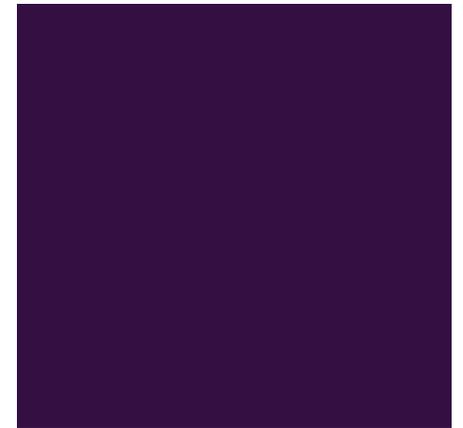




Writing a Resolution

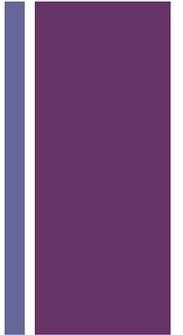
A Brief Overview



Prepared by Ryan Robertson, 2017 CNSA Legislative Director

Based on the earlier work of Jane De Lay , 2016, Val Bessmertnyy, 2015 & Alexis Broggi, 2014

+ Make a Difference!

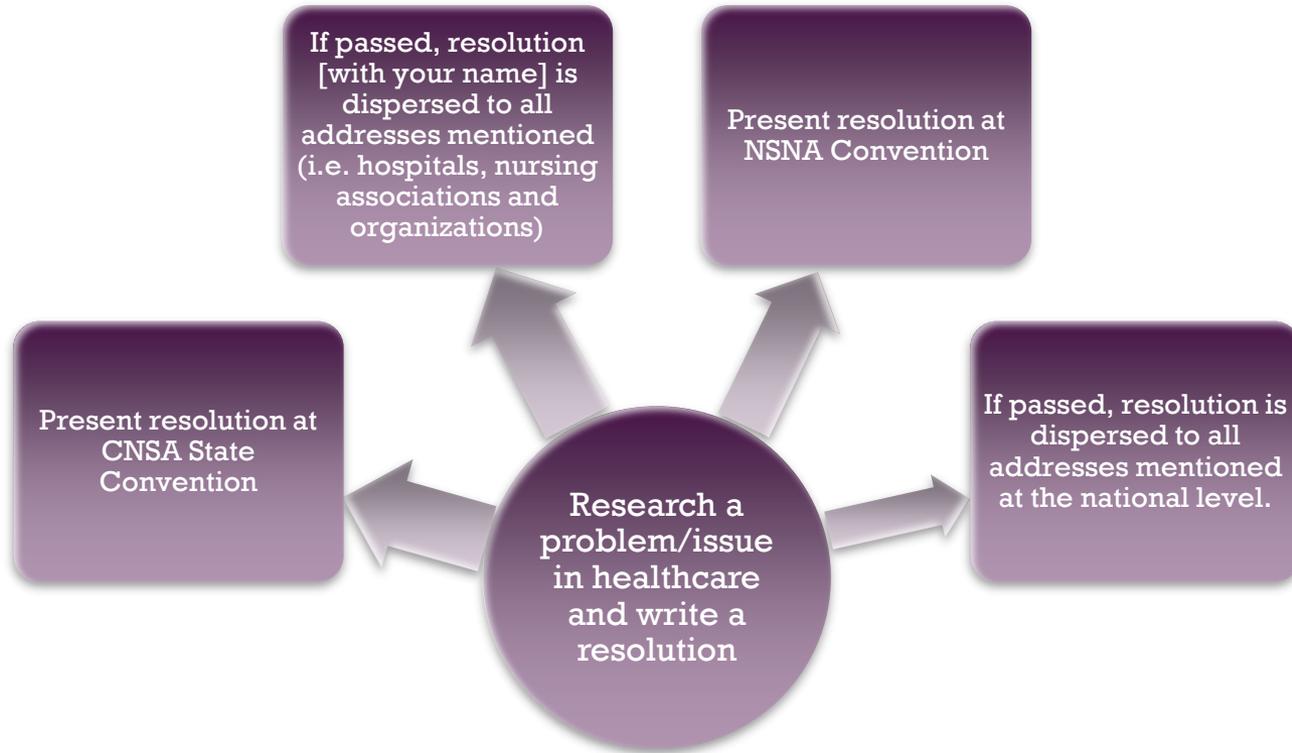


- Are you passionate about an issue in healthcare? Would you like to make a difference at the state, and possibly national level?
- A resolution is a great way to make change or increase awareness of issues you are passionate about. The number of issues and topics to choose from are endless.
- These 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.

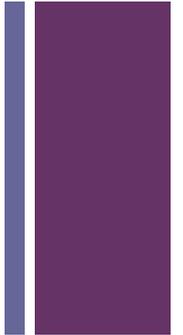


Choosing a Topic for your Resolution



- 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:
- <http://www.cnsa.org/resolutions-archive> AND <http://www.nsna.org/resolutions-by-year.html>
- The resolution must be doable within CNSA's resources;
- The resolution must be consistent with the CNSA bylaws and mission statement.

+ Resolution Reaffirmation

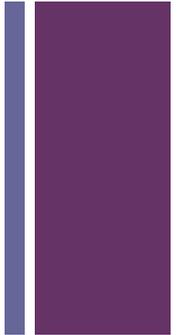


- Resolution reaffirmation is necessary when your topic readdresses the topic of an adopted resolution that is less than five (5) years old;
- In this event, the first whereas statement must reference the original resolution;
- The topic must propose a significant change in the status of an issue, or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



A resolution is composed of:

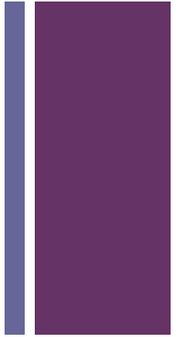
1. Title
2. Submitting Chapter
3. Submitting Authors
4. “Whereas” clauses: “statements of the problem” and summarize, with documentation, the reasons and rationale for the resolution (with supporting documentation cited)
5. "Resolved" clauses: “solution clauses” and contain the position to be taken on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

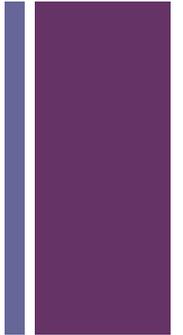
- **Max of 15 words**
- Includes the topic along with the goal
- Check the CNSA and NSNA Resolution Index for more examples
 - “In support of____”
 - “Increase awareness of____”
 - “Seek to add____ to nursing curriculum”
 - “Support policy that____”
 - “Advocate for____”



+ 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
 - Paraphrasing is preferred when more than one source is used to support a statement.
 - Whereas clauses are not amendable by the HOD.
 - 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

TOPIC: **IN SUPPORT OF EDUCATING HEALTHCARE PROFESSIONALS ON THE CALIFORNIA
“END OF LIFE OPTION ACT”**

SUBMITTED BY: **California State University, Sacramento**

AUTHORS: **Ryan Robertson, Karyn Howland, Lynette Cabral, Rosalina Mateus**

WHEREAS, in 2016, National Student Nurses' Association (NSNA) House of Delegates adopted the resolution “In support of improving education curricula related to End of Life (EOL) care” which addresses EOL care curricula. The 2016 NSNA resolution addresses EOL patient care, however, an information gap currently exists with regards to the specific details of California’s End of Life Option Act among the healthcare professionals; and

WHEREAS, the State of California passed the “End of Life Option Act”, which went into effect on June 9, 2016 (End of Life Option Act of 2015); and

WHEREAS, this law allows for some terminally ill patients to end their life under very specific criteria (End of Life Option Act of 2015); and

WHEREAS, other states have similar laws with different criteria, which can lead to confusion among healthcare professionals (Assembly Committee on Health Bill Analysis, 2015); and

WHEREAS, based on rough estimates of potential aid-in-dying participation, California may have approximately 350 participants a year who will use the EOL law as well as a greater number of terminal patients who will request information regarding EOL options (Assembly Committee on Health Bill Analysis, 2015); and

WHEREAS, healthcare professionals must be well informed on the details of this new aid-in-dying law as they have a responsibility to educate patients on their healthcare options without regard to personal bias (American Nurses Association, 2010, p. 8); therefore be it

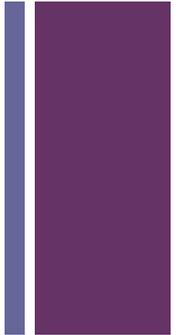
+ Sample of a Resolution cont.

RESOLVED, that the California Nursing Students' Association (CNSA) support an increased awareness of the need for education on the California End of Life Option Act among healthcare professionals by disseminating the specific details of the law to each Chapter, publishing articles in the Range of Motion newsletter, and appropriate CNSA committee action, when feasible; and be it further

RESOLVED, that the CNSA support forums to discuss the End of Life Option Act at constituent chapters; and be it further

RESOLVED, that the CNSA provide a forum to discuss the End of Life Option Act during focus sessions at Membership Meeting and Annual Convention, if feasible; and be it further

RESOLVED, that the CNSA send a copy of this resolution to the American Nurses Association\California, the Association of California Nurse Leaders, the California Board of Registered Nurses, the California Association for Nurse Practitioners, the California Nurses Association, the Nurse Alliance for California, the California Hospital Association, the California Association of Clinical Nurse Specialists, and all others deemed appropriate by the CSNA Board of Directors.



Other Components of the Resolution Packet

- Resolution Checklist
- Abstract
- Final Draft Resolution
- Reference list
- Articles used to develop the whereas statements
 - Highlight specific quotes in the article used in the whereas statements
- Names and addresses of those identified in Resolved clause to receive the resolution if passed
- Cost estimate



Abstract – An Example from 2016



- **TOPIC: IN SUPPORT OF EDUCATING HEALTHCARE PROFESSIONALS ON THE CALIFORNIA “END OF LIFE OPTION ACT”**
- **SUBMITTED BY: California State University, Sacramento**
- **AUTHORS: Ryan Robertson, Karyn Howland, Lynette Cabral, Rosalina Mateus**

ABSTRACT: The State of California recently passed the End of Life Option Act which allows for some terminally ill patients to end their life under very specific criteria. Other states have similar laws although with different criteria and this discrepancy can lead to confusion among healthcare professionals. The estimated number of Californians that will participate in this new law is approximately 350 and a greater number of terminal patients is also expected to request information regarding end of life options. Nurses have a responsibility to educate patients on their healthcare options so they can make an informed decision. This resolution strives to increase awareness for healthcare professionals on the specific details of this new law and promote forums where it can be discussed.

+ Sample Cost Estimate

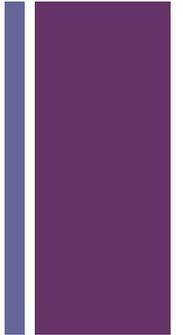
A cost estimate is the anticipated expenses that may be incurred by the CNSA or the NSNA if the resolution is adopted and the Resolution clauses are to be implemented.

An Example of a cost estimate is as follows:

- Convention or MidYear Conference Speaker: (transportation, housing, meals) \$1000
- Article in the *Range of Motion*: No additional cost to association as this is already published.
- Staff time for email messages to organizations and agencies: No additional cost to association as this is a staff role.
- Estimated Cost \$1000.



Researching a Resolution Topic

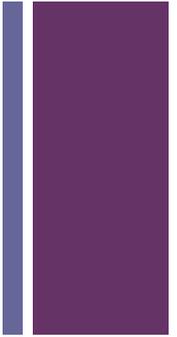


- Try to pick articles from well-known organizations to make your stance stronger

- Use search engines such as:
 - Cinahl
 - Pubmed
 - EBSCO host
 - MEDLINE (via EBSCO host)
 - Nursing Reference Center

- Professional journals and appropriate sources must be evidence based!

- Documentation must be fact, rather than opinion.



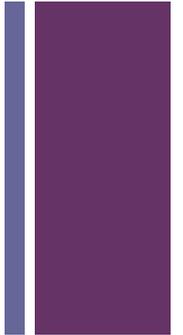
Reminder about Researching a Resolution Topic

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/current-resolutions.html>
- <http://www.nsna.org/Resolutions/NSNAResolutions.aspx>



Reference List-APA Style Format



Partial Sample List of 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).

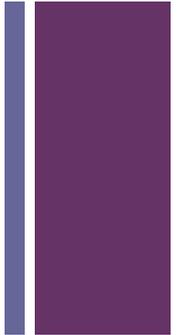
Occupational Safety and Health Administration - Home. Retrieved from:

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



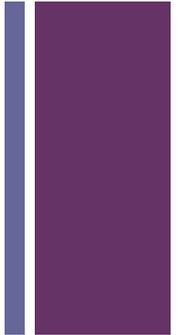
Before Submitting!

- Now that you have an idea of what a resolution should look like and where to find the research, you must use the **Pre-Formatted Template provided on the NSNA website for formatting your resolution for submission.**
- **For guidelines and the resolution template, please visit: the CNSA website or use the link below:**
<http://cnsa.memberclicks.net/assets/Resolutions/2017resolutioninfo/2017%20resolution%20template.docx>
- Proof read/ review your resolution
- Double-check that references are APA 6th ed formatted
- All components of the Resolutions Submission Packet completed



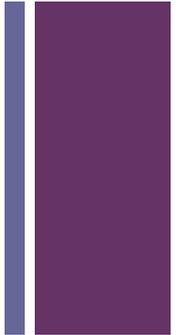
+ Submitting your Resolution

- Resolutions must be submitted to the Legislative Director at [cnsalegislative@gmail.com](mailto:cnsalegislative@acnl.org) and CNSA Office at patricia@acnl.org
- Resolutions are checked for completeness utilizing the CNSA Resolutions Checklist found on the CNSA website
- Only complete resolutions, accompanied with a completed checklist, will be considered for submission to the House of Delegates.

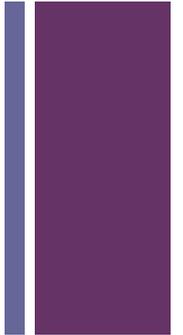


+ After Submission

- After the first submission, the resolution will be reviewed by the Resolutions Committee, and committee members will contact authors with individual comments;
- All resolutions submitted have the chance to be approved by the House of Delegates at the CNSA convention;
- However, only one resolution will be selected as the CNSA “sponsored resolution” to be presented at the NSNA convention.



+ What Happens at Convention



Resolutions Hearing:

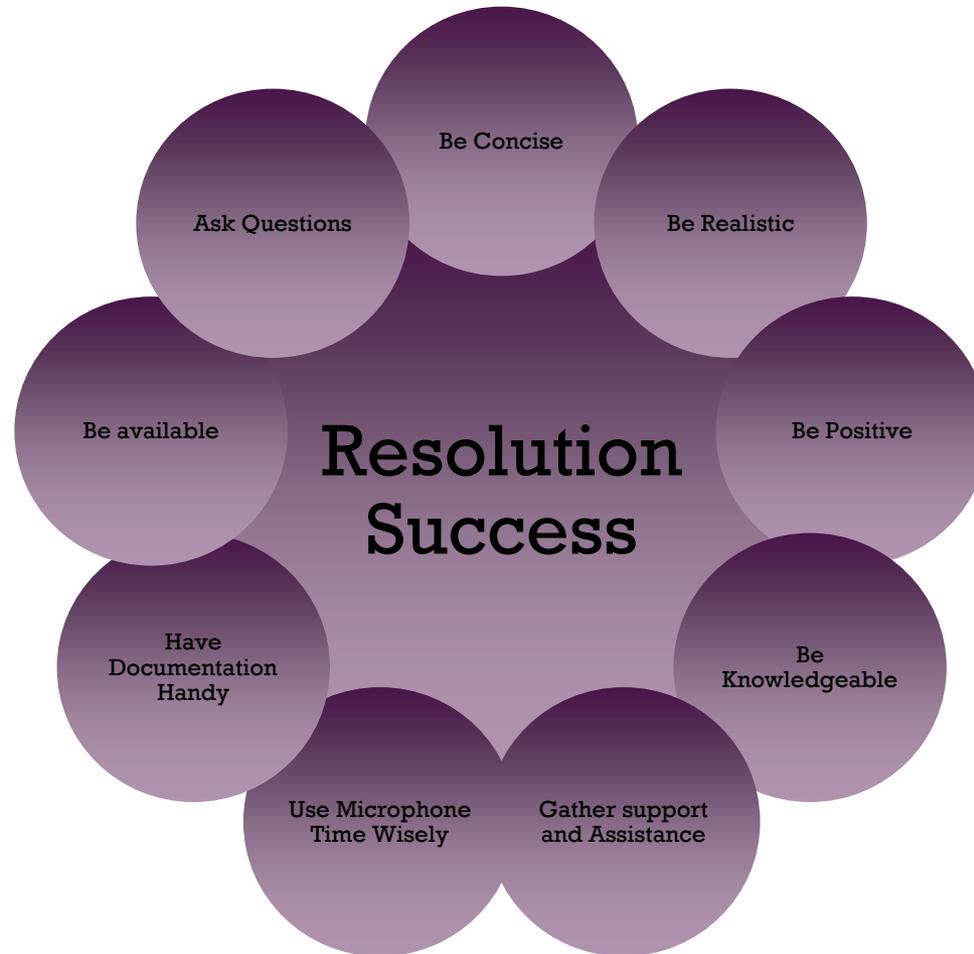
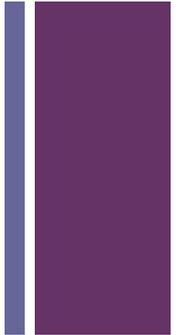
- Resolution Introduction: authors present a timed statement

House of Delegates Formal Debate:

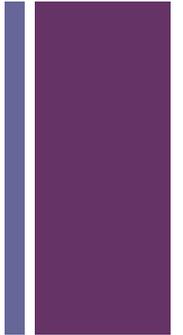
- Authors have the courtesy to speak first and give the first timed “pro statement”
- Resolutions must be adopted by a majority vote; i.e., 50%+ of the House of Delegates



Words of Wisdom for Resolution Success



+ Final Thoughts:

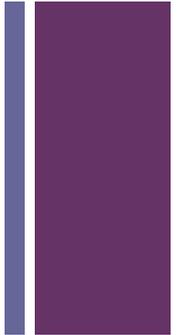


- What is the issue or problem that you want to address?
- Why is it important to nursing students and the nursing community?
- What do you want CSNA to do about it?

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



Questions?



- Please email me at cnsalegislative@gmail.com for any further questions.
- 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.
- Submit all the components listed on the resolution checklist, along with a copy of the checklist via email to cnsalegislative@gmail.com and to Patricia@acnl.org
- Thank you!

+ Questions? Contact Us

Ryan Robertson

2017 CNSA Legislative Director

cnsalegislative@gmail.com

CNSA

patricia@acnl.org

