.

6. Be available. Make sure you are available to the Resolutions Committee before the convention, at all hearings, author roundtables, and to the House of Delegates to answer questions. Be on time for all meetings and hearings.

7. Have your documentation handy. Make sure you have at least two copies of your documentation with you—you may be approached by delegates at any time with questions.

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

APPENDIX C: Doodle Scheduling

Doodle

Doodle is an online scheduling tool that will be used by authors to make an appointment with the resolutions committee for their meeting at the convention. If the resolution is finalized prior to the convention, then there is no need to meet with the committee at the convention. However, if the resolution is not finalized prior to the convention, the author will receive an email with the link to Doodle scheduling. For details about this easy-to-use tool, go to <http://doodle.com>

Earn Recognition! 2019 NSNA Empowering Resolutions Award

Appendix D: Awards, Recognition and Involvement

Established in 2009, the purpose of the Empowering Resolutions Award is to promote the advancement of NSNA Resolutions adopted in the NSNA House of Delegates in the past 10 years, through state association or school chapter projects or programs.

Details and the application can be found in the *2019 NSNA Awards and Honors Booklet* on www.nсна.org under Publications/Awards & Honors. Learn more about the Empowering Resolutions Award and the submission deadlines for this and other 2018 NSNA Awards & Honors.

NSNA Leadership University: Getting Credit where Credit is Due!

Earn academic credit and recognition by Being the Author of a 2019 Resolution and/or 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 2019 NSNA House of Delegates. NSNA members may earn academic credit or recognition when they are the author of a resolution or serving as a delegate in the NSNA House of Delegates. For more information on how to work with your faculty advisor or state consultant on Leadership University projects and activities go to <https://www.nсна.org/leadership-university.html>

ATTENTION: NSNA Members needed to serve on the 2020 Committee

Consider Applying to Serve on the 2020 NSNA Resolutions Committee

The Resolutions Committee members' expenses (travel, hotel, and meals) to attend the 2019 Annual Convention are reimbursed by NSNA. The Chair of the Resolutions Committee also attends the 2019 NSNA MidYear Career Planning Conference. The NSNA Board encourages knowledgeable and interested members to apply to serve on the Resolutions Committee. The committee consists of a chairperson and five members.

See page 14 for the Role and Duties of the Resolutions Committee.

* Watch for the 2020 Resolutions Committee Application at www.nсна.org in April.



*Thank you for your involvement in the
NSNA and the Resolutions Process!
Looking forward to seeing you at the
NSNA Annual Convention April 3-7, 2019
in Salt Lake City, Utah*