

SNAP RESOLUTION HANDBOOK

HOW TO WRITE A RESOLUTION



Student Nurses' Association of Pennsylvania

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HOW TO WRITE AND PRESENT A RESOLUTION

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2012 SNAP RESOLUTION CHECKLIST

SUBMITTED BY: _____
(Chapter)

AUTHOR(s): (please list all, FIRST and LAST names, with NSNA membership #)

If multiple authors, please designate a principal contact, and provide their information below:

ADDRESS:
(Street) _____

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

CELL PHONE #: _____ **FAX #:** _____

E-MAIL: _____

CHECKLIST FOR E-MAIL SUBMISSION

All resolutions must be submitted via e-mail. Before e-mailing your resolution to SNAP, please review the following items and check them off as they are completed. **Include this completed checklist as an attachment to your e-mail:**

- Previous SNAP positions/policies (i.e. passed within the last 5 years) have been reviewed for duplication, and previously adopted resolutions do not exist OR the Legislative Coordinator has been contacted to approve drafting of an updated position statement.
 - To review previous SNAP positions/policies, refer to the Legislative Corner page at <http://www.snap-online.org/legislate.htm>
 - If a prior resolution was passed, it must be referenced in the citations for this resolution, and justification(s) for revisiting the position is(are) given.

Only complete resolutions will be accepted for consideration by the Resolutions Committee. To be considered complete, resolutions **must** include the following documents as attachments to the e-mail submission (Word or pdf format):

- The subject line must read: **Proposed Resolution - (author/chapter name)**
- Attach:
 - One (1) document containing the correctly formatted resolution
 - One (1) copy of each source used for the "Whereas" clauses
 - Direct links may be provided in the body of the e-mail to **accessible** websites where the sources can be found.

- If no link is available, the reference must be scanned in and attached to the e-mail (pdf format *preferred*).
- One (1) bibliography in APA format, **in a separate document**.
- Names and addresses of all organizations, agencies, and individuals mentioned in the “Resolved” clauses, **in a separate document**.
- A cost estimate for implementing the resolution, **in a separate document**.
- An abstract, **in a separate document**.

You will receive a confirmation e-mail once your submission is received!

E-mail the **completed** resolution packet, to be received at the address below by **5:00 pm ET, Saturday, October 13, 2012:**

snap@snap-online.org

HANDBOOK

FQA OF RESOLUTIONS

WHAT IS A RESOLUTION?

A resolution is a written statement that, if passed/adopted by the House of Delegates, forms the basis for the policies and actions of the Student Nurses' Association of Pennsylvania (SNAP).

WHY WRITE A RESOLUTION?

Writing a resolution is a concrete way to express your concern or passion about an issue that you feel is important to the SNAP membership, the nursing profession, or the health needs of the public.

WHO CAN WRITE A RESOLUTION?

Any student, group of students, or organization can author and submit a resolution to SNAP.

HOW IS A RESOLUTION COMPOSED?

A resolution has 2 parts:

1. **“Whereas” clauses:** these clauses use **direct quotes** from scholarly documentation to support and summarize the reasons or rationale for writing your resolution.
2. **“Resolved” clauses:** these clauses are written by you and should outline the proposed position to be taken on the issue and/or actions to be taken by SNAP.

THE RESOLUTION PROCESS

Choosing a Topic or Position

The first step in the process is choosing an issue of interest, which you feel SNAP ought to take action on, to support or to oppose. Topics must be specific to the state of Pennsylvania, and implementable within the scope of SNAP's mission and function as stated in the SNAP bylaws. You must choose a topic on which a resolution has not been written in the last **five (5) years**. To find a list of previously passed resolutions, refer to SNAP's Policy Manual, available on the SNAP website at <http://www.snap-online.org/documents.html>. If a resolution was authored and has taken effect within the past five years, but takes a position that you oppose, contact the SNAP Legislative Coordinator to discuss whether an exception can be made in writing an updated resolution.

Documenting the “Whereas” Clauses

The “Whereas” clauses state the need for the resolution. Current written documentation (i.e. reference material) is required to support these clauses. In order to gain a full understanding of an issue and to select the most clearly evidenced sources, you must take the time to perform complete, and thorough research. Current sources include peer-reviewed journals and empirical research literature, which **must have been published within the last five (5) years**, with the exception of relevant historical data. Be sure that the references you are selecting are from scholarly sources. As you research, determine the positions of

other professional associations, and discuss the issue with members of other SNAP chapters and schools. All appropriate documentation is factual, rather than statement of opinion. **Submitted resolutions must contain copies of the works cited, in addition to the bibliography, to confirm utilization of direct quotes and reliable sources.**

Writing the Resolution

- **“Whereas” Clauses:** using the research available to support your issue, select direct quotes that explain the specific topic and can be used to defend your position. Be concise, and keep the quotes as short as possible while clearly conveying your stance. Citations must be provided after each “Whereas” clause, **including author, year, and page number**, in keeping with APA guidelines.
- Each “Whereas” clause should be followed by “...; and” to indicate that it will be succeeded by another “Whereas” clause, **except for the final “Whereas” statement**, which should read “therefore be it” after the quote, to indicate that the next statement will be a “Resolved” clause
- *For example:*

WHEREAS, “Recent investigations have demonstrated that Therapeutic Hypothermia is not routinely practiced at most institutions in the United States” (Dine & Abella, 2009, p. 143); and [*“Whereas” clause in the body of the resolution*]

- **First “Resolved” Clause:** contains the statement of belief, philosophy, or commitment that you want SNAP to adopt on the issue. Resolved statements must reflect the topic statement.
- *For example:*

RESOLVED, that SNAP support research on the effects of therapeutic hypothermia after cardiac arrest through informative workshops at annual convention, articles in *Insight*, and hyperlinks on the SNAP website if feasible; and be it further

- **Remaining “Resolved” Clauses:** detail your strategy for the direct implementation of the resolution, i.e., articles to be written, letters to be sent, etc. In the case of letters or copies of the resolution to be sent to professional organizations, the names of specific organizations and agencies must be included in the final resolved statement.
- *For example:*

RESOLVED, that SNAP send a copy of this resolution to the Pennsylvania State Nurses Association, the Hospital & Health System Association of Pennsylvania, the Pennsylvania League for Nursing, the American Heart Association, and any others deemed appropriate by the SNAP Board of Directors

Reviewing and Proofing the Resolution

Having other students, faculty, or individuals read the resolution and provide suggestions for addendums, deletions, or alterations will reduce the number of edits required at Convention, before your resolution is presented to the House of Delegates. *Therefore, it is important to form a draft of your resolution well in advance of the October 13th deadline to allow sufficient time for revisions and improvements!* Utilizing the summer to begin your research and writing a rough draft allow for time for flexibility while you have a break from school.

Resolution Formatting

- Must be **typed, double-spaced** in size **12-point Times New Roman** font, following the format of the sample resolution.
- Must be submitted via e-mail or postmarked by **October 13th** of the current year.
- Must be authored by a SNAP member(s) from a constituent school or the SNAP Board of Directors.

What to Expect At Convention

- **Mandatory Resolutions Authors' Meeting**
The next step in the Resolutions process is the Authors Meeting, which takes place on the opening day of the Annual Convention. The Legislative Coordinator will notify all authors of their designated appointment times prior to arrival at Convention. **All authors (or their representatives) must attend this meeting.** Final corrections and adjustments to your resolution will be made at this time, which must occur before the Resolutions Hearing. Any questions from authors about the Convention and Resolutions Hearing process will be addressed during the meeting.
- **Resolutions Hearing**
Resolutions are formally discussed in a Resolutions Hearing before being debated on the floor of the House of Delegates. After the Resolution is read by the Legislative Coordinator, editorial and other changes **not affecting the content of the resolution** may be made. Authors must be present when their resolution is presented at the hearings as well as all Delegates. The Authors will have the opportunity to give a **three-minute (maximum) speech** on their resolution, and can accept or reject the editorial changes made by the Delegates. The floor is then open up to all Delegate that can either speak for or against the resolution. No Delegate can speak more than twice to a single resolution. This debating occurs until no other statements are made or the ten-minute maximum has been reached.
- **House of Delegates**
The House of Delegates is the voting and decision-making body of SNAP. The Legislative Coordinator will first read the "Resolved" clauses of the proposed resolution. Then, the author will have the chance to speak to their

resolution again (**maximum of three minutes**). When a resolution reaches the House floor, any Delegate may propose amendments. If a proposal is made, the Delegates will then vote to accept or decline the proposal. After the Delegates have finished amending the resolution (if necessary), a final vote will take place to determine adoption of the resolution by the House of Delegates.

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STRATEGIES

Here are some final tips to help you get your resolution passed:

- 1. Be concise.** The Delegates will get copies of all of the resolutions being proposed, which 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 5-8 "Whereas" clauses by choosing the strongest points to include in the resolution. Save other quotes or figures you deem important for added emphasis during your speech. Have all of your documentation available during debate, so you can readily access your sources, if needed. Resolutions should be a **maximum of 1-2 pages double-spaced**.
- 2. Be specific.** When writing a resolution, you may not realize that your resolution can be viewed differently by a fellow SNAP member. Be as specific as possible about your topic and resolve statements in order for your view to be understood.
- 3. Be realistic.** The resolved statements should include a specific course of action that is realistic. Resource availability (both human and financial) will affect the organization's ability to be put a resolution into effect.
- 4. 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.
- 5. Be knowledgeable.** Know the facts supporting all parts of your resolution! Be aware of other resolutions that have been passed previously, and if your resolution addresses a pre-existing one, be sure to state in your resolution why reaffirmation of the same stance or assertion of a new stance is relevant.
- 6. Be wise about your time at the microphone.** As the resolution's author, you will have the first opportunity to speak to the resolution. Remember that the Delegates have a copy, so *do not read it to them*. Instead, take this opportunity to state some of the facts that might not be included in the "Whereas" clauses. Pay attention to the time, as you are only allotted 3 minutes. It may be helpful to practice beforehand, and make brief speaker's notes.
- 7. Be available.** Make sure you are available to the Resolutions Committee and to Representatives in the House of Delegates at all Hearings to answer questions.
- 8. Have your documentation handy.** Make sure you have at least two copies of your resolution and supporting documentation with you *at all times*; many questions are asked at caucuses when the official documentation you have submitted to the Resolutions Committee is unavailable. Representatives are less likely to support your resolution if they doubt your knowledge of your topic.
- 9. Read this handbook carefully.** If you have any questions, please do not hesitate to contact the SNAP Legislative Coordinator.

SAMPLE RESOLUTION

TOPIC: **IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF
INDUCED THERAPEUTIC HYPOTHERMIA AFTER CARDIAC
ARREST**

SUBMITTED BY: **SNAP Board of Directors 2008-2009**

WHEREAS “For the first time, there is a specific treatment aimed at reducing the developing brain damage, which is the major cause of mortality and morbidity” (Friberg & Nielson, 2009, p. 366); and

WHEREAS “Therapeutic hypothermia represents the intentional induction of a lowered core body temperature” (Dine & Abella, 2009, p. 137); and

WHEREAS “Hypothermia decreases cerebral oxygen demand and may thus provide protection from ongoing cerebral ischemia” (Bernard, Gray, Buist, Jones, Silvester, Gutteridge, & Smith, 2002, p. 560); and

WHEREAS “Recent investigations have demonstrated that TH [therapeutic hypothermia] is not routinely practiced at most institutions in the United States” (Dine & Abella, 2009, p. 143); and

WHEREAS “hypothermia is considered a class IIa recommendation by the American Heart Association for unconscious, adult patients with return of spontaneous circulation after out of hospital ventricular fibrillation cardiac arrest” (Anderson, 2007, p. 61); and

WHEREAS “The optimal treatment parameters like the duration and depth of cooling and re-warming rate have not been established” (MacLellan, Clark, & Silasi, 2009, p. 315); and

WHEREAS “there is presently insufficient evidence to support the clinical use of TH” (MacLellan, Clark, & Silasi, 2009, p. 313); therefore be it

RESOLVED that SNAP support research on the effects of therapeutic hypothermia after cardiac arrest through informative workshops at annual convention, articles in *Insight*, and hyperlinked on the SNAP website if feasible; and be it further

RESOLVED that SNAP send a copy of this resolution to the Pennsylvania State Nurses Association, the Hospital & Health System Association of Pennsylvania, The University of Pittsburgh Safar Center for Resuscitation Research, the Pennsylvania League for Nursing, the American Heart Association, and any others deemed appropriate by the SNAP Board of Directors.

[Note: This should be included on a separate page]

BIBLIOGRAPHY

Anderson, A. (2007). Ask the experts. *Critical Care Nurse*, (27), 61.

Bernard, S. (2002). Treatment of comatose survivors of out of hospital cardiac arrest with induced hypothermia. *New England Journal of Medicine*, 346(8), 557-563.

Dine, C.J. and Abella, S.B. (2009). Therapeutic hypothermia for neuroprotection. *Emergency Medicine Clinic of North America*, (27), 137-149.

Friberg H. and Nielsen N. (2009). Hypothermia after cardiac arrest: lessons learned from national registries. *The Journal of Neurotrauma*, 26(3), 366.

MacLellan C.L., Clark D.L., Silasi G., and Colbourne F. (2009). Use of prolonged hypothermia to treat ischemic and hemorrhagic stroke. *The Journal of Neurotrauma*, 26(3), 313.

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ABSTRACT

Despite provision of adequate CPR, post-code patients are still dying from neurological injury. Therapeutic hypothermia slows the progression of brain damage that begins with the ischemic event of cardiac arrest. It has been shown to improve outcomes, which is why more efforts need to be made to make therapeutic hypothermia a standard of care. By understanding how to safely induce hypothermia and care for these patients throughout the recovery process, nurses can have a significantly positive impact on patient outcomes. Since research shows that patients have dramatically improved post-arrest outcomes with therapeutic hypothermia, SNAP should issue a statement of support for increased research on, and spread awareness about, this revolutionary protocol.

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ESTIMATED COST OF IMPLEMENTATION

Document Size	2 pages	
Photocopy Costs	$\$.10/\text{page} \times 2 \text{ pages} = .20/\text{copy} \times 5 \text{ mailings}$	1.00
Postage Costs	$\$.44/\text{copy} \times 5 \text{ mailings}$	2.20
Envelopes:	$\$.05/\text{envelope} \times 5 \text{ envelopes}$.25
Total Cost:		\$3.45

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ADDRESSES

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The American Heart Association

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