



Writing a Resolution

A Brief Overview



Prepared by Ted Bankosh, 2019 CNSA Legislative Director

Based on the earlier work of Evan Parker, 2018 CNSA Legislative Director



Make a difference!



- Are you passionate about an issue in healthcare? Would you like to make a difference at the state, and possibly national level?
- A resolution is a great way to make change or increase awareness of issues you are passionate about. The number of issues and topics to choose from are endless.
- These resolutions are presented at CNSA State Convention and may be presented at National Convention. In addition to all the benefits of making an influence in healthcare, these resolutions can also be added to your personal portfolio!

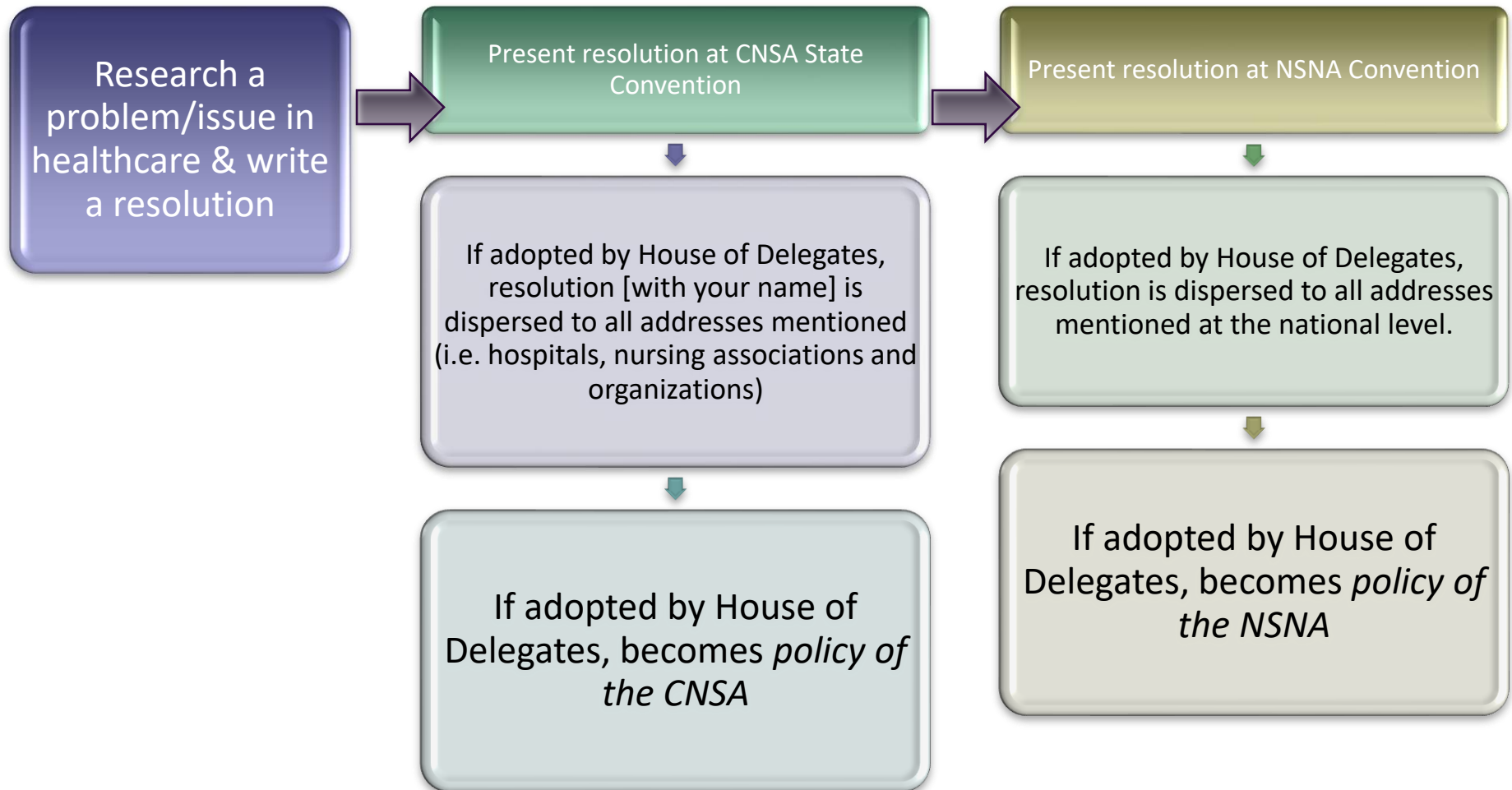


What is a resolution?



- Resolutions help increase awareness and/or create change in legislation, and when adopted by CNSA they become the basis of policies, priorities and actions of CNSA.
- Resolutions are position papers that address pertinent issues which direct the priorities of the organization in which it was passed.
- These position papers represent matters of importance to CNSA constituents, members, chapters, nursing and/or the health needs of the public.
- Who can write a resolution?
 - A CNSA member or chapter
 - CNSA Board of Directors
 - CNSA committee

+ The Power of Resolutions





Types of resolutions



- **Resolutions of Substance:** express opinions and affect decisions made by the organization (CNSA/NSNA)
- **Courtesy Resolutions:** recognize contributions made to the organization (CNSA) by groups and/or individuals; i.e., honorary by acclamation
- **Emergency Resolutions:** a substance or courtesy resolution, which arises after the resolution deadline date.

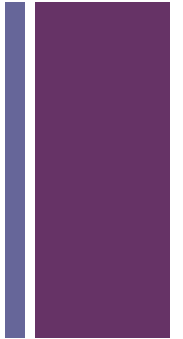


Choosing a Topic for your Resolution



- *Determine an issue that is **relevant** to nursing students, nursing, healthcare policy and the CNSA;*
- Choose a topic that has not been adopted by the CNSA or NSNA House of Delegates within the past 5 years. To check for past resolutions of the CNSA and the NSNA, visit the archives at:
 - <https://cnsa.org/cnsa-resolutions/>
 - <https://www.nsna.org/resolutions-by-year.html>
- The resolution must be doable within CNSA's resources. Contact the Legislative Director with any questions as to feasibility (leg@cnsa.org);
- The resolution must be consistent with the CNSA bylaws and mission statement.

+ Resolution Reaffirmation

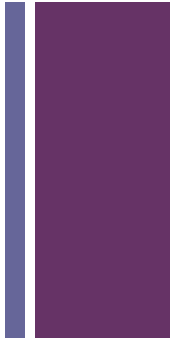


- Resolution reaffirmation is necessary when your topic readdresses the topic of an adopted resolution that is less than five (5) years old;
- In this event, the first whereas statement must reference the original resolution;
- The topic must propose a significant change in the status of an issue, or present new research or information on the topic.



A resolution is composed of:

1. Title
2. Submitting Chapter
3. Submitting Authors
4. “Whereas” clauses: “statements of the problem” and summarize, with documentation, the reasons and rationale for the resolution (with supporting documentation cited)
5. "Resolved" clauses: “solution clauses” and contain the position to be taken on the issue and/or actions to be taken by CSNA, its constituent associations, and its members.



+ Title of the Resolution

Your title is important, it describes the purpose of the resolution. Make it count.

- **Max of 15 words**
- Includes the topic along with the goal
- Check the CNSA and NSNA Resolution Index for more examples
 - “In support of____”
 - “Increase awareness of____”
 - “Seek to add____ to nursing curriculum”
 - “Support policy that____”
 - “Advocate for____”



Whereas Clauses



- 5-10 whereas clauses, **LIMIT 300 WORDS**
 - Essentially pieces pulled from reliable articles/organizations which support the topic of the resolution
 - Evidence based information < 5 years old
 - Use direct quotes or paraphrasing from evidence
 - Less is more, be concise



Resolved Clauses



- 3-5 Resolved clauses, which define
 - the purpose of the resolution and the stance the author believes CNSA should take on this issue
 - define the ways in which the resolution may realistically be feasibly implemented by CNSA
- **First statement:** should be the position/initial action
- **Following statements:** should be the recommended subsequent actions
- **Final statement:** “send a copy of this resolution to...” and include a list of organizations

+ Sample of Resolution

Past CNSA
resolutions can be
seen at:
[http://www.cnsa.org/resolutions-
archive](http://www.cnsa.org/resolutions-archive)

1	RESOLUTION 3	
2		
3	TOPIC:	IN SUPPORT OF INCREASING AWARENESS OF PROPER DISPOSAL OF HOME-
4		GENERATED PHARMACEUTICAL WASTE
5		
6	SUBMITTED BY:	California State University, Sacramento
7		Sacramento, CA
8		
9	AUTHORS:	Wendy Fanucchi, Emily Anderson
10		
11	WHEREAS,	42% of Americans have one to three bottles of unused prescriptions in their medicine
12		cabinets, 9% have four to six bottles, 2% have seven to ten bottles. Eighty three percent
13		have never participated in a “drug takeback program” (MLO: Medical Laboratory
14		Observatory, 2018); and
15	WHEREAS,	prescription drugs need to be disposed of in a manner that prevents accidental
16		exposure to others; prevents unauthorized use, abuse or misuse; and address concerns
17		over environmental and public safety (Aschenbrenner, 2015); and
18	WHEREAS,	in the past decade, environmental waters have tested positive for pharmaceuticals at
19		nanogram-to-low-micrograms-per-liter range, leading to concerns of negative effects on
20		human and marine life (World Health Organization, 2012); and
21	WHEREAS,	it is estimated that 8-9 million Americans use sharps (syringes with needles, infusion
22		systems, lancets) to manage their health conditions at home (Markkanen et al., 2015);
23		and
24	WHEREAS,	much care and attention is given to safe sharps disposal in the clinical setting, patient
25		education in proper sharps disposal in the home setting is often overlooked (Costello,
26		Parikh, 2013); and
27	WHEREAS,	improper sharps disposal is a serious occupational risk to waste management handlers
28		(Markkanen et al., 2015); and
29	WHEREAS,	the Federal Drug Administration has posted information for consumers on safe
30		medication disposal and has recommended for safe medication disposal by taking drugs
31		to a collection site authorized by the U.S. Drug Enforcement Agency (Federal Drug
32		Administration, 2018); and
33	WHEREAS,	the American Nurses Association Code of Ethics for Nursing states that nursing practice
34		includes the responsibility for patient teaching and that nurses “must advocate for
35		policies, programs, and practices within the healthcare environment that maintain,
36		sustain, and repair the natural world” (American Nurses Association, 2015, p.37);
37		therefore, be it
38		
39	RESOLVED,	that the California Nursing Students’ Association (CNSA) help to increase awareness
40		among nursing students about proper disposal of home-generated pharmaceutical
41		waste; and be it further
42	RESOLVED,	that the CNSA collaborate with other healthcare professionals wherever possible to
43		increase awareness among patients about proper disposal of home-generated
44		pharmaceutical waste; and be it further
45	RESOLVED,	that the CNSA increase awareness, application, and advocacy regarding the proper
46		disposal of home-generated pharmaceutical waste through articles in <i>Range of Motion</i> ,

+ Sample of a Resolution cont.



47 and educational breakout sessions at the Annual Convention, if feasible; and be it
48 further
49 RESOLVED, that the CNSA send a copy of this resolution to the American Nurses Association, the
50 Association of Public Health Nurses, the American Association of Colleges of Nursing,
51 the American Academy of Nursing, the National League for Nursing, the National
52 Organization for Associate Degree Nursing, and all others deemed appropriate by the
53 CNSA Board of Directors.



These numbers
will be added by
CNSA after
submission



Other Components of the Resolution Submission

1. Abstract
2. Cost estimate of implementation
3. Names and addresses of those identified in Resolved clause to receive the resolution if passed
4. Reference list (**APA 6th ed. Format**)
5. Articles used to develop the whereas statements
 - Highlight all specific quotes in the article used in the whereas statements



Abstract Example



ABSTRACT - 2018 CNSA RESOLUTION

TOPIC: IN SUPPORT OF INCREASING AWARENESS OF PROPER DISPOSAL OF HOME-GENERATED PHARMACEUTICAL WASTE DISPOSAL

SUBMITTED BY: California State University, Sacramento
Sacramento, CA

AUTHORS: Wendy Fanucchi, Emily Anderson

ABSTRACT: According to the IMS Institute for Healthcare Information, U.S. consumers filled 4.3 billion prescriptions of just the top 20 most popular medications in 2014. Sharps (needles, lancets, infusion kits) use in the home is also on the rise. Improper disposal of pharmaceutical waste poses a danger to both the public and the environment. This resolution proposes an increase in awareness of the necessity of proper disposal of home-generated pharmaceutical waste.

+ Cost Estimate Example



A cost estimate is the anticipated expenses that may be incurred by the CNSA or the NSNA if the resolution is adopted and the Resolution clauses are to be implemented.

An example of a cost estimate is as follows:

- Convention or Mid-Year Conference Speaker: (transportation, housing, meals) \$1000
- Article or publication: No additional cost to association.
- Staff time for email messages to organizations and agencies: No additional cost to association as this is a staff role.
- Total Estimated Cost \$1000.



Researching a Resolution Topic



- *References must be evidence based and no more than 5 years old (2014), unless content is historical in nature.*
- Select articles from well-known organizations and professional journals to make your stance stronger.
- Use search engines such as:
 - Cinahl
 - Pubmed
 - EBSCO host
 - MEDLINE (via EBSCO host)
 - Nursing Reference Center
- Documentation must be fact, rather than opinion.



Reminder about Researching a Resolution Topic

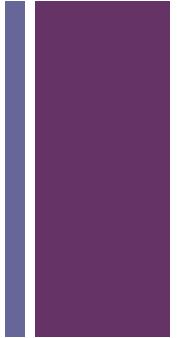


Remember to make certain to research previous resolutions and identify a topic that has not been addressed within the last five years. Visit for resolution samples and topics:

- <http://www.cnsa.org/resolutions-archive>
- <http://www.nsna.org/resolutions>



NSNA Resolution Resources



NSNA has great resources to help you with your resolution. We STRONGLY recommend you read the 2019-2020 guidelines.

- For 2019-2020 guidelines, please visit:
 - <https://www.dropbox.com/s/5mqpw0pof0apn1e/Resolutions%20Guidelines.pdf?dl=0>
- Submitting resolutions to the 2020 NSNA House of Delegates
 - Deadline Jan 15th 2020
 - <https://form.jotform.com/nsnainc/resolutions-2020-submission-form>
- Additional resources
 - <https://www.nsna.org/resolutions-committee.html>



Before Submitting!



Now that you have an idea of what a resolution should look like and where to find the research, you **MUST** use the **following templates for your file submissions**.

- [Resolution](#)
- [Abstract](#)
- [Cost of Implementation](#)
- [Contact List](#)

Please remember to:

1. Proofread/review your resolution before submission. You must follow all the grammar and formatting specifications on the above templates.
 - ***All documents MUST BE IN CALIBRI SIZE 11 FONT.***
2. Double-check that references are APA 6th ed. Formatted
3. Ensure all components of the resolution submission are completed.
 - Incomplete submissions will not be reviewed and will be notified by the Legislative Director.



Resolution Submission Components



1. **Resolution main file:** Use the template for proper formatting.
2. **Abstract:** (75words) Three or four well-written sentences about the purpose and intended outcomes of the resolution. CNSA reserves the right to edit abstracts and titles for clarity and grammar.
3. **Estimated Cost:** Itemized list of the estimated cost to CNSA to implement the resolution.
4. **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.
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.



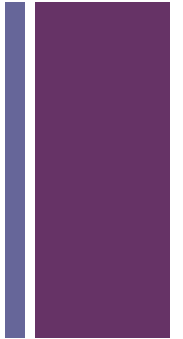
File Names



Please use the following format when saving your files:

FILE	FILE TYPE PERMITTED	HOW TO NAME THE FILE
Resolution	Word: .docx	TitleOfResolution.docx
Abstract	Word: .docx	Abstract.docx
Cost	Word: .docx	Cost.docx
Contact List	Excel: .xlsx	Contacts.xlsx
List of References	Word: .docx	Reference-List.docx

+ File Names - References

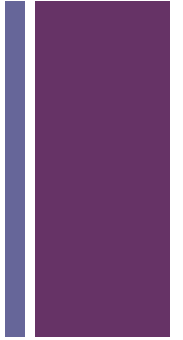


Please use the following format for saving the reference files:

Types of references	Evidenced-based, no older than 5 years, unless content is historical in nature.
File types permitted	Word (.docx) or PDF
How to name the file	<p>“Reference” + the number of the corresponding <i>Whereas</i> statement(s) For example:</p> <ul style="list-style-type: none">• Reference-1: document that supports Whereas statement #1• Reference-2-3-4-6: document that supports Whereas statement #2, #3, #4, and #6
Identify supporting text	<p>Highlight the text that directly corresponds to the <i>Whereas</i> statement it supports.</p> <p>Use the highlighter tool in Adobe when possible. If not possible for scanned files, submit a Word doc that explains where to find the location of the text. For example, “page 3, right column, third paragraph, second sentence”</p>



Submitting your Resolution



Please submit your resolution and supporting documents here:

<https://forms.gle/7Pz7fem96SoRPTg46>

- Only complete resolutions with all required components in the correct file format will be considered for submission to the House of Delegates.

IMPORTANT DUE DATES:

- **August 15th, 2019** – First draft of proposed resolution
- **September 1st, 2019** – Final draft of proposed resolution
- **September 4th, 2019** - Resolutions will be posted on CNSA website



After Submission



- After the first draft submission (no later than AUG 15th 2019), the resolution will be reviewed by the Resolutions Committee and committee members will contact authors with individual comments
- It is required by the CNSA bylaws that all resolutions are made available to the CNSA membership 30 days in advance of the House of Delegates/Convention. All final drafts MUST be completed by SEPT 1st 2019.
 - *It is vital that you are available between AUG 15th and SEPT 1st to complete any edits required by the Resolutions Committee.*
- All resolutions submitted have the chance to be voted on by the House of Delegates at the CNSA Convention on October 11th-13th;



What Happens at Convention



Resolutions are presented during the House of Delegates and motioned upon for adoption as CNSA policy.

Resolution authors must be present at the following sessions in order to defend their resolution:

Resolutions Hearing

- Resolutions are introduced and motion placed to adopt. Authors present a timed statement.

House of Delegates Formal Debate

- Authors have the courtesy to speak first and give the first timed “pro statement”
- Resolutions must be adopted by a majority vote; i.e., 50%+ of the House of Delegates



What Happens Next?



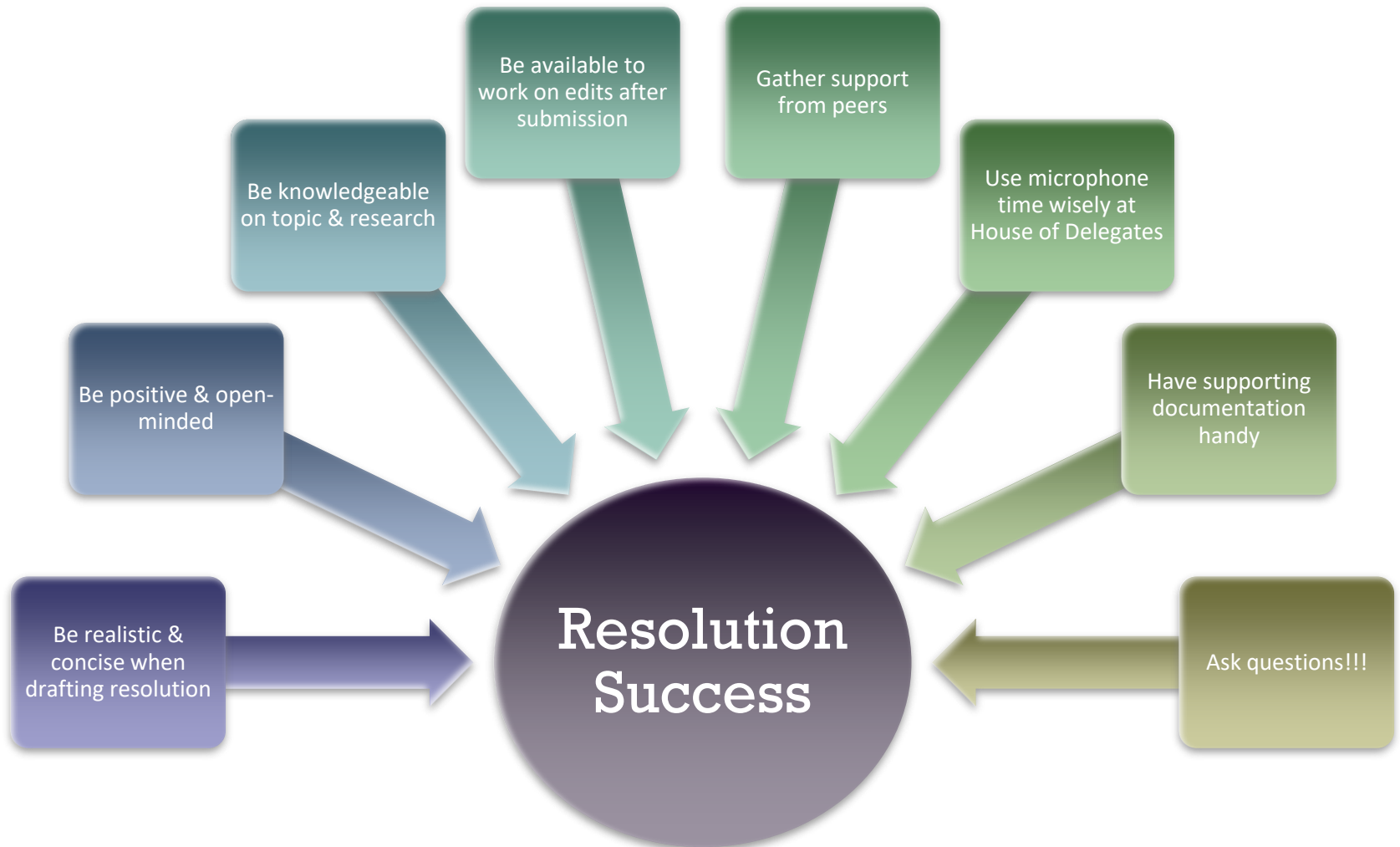
Finally...

after all resolutions have been motioned on and a vote held, one resolution will be selected by vote as the CNSA “sponsored resolution” to be presented at the 2020 NSNA convention.

The procedure for selecting the sponsored resolution is explained during the House of Delegates.



Words of Wisdom for Resolution Success





Final Thoughts



- What is the issue or problem that you want to address?
- Why is it important to nursing students and the nursing community?
- What do you want CSNA to do about it?

If you can answer these questions, you can write a successful resolution!

+ Questions?



Please email the CNSA Legislative Director at leg@cnsa.org for any further questions.

The resolutions webpage with templates needed is available at
<http://www.cnsa.org/resolutions>

Also, please notify the Legislative Director ASAP of the topic you have decided so we can further help guide you through the process of writing a resolution!

We look forward to helping you shape the policy of CNSA and lead the future of nursing in California!