

# **SNAP RESOLUTIONS HANDBOOK**

## ***HOW TO WRITE A RESOLUTION***



**Student Nurses' Association of Pennsylvania**

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## WHO, WHAT, WHY 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 group of SNAP members, on behalf of their SNAP chapter, can author and submit a resolution to SNAP.

### How Is a Resolution Composed?

A resolution has 2 parts:

1. **“Whereas” statements:** these clauses summarize scholarly documentation to support the 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 under the “SNAP Documents” section of the “Resources” tab. 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” Statements

The “Whereas” statements state the need for the resolution. Current written documentation (i.e. reference material) is required to support these clauses. Appropriate sources include peer-reviewed journals and empirical research literature that 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 and evidenced-based, rather than statement of opinion. **Submitted resolutions must contain**

**copies of each of the sources cited** (in addition to the references page) to confirm utilization of reliable sources. **Authors must highlight the text that corresponds with the “Whereas” statement(s) for that source.** For sources longer than five pages, please submit a copy of the title page that has the document’s source, date, and other identifying information and the page(s) itself that the information used for the resolution.

### Components of a Resolution

- **Resolution Title:** The title of the resolution should be succinctly stated and no longer than 15 words. Resolution titles are not debatable in the Resolutions Hearing or the House of Delegates.
- **Submitted by:** The school constituent submitting the resolution, followed by the school’s city and state.
- **Authors:** The primary and any secondary authors. All must be members of SNAP.
- **“Whereas” Statements:** Limited to 300 words (In-text citations do not count towards word count). Using the research available to support your issue, summarize each reference that can be used to defend your position. Be concise, while clearly conveying your stance. **Do not use direct quotes**, and please try limit the resolution to a maximum of 10 “Whereas” statements. Authors must use American Psychological Association (APA) formatting.
  - Sources referenced cannot be older than 5 years
  - Any references and citations not in the correct format will be returned to the author for correction, as it is the author’s responsibility to ensure the references are correctly submitted.
  - *Example:* WHEREAS, in 2006, it was found that 22.3% of Emergency Department visits were classified as emergent, and 34.2% were urgent (McCaig & Burt, 2007, p. 4)
  - Each “Whereas” statement should be followed by “...; and” to indicate that it will be succeeded by another “Whereas” statement, **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.
  - “Whereas” statements are not debatable in the Resolutions Hearing or the House of Delegates. Authors must have all supporting documentation with them to be reviewed by any delegate.
- **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. Please try to limit the resolution to having a maximum of 5 “Resolved” statements.
- *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, copies to be sent,

etc. In the case of 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. All organizations and agencies must be at the state level. For example, instead of including the American Nurses Association, you must direct the resolved statement towards the Pennsylvania State Nurses Association.

- *For example:*
  - RESOLVED, that SNAP send a copy of this resolution to the Pennsylvania State Nurses Association, Hospital & Health System Association of Pennsylvania, Pennsylvania League for Nursing, and any others deemed appropriate by the SNAP Board of Directors
- **Abstract:** The abstract should be 3 – 4 brief sentences with a 75-word maximum on the purpose and intended outcomes of the resolution. The abstract is submitted in a separate document.
- **Estimated Cost:** Include (in a separate document) an itemized cost for SNAP to implement the resolution.
- **Contacts:** Include an excel file with the following information (in this order) for all organizations/agencies/individuals cited in the final Resolved clause: the name of the contact person, the name of the organization (if applicable), the contact's email address, and the organization's website address (if applicable)

### Formatting Requirements

- The resolution must be submitted as a Microsoft Word Document. It cannot be a PDF as it must be editable.
- Resolution must be typed in 11-point Calibri font.
- Whereas statements should be single spaced, while resolved clauses should be doubled spaced.
- Lines should be numbered throughout resolution.
  - To add line numbering:
    - **Open your document in Print Layout view.** Line numbers are only visible in this view.
    - **Navigate to the "Layout" tab** on the Word ribbon.
    - **Find the "Line Numbers" button** within the "Page Setup" group.
    - **Click the "Line Numbers" dropdown** and choose one of the following options:
    - **Continuous:** Numbers every line consecutively throughout the document
- Resolution title should be capitalized and no more than 15 words
- SNAP should be referred to as “the Student Nurses’ Association of Pennsylvania” at least one time before abbreviating (Follow this rule with any acronyms repeated in the resolution).
- Use the term “constituents” when referencing organization members.
- Resolved clauses that suggest SNAP take a specific action (ex. such as publishing an article in *Insight*) should include the clause “if feasible”.
- Any time *Insight* is referenced, it must be *italicized*.

- Final resolved clause should include “the” before the first organization listed, but no others. The final resolved clause must also end with “and all 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. *Therefore, it is important to form a draft of your resolution before the October 15<sup>th</sup> deadline to allow sufficient time for revisions and improvements!* Utilizing the summer to begin your research and to write a rough draft allows for time for flexibility, while you have a break from school.

### **Resolution Submission**

- All documents (resolution, abstract, references list, highlighted sources, etc.) be submitted via **JotForm** by **5:00 pm on October 15<sup>th</sup>** of the current year.
- Must be authored by a SNAP member(s) from a constituent school or the SNAP Board of Directors.
- A member of the SNAP resolutions committee will review your submission and will reach out with any concerns or editorial changes that need to be made

### **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. **Each resolution must have at least one author or representative 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. They will have the opportunity to give a **two-minute (maximum) speech** on their resolution, and can accept or reject the editorial changes made by the Delegates. All Delegates are also required to attend the Hearing. Resolution authors may meet with delegates following the meeting to discuss questions or concerns.
- **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 two 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.

## 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 5-10 "Whereas" statements 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 **no longer than 2 pages**.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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" statements. Pay attention to the time, as you are only allotted 2 minutes. It may be helpful to practice beforehand and to make brief speaker's notes.
- 6. 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.
- 7. 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.

**8. Read this handbook carefully.** If you have any questions, please do not hesitate to contact the SNAP Legislative Coordinator at [legislativecoordinator@snap-online.org](mailto:legislativecoordinator@snap-online.org) . Also, please see SNAP's Policy Manual, which can be found at [www.snap-online.org](http://www.snap-online.org) in the "SNAP Documents" section of the "Resources" tab.

**8. Plan ahead.** If you have any inclination to present your resolution at the convention for the National Student Nurses' Association (NSNA), please make sure that the topic hasn't been presented in the last five (5) years, and also follows the guidelines set forth by the National Resolutions Committee. For further information, please see the NSNA Resolutions page on the NSNA website:  
<https://www.nсна.org/resolutions-committee.html>

## SAMPLE RESOLUTION

1    **TOPIC:**                    **IN SUPPORT OF INCREASED RESEARCH AND AWARENESS OF INDUCED**  
2                                    **THEREAPEUTIC HYPOTHERMIA AFTER CARDIC ARREST**  
3

4    **SUBMITTED BY:**        **SNAP Board of Directors 2008-2009**  
5                                    **Harrisburg, Pennsylvania**  
6

7    **AUTHOR:**                **Michael Martinoli**  
8

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

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

14    WHEREAS                    Hypothermia decreases cerebral oxygen demand and may thus provide  
15                                   protection from ongoing cerebral ischemia (Bernard et al., 2002, p. 560); and

16    WHEREAS                    Recent investigations have demonstrated that TH [therapeutic hypothermia] is  
17                                   not routinely practiced at most institutions in the United States (Dine & Abella,  
18                                   2009, p. 143); and

19    WHEREAS                    hypothermia is considered a class IIa recommendation by the American Heart  
20                                   Association for unconscious, adult patients with return of spontaneous  
21                                   circulation after out of hospital ventricular fibrillation cardiac arrest (Anderson,  
22                                   2007, p. 61); and

23    WHEREAS                    The optimal treatment parameters like the duration and depth of cooling and  
24                                   re-warming rate have not been established (MacLellan et al., 2009, p. 315); and

25    WHEREAS                    There is presently insufficient evidence to support the clinical use of TH  
26                                   (MacLellan et al., 2009, p. 313); therefore be it

27

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

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



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

### **References**

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.

*[Note: This should be included on a separate page, no more than 75 words]*

### **ABSTRACT**

Despite adequate CPR provisions, post-code patients are still dying from neurological injury. Therapeutic hypothermia slows brain damage progression that begins with cardiac arrest. Research shows dramatically improved outcomes; thus, more efforts should assist making therapeutic hypothermia a standard of care. By understanding how to safely care for induced hypothermia patients, nurses can positively impact patients. Due to the evidence, SNAP should issue a statement of support for increased research and awareness about this protocol.

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

**ESTIMATED COST OF IMPLEMENTATION**

Sending electronic copies to organizations	\$0.00
Publishing an article about the issue in <i>Insight</i>	\$0.00

*[Note: Contacts should be included in an excel spreadsheet uploaded to the JotForm. Below is an example of the formatting for the spreadsheet.]*

A	B	C	D	E
<b>Contact Person</b>	<b>Organization/Agency</b>	<b>Email Address</b>	<b>Website</b>	
Tarik Khan	The Pennsylvania State Nurses Association	tkhan@psna.org	<a href="http://psna.org">psna.org</a>	
Riah Hoffman	The Pennsylvania League for Nursing	rhoffman@pennln1.org	<a href="http://pennln1.nursingnetwork.com">pennln1.nursingnetwork.com</a>	
Michele Volpe	The Hospital and Health System Association of Pennsylvania	mvolpe@haponline.org	<a href="http://hapoline.org">hapoline.org</a>	
Nancy Brown	The American Heart Association	nbrown@heart.org	<a href="http://heart.org">heart.org</a>	