

National Student Nurses' Association[®]
Guidelines for Planning
2012-2013

Resolutions



For the 2013 NSNA House of Delegates

National Student Nurses' Association
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Deadline for submission: Received by February 6, 2013

NSNA National Student Nurses' Association
Guidelines for Planning Proposed Resolutions
For the 2013 NSNA House of Delegates



Resolutions Process

Policies & Procedures Sample Resolution Strategies for Success

Deadline for submission: Received by February 6, 2013

Learn how your state or school NSNA constituent can submit a resolution for consideration by the NSNA House of Delegates. *Links to How to Earn a Leadership U Certificate for serving as a delegate and/or participating in the Resolutions process (see p.15).*

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 Approved by the NSNA Board of Directors, November 7, 2012

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 45 Main Street, Suite 606, Brooklyn, N.Y., 11201

2013 NSNA RESOLUTION SUBMISSION CHECKLIST

New Submission Procedures

*Download your documents to Drop Box and
MAIL flash drive with proposed resolution, required electronic documents
and 1 printed copy of form, resolution and all documentation*

SUBMITTED BY: _____
(Name of school or state constituent, NSNA Board or NSNA Committee)

Primary Student Author (Will be principal contact person for the Resolutions Committee)

Print or Type Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell/Mobile Phone: _____ Home Phone: _____

Email address (print carefully): _____ Do you text? __ Yes __ No

List Additional Student Author(s) and their NSNA Member Numbers:

Advisor/Consultant _____ Email _____

Check List for Complete Resolutions Mailing—required for submission

Before mailing your resolution to NSNA, review and check responses:

- NSNA positions/policies from the past five years have been reviewed for duplication.
- If prior position has been taken (past 5 years), reconsideration of the issue is justified in the first “Whereas” statements and included in the citations with reference to the specific past resolution(s).

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

To be considered complete, resolutions must include (please check off):

- Copy of resolution, full text reference documents and references/citations page **saved on a flash drive**
Plus One printed copy of the following:
 - Resolution and this completed 2013 Resolution Check List.
 - Complete copy of documents (references/citations) used for the “Whereas” clauses. Note that if document has more than 5 pages, it is acceptable to send the title page and the page with the citation underlined. Each “Whereas” clause must have a specific reference/citation identified in the body of the resolution. The sentences referenced must be **underlined or highlighted** in the documentation. Documentation should be current and no more than 5 years old except for historical information.
 - The resolution must be formatted using the template provided by NSNA. The template can be downloaded at: <http://www.nсна.org/Publications/Resolutions.aspx>**
 - Names, postal mail and email addresses, and contact names of all organizations, agencies, and individuals cited in the “resolved” clauses, listed on a separate page.
 - Itemized estimated cost of implementing the resolution, on a separate page.
 - Abstract on a separate sheet (3 or 4 **well written** sentences about purpose and intended outcomes of resolution). NSNA reserves the right to edit abstracts and titles for clarity/grammar.
 - References page (APA, 6th edition format) of all cited references in the resolution, listed on a separate sheet(s).

Complete resolution must be received at NSNA Headquarters before February 6, 2013 5:00 pm ET.

Mail to: Resolutions Committee, NSNA, 45 Main Street, Suite 606, Brooklyn, NY 11201.

Complete resolution (see Resolutions Checklist p. 3) must be received at NSNA Office before 5:00 pm ET on February 6, 2013 *

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. Important: All authors must carefully review this document and *Getting the Pieces to Fit 2012-13* Section IV, Appendix A: Policies and Procedures for NSNA Resolutions (go to www.nсна.org and click on Publications/Getting the Pieces to Fit).

* An NSNA state constituent with a convention after the February 6, 2013 deadline date 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 state submission deadline**. All school constituents and all other state constituents must meet the deadline date of February 6, 2013.

2013 Instructions & Schedule for Resolution Authors

Prior to Convention:

The Primary Student Author will receive an email message from NSNA staff indicating that the proposed resolution has been received. Following this, the resolutions are reviewed by staff for completeness. If the proposed resolution is incomplete, the primary author will receive email notification stating the deficiencies and have 5 business days to complete the resolution.

Once the resolution is verified to be complete, it is assigned to a member of the Resolutions Committee. The 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. The primary author will receive a phone call from the committee member to discuss the resolution and its status.

Following primary author contact, if it is determined by the resolutions committee member and chairperson that the resolution is complete and the primary author agrees in writing (via email), the resolution can be finalized prior to convention and placed in the resolutions queue for presentation to the House of Delegates. If the resolution is finalized prior to convention, the primary author does not need to schedule an appointment with the resolutions committee member.

If the resolution is not finalized or if there are two or more resolutions on the same topic needing to be combined, the primary author will schedule an appointment with the resolutions committee member for a meeting at convention. A link to scheduling the appointment through Doodle will be emailed.

Note that resolutions are queued for presentation to the House of Delegates as they are completed and signed off by the author. Once the author signs off on the resolution, it will go forward to the resolutions hearings and be moved in the House of Delegates. The sooner it is completed, the earlier it gets presented in the hearings and debated by the delegates in the House of Delegates. By mutual consent of the author and delegates changes in the resolved statements may be made during the Resolutions Hearings. Once the resolution is signed off by the author, the title of the resolution and the “whereas” statements may not be changed or edited

At the Annual Convention:

Tuesday, April 2, 2013

Noon – 5:00pm and 7:00pm – 10:00pm Authors meet with their resolutions committee representative. Appointments will have already been made using Doodle scheduling. If you miss your appointment, it will need to be rescheduled onsite (resolutions office will open at 10am for onsite scheduling). If you know that you are going to miss your appointment, please be sure to notify your resolutions committee member. All meetings will take place at the Charlotte Convention Center.

Wednesday, April 3, 2013

8:00am – Noon Resolution Authors Meet with Resolutions Committee Member by Appointment.

Thursday, Friday and Saturday, April 4-6, 2013

See Convention Schedule (when available at [www.nсна.org/Meetings/Annual Convention](http://www.nсна.org/Meetings/Annual_Convention)) for details about the Resolutions Hearings, Parliamentary Briefing, and the 2013 House of Delegates Meetings—all mandatory meetings for delegates). 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.



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 and Mission.**

A resolution is composed of two parts: "whereas" clauses summarize, with documentation, the reasons and rationale for the resolution; and "resolved" clauses 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 is to determine an issue that is relevant to nursing students and the NSNA. 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. For information about resolutions adopted by the House of Delegates over the past ten years, visit www.nсна.org (click on "publications") for the Resolutions Index to view these resolutions by topic areas.

Duplication of NSNA resolutions adopted 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. 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.

If a resolution submitted 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 vulgar), the author may be asked to modify the proposed resolution or its documentation to comply with NSNA bylaws and resolution submission policies. Authors who do not approve the changes have the option of withdrawing the resolution.

2. Documenting the Need

The "whereas" statements cite the need for the resolution and must be accompanied by current written documentation (citations/references). Documentation of evidence for the "whereas" clauses can include: journal articles, web site articles, text and reference books, materials from other organizations, and speeches, as well as research reports. However, it is strongly suggested that a majority of the references used come from current professional journals and appropriate sources. The documentation must be evidence based and no more than 5 years old unless the information is historical in nature. Documentation must be fact, rather than opinion. Full text supporting documents and the reference list must be submitted both in hard copy and on a flash drive. Note that 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 a copy of the pages(s) related to the citation is acceptable.

Each “whereas” clause must be referenced with the corresponding statements in the supporting documentation underlined or **highlighted** for ease of identification. All articles used for “whereas” clause documentation must be submitted.

3. Writing the Resolution

Resolution submissions must use the *Publication Manual of the American Psychological Association* (APA), 6th Edition, second printing. Refer to section 5. Submitting the Resolution” for document formatting instructions.

Whereas clauses

Whereas clauses: using the documentation obtained, specifically explain and defend the issue. Be concise and to the point, and keep it as short as possible. Citation and current references must be provided for each “whereas” clause. All citations will be checked by the committee.

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

“Whereas” clauses are not debatable in the Resolutions Hearings or the House of Delegates. It is an important responsibility of delegates to make appointments to review the documentation supporting a resolution’s “Whereas” clauses in the Resolutions Office at convention.

Resolved statements

First “resolved” clause: This 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.

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” clauses: 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, if adopted.

4. Reviewing and Proofing the Resolution

Have other students and faculty 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 heard at the resolutions hearings or moved in the House.

5. Submitting the Resolution

NSNA state constituents, school constituents, NSNA Board of Directors, and NSNA Committees may each submit **one** resolution 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 submitted by an official NSNA constituent school chapter or constituent state association, the NSNA Board of Directors, or an NSNA standing committee;
- Only NSNA student members may be the authors.
- Be entered into the pre-formatted resolution template provided on the NSNA website: www.nсна.org/Publications/resolutions
- **All documentation must be submitted to NSNA via Dropbox by 11:59pm Eastern Standard Time on February 6, 2013 (see Appendix C for information on submitting via Dropbox—a free resource for document sharing)**
- Hard copy of flash drive with all of the documents must be **received** at NSNA before 5:00pm on February 6, 2013);

To be complete, resolutions must include all items listed on the Resolutions Check List (see page 3).

Incomplete resolutions will not be accepted until the above requirements are met. All resolutions must be sent to the Resolutions Committee, National Student Nurses' Association, 45 Main Street, Suite 606, Brooklyn, New York 11201. The receipt of all resolutions will be acknowledged by email. NSNA staff will review the resolutions and notify authors of any deficiencies that render the resolution incomplete. Authors must meet the requirements for completing the resolutions within 5 business days of the notification. It is to the author's advantage to make certain that all requirements have been met including submission of all documents to Drop Box.

The member of the Resolutions Committee assigned to the resolution will contact the primary student author by email prior to 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.

If the resolution is complete and the author, designated resolutions committee member, and resolutions chairperson are in agreement, the resolution can be signed off as complete and queued for presentation. If more than one resolution on the same topic is submitted by the deadline, the principal authors will be advised at this time, and it will be recommended that similar resolutions are combined. The Primary Author listed on the submitted Check List will be responsible for informing additional authors.

All authors must be NSNA student members. Faculty and faculty advisors are available only to guide student authors and are not to take an active role in determining the topic or writing the resolution.

When resolutions are not finalized and signed off prior to convention, the author will make an appointment to meet with the committee on Tuesday, April 2, or Wednesday, April 3, 2013 via Doodle scheduling. A link to this tool will be sent to the primary author.

6. Resolution Author's Meeting for Authors that have NOT signed off on their resolution prior to convention

At the appointment, the author(s) will meet with the assigned Resolutions Committee member to their resolution. The Resolution Committee member will assist authors to edit their resolution to assure that when the resolution is presented at the Resolutions Hearings and the House of Delegates

it is concise and clear, with current evidence-based references. **See *Getting the Pieces to Fit, Appendix A, Policies and Procedures for NSNA Resolutions* for the complete list of the Resolutions Committee's duties.** Author(s) should be prepared to clarify documentation, and to assist in the editing and/or rewriting of their resolutions, and combining their resolution with similar resolutions, if necessary. Extra copies of full text documentation should be brought by the authors to this meeting. If resolutions are to be combined, a meeting of the authors involved will be scheduled.

The order in which final, edited resolutions are heard during Resolutions Hearings and debated in the House of Delegates is determined by the order in which the final version that is approved by the Resolutions Committee Member and the Resolutions Chair. Thus, it is to the author's advantage to work with your assigned Resolutions Committee member prior to convention, and to strive to finalize the resolution prior to convention if feasible.

7. Board of Directors

Note that the NSNA Board of Directors has the option to take a position to support, not support, or to 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 Resolutions Committee chairperson. When this occurs, the proposed Resolution becomes the property of the House of Delegates. Note that the NSNA Board of Directors does not have the authority to change or reject any proposed resolution unless there are legal implications for the organization.

8. 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 Resolutions Hearings. The Rules for Resolutions Hearings can be found in the *Business Book* distributed to delegates at Convention.



9. Documentation Review: An important Responsibility of Delegates

Complete documentation for all proposed resolutions is available for review by delegates in Drop Box and by appointment during designated hours in the Resolutions Office at convention. Refer to the official *Convention Program Book* for a list of hours and room location. Delegates are strongly encouraged to have a representative(s) from their delegation review all resolution documentation.

There will be a sign-up sheet posted at the Resolutions Office for scheduling appointments with the Resolutions Committee to review documentation on any of the proposed resolutions submitted by the deadline. In addition, the delegates may go to Drop Box to view the documentation.

10. 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 2013 *Business Book* at convention).

Once the proposed resolution is introduced in the House of Delegates by the Resolutions Committee chair, the presiding officer (i.e. 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. 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.



11. Implementation of Resolutions

Unless otherwise specified in the resolution, the NSNA Board of Directors has the primary responsibility for the implementation of all resolutions adopted by the NSNA 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 "resolved" clauses. A list of the resolutions is published on www.nсна.org and in *Imprint*, and is sent to the nursing media. Resolutions are considered as possible topics for *Imprint* articles, community health/disaster preparedness projects, legislation/education projects or actions, other NSNA Committee projects, MidYear conference or convention programs, and *Dean's Notes* articles. Note that NSNA does not lobby congress.

12. 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” 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, unless the emergency topic arises during convention, at which time a resolution can be presented before the end of the second Resolutions Hearings.

Role and Duties of the Resolutions Committee

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

Role and Duties of the Resolutions Committee:

- A. The 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. 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 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 convention and the resolution will be queued for presentation.
- B. Research NSNA's prior positions for proposed resolutions for the past 5 years.
- 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 resolutions.
- I. Refuse resolutions or parts of resolutions that are not feasible; that are submitted after the deadline; that are incomplete; or that duplicate the position of a previously approved resolution (within past 5 years) without adding anything new. The resolution sponsor will be informed of the reasons for the committee's decision of refusal.
- M. Attend the House of Delegates meetings and assist as needed during the presentation of the proposed resolutions to the delegates.

* Watch for the 2013 Resolutions Committee Application at www.nсна.org under *What's New* in March.

APPENDIX A

Sample of resolution, references, cost estimate, and abstract

Sample Resolution

The following resolution was adopted at the 2011 House of Delegates

TOPIC: IN SUPPORT OF ONGOING AND INCREASED AWARENESS OF NEEDLE STICK INJURIES IN THE HEALTH CARE SYSTEM

SUBMITTED BY: Pittsburg State University Nursing Students, Pittsburgh, PA

AUTHORS: Vincent Juliano

WHEREAS, needlestick injuries continue to occur despite passage of public law 106-430 Needlestick Safety and Prevention Act in 2000; (American Nurses' Association (ANA), 2010) and,

WHEREAS, it is estimated that 5.6 million workers in the health care industry and related occupations are at risk of occupational exposure to bloodborne pathogens, including human immunodeficiency virus (HIV), hepatitis B (HBV), hepatitis C (HCV), and others; (ANA, 2010; Occupational Safety and Health Administration (OSHA), 2009) and

WHEREAS, each year, hospital-based health care workers sustain an estimated 384,000 percutaneous (skin puncture) injuries from needles and other sharp devices, or more than 1,000 injuries per day; (ANA, 2010; OSHA, 2009) and

WHEREAS, when accounting for both hospitals and other health care settings, such as private clinics, home care operations, and long-term care facilities, studies have estimated that between 600,000 and 800,000 needlestick and other percutaneous injuries occur annually to health care workers; (ANA, 2010; OSHA, 2009) and

WHEREAS, in a survey that was conducted by the American Nurses Association in 2008 it was reported that nearly two-thirds of nurses reported being accidentally stuck; (ANA, 2010) and

WHEREAS, the CDC estimates that between 62 percent and 88 percent of sharps injuries can be prevented by using safer devices; (ANA, 2010; OSHA, 2009) and

WHEREAS, a CDC analysis shows the most prevalent causes of injuries as a result of a needlestick incident were manipulating needle in patient (27%), improper disposal/disposal related (22%), cleanup (11%), handling/passing device during or after use (10%). (ANA, 2010; OSHA, 2009); therefore be it

RESOLVED, that the National Student Nurses' Association (NSNA) demonstrates its ongoing commitment to increase the awareness of needlestick injuries in the health care system by providing education at the NSNA's MidYear Conference and Annual Convention at break-out sessions, if feasible, and that the NSNA promote break-out sessions at the state level, if feasible; and be it further

RESOLVED, that the NSNA publish an article on this topic in *Imprint* Magazine, if feasible; and be it further

RESOLVED, that the NSNA send a copy of this resolution to the American Nurses' Association, the National League for Nursing, the American Association of Colleges of Nursing, the National Organization for Associate Degree Nursing, Sigma Theta Tau International, the Health Resources and Services Administration, 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

References

Fact Sheet Safe Needles Save Lives. (2010). *Risks and Laws regarding safe needles procedures and precautions*. [Brochure]. American Nurses' Association educational project.

Safe Needles Save Lives. (n.d.). American Nurses' Association. Retrieved from:

<http://www.nursingworld.org/MainMenuCategories/OccupationalandEnvironmental/occupationalhealth/SafeNeedles.aspx>

Safety and Health Topics: Bloodborne Pathogens and Needlestick Prevention. (2009, January 22).

Occupational Safety and Health Administration - Home. Retrieved from:

<http://www.osha.gov/SLTC/bloodbornepathogens/index.htm>

Sample 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 \$.45/ mailing x 65 mailings = \$29.25

Envelopes \$.10/envelope x 65 envelopes \$ 6.50

Total Cost \$55.25

Sample Abstract

TITLE: IN SUPPORT OF ONGOING AND INCREASED AWARENESS OF NEEDLE STICK INJURIES IN THE HEALTH CARE SYSTEM

SUBMITTED BY: Pittsburg State University Nursing Students

This resolution aims to reduce needlestick injuries in the healthcare system by raising awareness, thereby decreasing the amount of such injuries that nursing students, nurses and other health care professionals incur.

APPENDIX B: Strategies for Resolution Authors

STRATEGIES – *Be prepared 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 five strongest 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. Resources availability (both human and financial) may impact on NSNA's ability to implement the resolution, or the Delegates' willingness to adopt the resolution.
- 3. 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.
- 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. Be sure to research cons as well as pros to the issue. This will help you prepare for debate.
- 5. 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, 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.
- 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 before convention, 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.

Appendix C: Doodle Scheduling and Dropbox

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 convention. If the resolution is finalized prior to convention, then there is no need to meet with the committee at the convention. However, if the resolution is not finalized prior to 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>

Dropbox

You will need to open a free dropbox account.

1. Go to www.dropbox.com
2. In the top right corner, click **SIGN IN**, then click **CREATE AN ACCOUNT**.
 - a. If you already have an account, sign in and skip to step #4.
3. Fill in your name and email; choose a password; check the box next to "I agree to Dropbox Terms"; click the **CREATE ACCOUNT** button.
4. Create your folder: Right click anywhere on the page and choose **NEW FOLDER**; or, click the new folder icon near the top right:
 - a. 
5. Name your folder as follows: **LAST NAME** (of primary or corresponding author) **RESOLUTION 2013**. For example: "Johnson Resolution 2013"
6. Upload all of your required documents (see list below): click on your new Resolution folder. Right click anywhere on the page and choose **UPLOAD**; or, click the upload icon near the top right:
 - a. 
 - b. Click **CHOOSE FILES** and upload your documents.

Sending your Dropbox documents to NSNA: Deadline: your Dropbox link must be sent to NSNA no later than 11:59pm Eastern Standard Time on February 6, 2013. See page 3 and double check the submission checklist.

1. Sign in to your dropbox account.
2. Right click on your Resolution folder, and choose **SHARE LINK**
3. In the "Add names or emails" field, type: submission@nsna.org
 - a. Important: in the "Message" field, type the **LAST NAME** and **EMAIL ADDRESS** (of primary or corresponding author)
4. Click **SEND**

Documents to include in your Dropbox folder:

- Check list with information completed on the top of the check list;
- Resolution typed and saved on the resolution template;
- All of the documentation for the citations in the "whereas" statements (underlined and highlighted);
- List of organizations that NSNA is to send the resolution to;
- Budget for implementing the resolution.

Earn Recognition! 2013 NSNA Empowering Resolutions Award

Established in 2009, the purpose 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 *2013 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 2013 NSNA Awards & Honors.

NSNA Leadership University: Getting Credit where Credit is Due!

Earn academic credit and recognition by **Being the Author of a 2013 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 2013 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 <http://www.nсна.org/Membership/LeadershipUniversity.aspx>

Plan now to Attend the NSNA MidYear Career Planning Conference San Diego, California—November 8-11, 2012

If you are planning to be in San Diego for the 2012 NSNA MidYear Career Planning Conference, be sure to attend the workshop on writing resolutions and the Roundtable Discussion on the submission of resolutions. There is also a session on "Amending the Amendment—Navigating Convention as a Delegate or Alternate that will guide your involvement in NSNA decision making!

ATTENTION: NSNA Members needed to serve on the 2014 Committee

Consider Applying to Serve on the 2014 NSNA Resolutions Committee

Each year at the NSNA Annual Convention applications are available in the Convention Office for NSNA members to complete and submit to NSNA Headquarters before the May 31 deadline.*

The NSNA Board encourages knowledgeable and interested members to apply to serve on the Resolutions Committee. The committee consists of a chairperson and four members.

See page 11 for the Role and Responsibilities of the Resolutions Committee.

* Watch for the 2014 Resolutions Committee Application at www.nсна.org under *What's New* in March.

Thank you for your involvement in the NSNA and the Resolutions Process!