

VNSA Guide to Resolutions

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Policy and Initiatives Director, 2018-19

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I. What is a Resolution?

A resolution is a formal written statement that, when adopted by the House of Delegates, is the basis for the policies and actions of the Virginia Nursing Student Association. Resolutions are created on matters of that are considered importance to the constituents of VNSA. Resolutions are adopted by a majority vote at the House of Delegates meeting at the Annual State Convention.

A resolution is composed of two parts:

- "Whereas" clauses that are evidence-based in nature and summarize, with documentation, the reasons and rationale for the resolutions.
- "Resolved" clauses that contain the position to be taken on the issue and interventions suggested to be enacted by VNSA and constituent members and organizations.

Resolutions are submitted throughout the year and voted on at the House of Delegates at the Annual State Convention.

II. Steps to Writing and Submitting a Resolution

- 1.** Choose a topic, position, and action to be taken. Do you have an idea to improve student nurse education both state-wide and nationally? Is there a health-related topic you would like to raise awareness or education on in nursing schools? Chat with your chapter consultants, faculty, and peers, and check out news articles and current nursing research for ideas. NSNA.org has every nationally-passed resolution available, organized by year and topic.
- 2.** Research your chosen topic. Document supporting references/documents in your "whereas" statements to reflect the necessity for the resolution.
- 3.** Confirm that a resolution that is the same as/similar to the one you are beginning to write does not exist. Existing resolutions are listed online at VNSA.org. There are some

exceptions to this. Be sure to check with the Policy and Initiatives Director if you have a concern about this before you begin writing.

4. Write the Resolution. Use this booklet and other state and national resolutions as resources to assist in your writing. Be sure to cite your sources!
5. Review and Proofread. The Policy and Initiatives Director is a great resource for review, as well as peers and professors who may be involved or interested.
6. Submit the Resolution. Send it to the current VNSA Policy and Initiatives Director or submit it on the VNSA website if that option is currently available.
7. Resolutions will be reviewed by the Policy and Initiatives Director, edits will be suggested, and resolutions that meet all requirements will be voted on at the next House of Delegates.
8. Consider submitting your resolution to be voted on at the national level at the NSNA National Convention in the Spring. Contact the Policy and Initiatives for more information on passing a resolution at the national level.

III. Formatting and Submitting Resolutions

The structure of the resolution must include both "whereas" statements, and "resolved" statements.

- "Whereas" Statements
 - Rational for "whereas" statements can include information from: magazine and newspaper articles, text and reference books, materials from other organizations, and speeches, as well as research experiences.
 - It is strongly recommended that a majority of the references used come from professional journals and appropriate sources.
 - "Whereas" statements should be factual rather than opinion-based.
 - A complete reference page must accompany the resolution when it is submitted.
- "Resolved" Statements
 - The first "resolved" statement should contain the statement of belief, philosophy, or commitment that you want FNSA to take on the issue. Resolved statements must reflect the topic statement.
 - Further "resolved" statements should list the direct implementation of the resolution. This includes actions that should be taken by VNSA.

Additionally, resolutions must:

- Be typed, double-spaced, and follow the format of the sample resolution in this handbook.
- Citations and references page should be in APA format.
- Include an abstract: a concise and well-written paragraph that briefly discusses the purpose and intended outcomes of the resolution.
- Include the following documents (in .doc or .docx format)
 - Resolution main file
 - Estimated Cost: Itemized estimated cost of implementing the resolution.

- Contacts: Names, postal mail and email addresses, and contact names of all organizations, agencies, and individuals cited in the “Resolved” clauses
- List of References: A list of all references (in APA format) that are cited in the “Whereas” statements
- **Please look at the included sample resolution for formatting! Do not hesitate to reach out to the Policy and Initiatives Director for specific questions! (Note that the included example is NOT a full resolution)**

IV. After Submission... What’s Next?

Revisions

Resolutions that are correctly submitted before the deadline will be reviewed by the Policy Initiatives Director. Any changes or edits must be made as soon as possible.

House of Delegates/Voting

The House of Delegates is the voting body of VNSA. In order for a resolution to be implemented, it must be adopted by the House of Delegates. Authors will read their resolution to the HOD, speak to the resolution if they would like, and answer any questions that voting delegates may have.

Implementation of Resolutions

Resolutions are implemented as specified in “resolved” statements throughout the year. If resolution authors would like to discuss implementation of resolutions, reach out to the VNSA BOD, or run for a position on the BOD to have even more of a say in how resolutions are implemented.

V. Helpful Hints & Strategies

To help you 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 to 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 two pages
2. Be realistic. The resolved statements should include specific actions that are realistic and able to be implemented. Resource availability (both human and financial) will affect the ability to implement of resolutions.
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.

4. Be available. Make sure you are present and on time for all House of Delegates activities.

All resolutions must be sent to the VNSA Policy and Initiatives Director by the Friday that is two weeks before the annual VNSA State Convention. The official date will be posted on the "Resolutions" page online. Please email all documents to vnsapolicy@gmail.com

VII. SAMPLE RESOLUTION

TOPIC: IN SUPPORT OF BILLBOARD REGULATION OF UNHEALTHY PRACTICES

SUBMITTED BY: Florida Student Nurses Association Executive Board

AUTHORS: Florence Nightingale

WHEREAS, "tobacco and alcohol industries are the largest, most powerful clients of billboard companies" whose billboards are heavily concentrated in low socioeconomic areas (Godshall, 1993); and

WHEREAS, 525,095 people die annually of smoking and alcohol related causes (Mitz, 1991); and

WHEREAS, billboards, strategically placed within crucial camera angles at sports events, are inconsistent with the current ban on TV advertising (Hwang, 1992); and

WHEREAS, 80% of adults who smoke began as youths, 50% by age 13, 25% by age 11, influenced by billboard cartoon characters such as Joe Camel and Kool's Willie Penguin (Levin, 1992; Dagnoll, 1991, Green, 1990); and

WHEREAS, alcohol related accidents are the #1 cause of death among Americans age 3-19 (MADD chapter brochure); and

RESOLVED, that Florida Student Nurses Association (FNSA) encourage its members to support the legislative regulation of billboards which protects minors from these suggestive influences; and be it further

RESOLVED, that the implementation guidelines and outcome criteria of the Community Health/Legislative Project be printed in Hotline, if feasible; and be it further

RESOLVED, that FNSA send a copy of this resolution to the Florida Nurse's Association, the Florida League for Nursing, and any others deemed appropriate by the FNSA Board of Directors.

Sample References

- Dagnoll, J. (1991). Three faces of Kool. Advertising Age. (44), 54.
- Godshall, B. (1993, January). "Action Alert: Tobacco & Alcohol Billboard Control in Pittsburgh." Smokefree, Pennsylvania.
- Green, M. (1990). Luring kids to light up. Business and Society Review. 73 (spring), 22-28.
- Hume, S. (1990). Regulate outdoor ads: poll. Advertising Age. 61 (33), 20.
- Mintz, M. (1991). The tobacco pusher's marketing smokescreen. Business and Society Review. 79 (Fall), 49-54.
- Whaley, L., and Wong, D. (1991). Nursing care of Infants and Children. (4th Edition) Mosby Year Book: St. Louis, p.480.

Sample Estimated Cost

Photocopy Costs	\$.10/page x 2 pages = .20/copy x 2 mailings	.40
Postage Costs:	\$.32/copy x 2 mailings	.64
Envelopes:	\$.05/envelope x 2 envelopes	.10
Total Cost:		= \$1.14

Sample Abstract

TOPIC: IN SUPPORT OF BILLBOARD REGULATION OF UNHEALTHY PRACTICES

SUBMITTED BY: Florida Student Nurses Association Executive Board

This resolution aims to support the legislative regulation of billboard advertisements that depict unhealthy behaviors. The ultimate goal is to reduce exposure to and suggestion of pursuing these behaviors, ultimately providing a healthier future for our Florida minors.