

California Student Nurses Association Resolutions Handbook



Revised December 2009

Adapted from the National Student Nurses Association's "Guidelines for Planning Resolutions for the NSNA House of Delegates" ©2007

What is a Resolution?

A resolution is a document that, when adopted by a majority vote of the California Student Nurses' Association (CNSA) house of delegates (HOD), becomes the basis of policies, priorities and actions of CNSA. Resolutions are position papers that represent matters of importance to CNSA constituents, chapters and/or the health needs of the public. All resolutions should fall within the purposes and functions stated in the most recent version of the CNSA bylaws.

There are three types of resolutions:

1. "Resolutions of Substance" express opinions and become the basis of policies, priorities and actions of CNSA.
2. "Courtesy Resolutions" recognize contributions made to CNSA by groups or individuals.
3. "Emergency Resolutions" can be either courtesy or of substance, on a topic that arises subsequent to the resolution deadline date. Authors should make every effort to submit these resolutions by 12pm on the opening day of the annual CNSA convention. Exceptions may be granted by the CNSA BOD.

Each resolution is composed of two parts: The "Whereas" clause that summarizes with documentation, the reason for the resolution;

and "Resolved" statement that contains the position to be taken on the issue and/or the action to be taken by CNSA's BOD, CNSA chapters, and CNSA constituents.

While positions can be presented from the floor as a motion, a resolution offers the sponsor/author a chance to research and refine their argument. The resolution allows the author to represent that argument in a clear and concise manner. Time is scheduled in the HOD for Resolution Hearings. These hearings assure delegates consider all the issues, the costs and implications of implementation prior to voting.

Any CNSA member or chapter in good standing (as outlined in the most recent version of the CNSA bylaws), the CNSA BOD or CNSA committee can submit a resolution for consideration. Each may submit **one** resolution for consideration.

The policies and procedures of CNSA govern the resolution process.

Each year one of the resolutions passed at CNSA's convention is selected to represent the state at the National Student Nurses Association (NSNA) convention.

This handbook has been designed to assist you in writing and submitting a resolution. If you have questions, contact the legislative director through the CNSA office or at legdirector@cnsa.org.

The Resolutions Process

Selecting a topic and position/actions to be taken.

Topics must be statewide in scope for consideration at the CNSA convention and national in scope in order to be submitted as the state's representative resolution. The implementation of all resolutions should be within the scope of CNSA and/or NSNA and be consistent with both CNSA and NSNA purposes and functions as stated in each organizations bylaws.

Examples of past resolutions as well as a list of topics addressed in recent years by CNSA are available at www.cnsa.org/currentResolutions.html. NSNA's list can be found at www.nсна.org/pubs/resources/.

Per NSNA, duplicating a current position is not recommended. If the author chooses to re-examine a particular position (i.e. in light of new information), they must submit the original resolution along with justification for revisiting the position.

Resolutions of reaffirmation are acceptable provided the original position was taken over 5 years ago.

Documenting the need and writing the resolution

Whereas...

The "Whereas" statements document the need for the position the author will request of the organization in the first resolved statement.

Each "Whereas" statement must be supported and accompanied by current literature. Acceptable documentation for the "Whereas" statements include: journal

articles, credible websites and web based articles, text and reference books, print materials from other organizations, speeches, or primary research.

It is strongly recommended that the majority of the references cited in the resolution come from current nursing or other professional journals. Each "Whereas" statement must be referenced, using the American Psychological Association (APA) format (Including: author, year, and page).

All delegates will receive a copy of each resolution in their convention syllabus.

Limiting your resolutions to five "Whereas" clauses by selecting the strongest facts for use in the clause assures the topic gets the attention it deserves.

Remember, as the author/sponsor you will have a chance "to speak to" the resolution first. All of the remaining data, facts, and/or personal experiences that you wish to share but are unable to include in the resolution can make for compelling discussion or debate on the HOD floor.

Therefore be it Resolved...

The first resolved clause should contain the statement of belief, philosophy or commitment that the author wants CNSA and/or NSNA to take on the issue. This statement should be a direct reflection of the topic statement.

And be it further Resolved...

The remaining resolved statements outline the authors plan to implement their resolution. In essence these clauses detail the actions the authors are requesting of CNSA or NSNA. Typical requests include: the publication of material related to the topic in *Range of Motion* or *Imprint* magazine; the formation of a committee, the development of a state/nation-wide project,

and the dissemination of the resolution to organizations and agencies the author feels should be informed of CNSA's or NSNA's new stance.

The important thing to remember regarding the "Resolved" clauses is to remain realistic. Do not ask NSNA, CNSA, or constituents to do something they are not capable of doing. If you have questions in this regard seek clarification from the Resolutions Committee, the Legislative Director or the CNSA Board of Directors.

Formatting, and References using APA

Abstract

This is a brief, comprehensive summary of the resolution. It should be no longer than 120 words. The abstract should give readers a quick view of the purpose and intended outcomes of the resolution. APA guidelines suggest that a good abstract is: accurate, self-contained, concise, specific, non-evaluative, coherent, and readable.

Reference Citations in Text

All sources used to develop "whereas" clauses must be cited (author(s), year, and page number) following the statement and referenced in the reference list. In text citations must be underlined for ease of identification.

Example: (American Psychological Association, 2005, p136)

Reference List

This is included on a separate page at the end of the resolution. Each entry should include: author(s), year of publication, title, and publishing data. If the source is electronic the date retrieved and the URL to the exact site where the information was obtained must be included. The list should be alphabetized according to the author's last name.

Proofreading and Format

Have your resolution proofread by other students and faculty. Their suggestions will likely help you refine your position. The clearer your position the less likely other delegates will find to alter your original document once it is brought to the floor of the HOD.

A sample resolution can be found on page 6.

Submitting the Resolution

Cost

The cost of implementing the resolution should be submitted on a separate page. This cost is to the organization, not to the author.

Example:

Copies:

\$0.10/page x 4 pages = \$0.40

\$0.40/copy x 12 copies = \$4.80

Envelopes:

\$0.30/envelope x 12 orgs = \$3.60

Postage:

\$1/per copy x 12 orgs = \$12

TOTAL COST: \$ 20.40

The CNSA staff in Sacramento is available to assist in determining costs.

References

Four complete copies of each document cited must be included with the resolution packet. NSNA's "Guidelines for Planning Resolutions" states: "All articles used for documentation... must be submitted in their entirety. No partial references will be accepted."

In the past several years California constituents have quoted from text or other large reference books and have found providing copies somewhat burdensome.

Clarification was sought from NSNA; their position:

“...copy enough of the information to show that the quote is valid... the book cover and copyright information (to verify the date, so it is not more than 5 years old), and enough of the book chapter so the delegates do not think the quote is taken out of context. Pretend you were the delegate reviewing the information for validity” (personal communication Judith Tyler, MA, RN, Director of Program National Student Nurses Association, January 26, 2006).

The copies will be made available at the convention should any delegate wish to review the authors sources.

Names and Addresses

Please submit 4 copies, of all of the names and addresses of organizations, agencies, and individuals mentioned in the “Resolved” clauses. If you are uncertain which organizations you should include, a list is available for download from NSNA. The most recent list can be found at www.nсна.org/resources/index.asp, “click” on nursing organizations to begin the download.

ALL SUBMISSIONS MUST ALSO BE IN DIGITAL FORMAT

Please submit a copy of the resolution, including abstract, reference list, in a digital format that is editable (Microsoft Word Document, not a PDF). Along with the resolution please include digital copies of all reference documents used. These must be submitted using RW-CD or a USB drive.

NSNA strategies on getting 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 CNSA’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 CNSA Legislative Director at legdirector@cnsa.org.

Sample Resolution

TOPIC: In Support of Resolution Writing

SUBMITTED BY: California Nursing Students' Association Board of Directors

AUTHOR: Legislative Director

1 WHEREAS, resolutions represent a motion on a subject of great importance

2 (CNSA, 2004, p. 9); and

3 WHEREAS, California Nursing Students' Association (CNSA) encourages

4 constituents to submit motions in the form of resolutions on issues that

5 should be addressed by the House of Delegates (HOD), rather than

6 submitting these motions from the floor, to insure careful consideration

7 by the delegates (CNSA, 2004, p. 9); and

8 WHEREAS, resolutions may be submitted by the CNSA Board of Directors, CNSA

9 Committees, CNSA constituent chapters, and CNSA members in good

10 standing (CNSA, 2004, p. 11); and

11 WHEREAS, each resolution packet must include four copies of each of the

12 following: an abstract, the resolution, a bibliography, the reference

13 materials, the names and addresses of organizations listed in the

14 resolved clauses, and the cost of implementation; a digital copy of the

15 resolution on a RW-CD (CNSA, 2004, p. 11); and

16 WHEREAS, references must let than 5 years old and the text supporting each

17 citation must be underlined (CNSA, 2004, p. 11); therefore let it be

18 RESOLVED, that only complete packets be considered by the resolutions committee.

19 RESOLVED that resolutions considered by CNSA's HOD must be of importance on

20 a statewide level; and let it be further

21 RESOLVED that resolutions must include in the resolved clauses a detailed plan of

22 action to solve, change or help the issue; and be it further

23 RESOLVED that all resolutions will automatically be considered for publication in

24 *Range of Motion* and in the convention program.



CHECKLIST: INFORMATION FOR PROPOSED RESOLUTION

SUBMITTED BY: _____
(School Constituent, CSNA Board, CSNA Committee)

AUTHOR(s): _____

ADDRESS: (Street) _____

(City) _____ (State) _____ (Zip) _____

PHONE: _____ EMAIL: _____

NSNA MEMBERSHIP NUMBER OF AUTHOR(S) _____

CHECK LIST FOR COMPLETE RESOLUTIONS MAILING Before mailing your resolution to CSNA headquarters, please review and check responses to the following items and include this form in your mailing:

- Prior CNSA (and 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 resolution packets will be accepted for consideration by the Resolutions Committee. To be considered complete, resolutions must include:

- Copy of resolution on a labeled USB drive or CD
- Copy of this page

Four (4) copies of the following:

- The resolution
- 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. No documentation more than 5 years old except historical information.
- Names and addresses of all organizations, agencies, and individuals mentioned in the “resolved” clauses, listed on a separate page
- The estimated cost of implementing the resolution, noted on a separate page
- The abstract. (No more than 120 words about the purpose and intended outcomes of the resolution) on a separate sheet
- a reference list (APA* style) on a separate sheet
- Be sure that information about the author is complete.
- Mail complete resolution to:

**ATTN: Legislative Director
3835 North Freeway, Suite 120
Sacramento, Ca 9583**

**All authors will receive notification that
their resolution has been accepted.**

DEADLINE AUGUST 10th 2010

