



Bylaws Amendment Proposal Submission Guidelines

2024 ENA General Assembly

DEADLINE FOR SUBMISSION: May 6, 2024, noon Central time

TABLE OF CONTENTS

Introduction	3
Preparing a Quality Bylaws Amendment Proposal	3
Writing a Bylaws Amendment Proposal	3
Bylaws Amendment Proposal Submission	4
Bylaws Amendment Proposal Assistance and Review	4
General Assembly Consideration	5
Important Dates	5
Proposal to Amend Bylaws Template	6

Introduction

Bylaws are the rules and regulations enacted to provide a framework for the association's operation and management. A bylaws amendment is a formally written proposal for a main motion.

Preparing a Quality Bylaws Amendment Proposal

Bylaws amendments shall:

- Fall within the scope of the mission, purposes, and functions stated within the ENA Bylaws
- Be written in a professional and scholarly tone and be concise, consistent, and coherently organized
- Not duplicate existing ENA policies or positions, bylaws, organizational goals, or work in progress by ENA
- Be submitted using the bylaws amendment proposal template provided

The Resolutions Committee Chairperson is the liaison for all bylaw amendment proposals. Discuss the idea with the Resolutions Committee Chairperson prior to starting the process. They can help you to navigate this process. Please see below for the table of Resolution Committee members, and state liaison assignments.

COMMITTEE MEMBER	Email
Cody Staub	codystaub@gmail.com

Authors may reference the *Robert's Rules of Order Newly Revised*,¹ ENA's parliamentary authority for assistance in writing a bylaws amendment proposal.

Writing a Bylaws Amendment Proposal

Bylaws amendment proposals may be authored and submitted by any ten voting members, the ENA Board of Directors, or any state council. ENA membership must be current at the time of submission and through presentation at General Assembly.

The bylaws amendment proposal format includes the following required components:

- **Title of Amendment**
 - Broadly and accurately reflecting the intent of the amendment
- **Article and Section**
 - Including the bylaws article and section numbers
- **Amendment Text**

The bylaws amendment proposal should include:

 - Current bylaws language
 - The text exactly as it appears in the current bylaws
 - Proposed changes
 - Using ~~strikethrough~~ to indicate text to be deleted and **bold underline** to show text to be inserted
 - Bylaws language as it will read, if adopted
- **Rationale**
 - Clearly identifying the reasons for the proposed amendment along with supporting data
 - Explaining the significance of the amendment and how it will impact or improve the operations and management of the organization
 - Consisting of factual content speaking directly to the proposed changes
- **Author(s)**

- Bylaws amendment proposals may be authored and submitted by any ten voting members, the ENA Board of Directors, or any state council.
 - One individual must be designated as the corresponding author; ENA membership number and contact information must be provided
 - **All Authors MUST be ENA members**
 - A second designee is recommended for inclusion in the event the primary author is unable to be reached
 - If a state council is the author, the name of the state council and its president must be listed (e.g., Maine ENA State Council, Jane Doe, president)
 - If the state council president is not the corresponding author, the corresponding author contact information must be provided
- **Intent of Author Statement**
 - Approximately 2-5 sentences that explain what the author hopes to achieve by submitting the Bylaws amendment.
 - Be as specific as possible when stating your intention.
 - This section will not be published with the Bylaws amendment proposals or voted on by the General Assembly; it will be utilized by the ENA Board of Directors, Resolutions Committee, ENA's legal counsel, and parliamentarian in the review and feedback process to ensure the language in the Bylaws amendment proposals is consistent with the author's intended outcome.
- **Supporter(s) (Optional)**
 - An individual or group that agrees with the proposed concept and is aware it is subject to change
 - Name and ENA membership number must be provided for individual supporters
 - State councils or chapters must be shown as: Illinois ENA State Council, Jane Doe, president
 - Authors may contact state councils, chapters, committees, or individual members to ask them to support the bylaws amendment proposal
 - Authors must ensure any subsequent revisions to the proposal are provided to supporters

Bylaws Amendment Proposal Submission

Bylaws amendment submissions must be received at governance@ena.org by **May 6, 2024, noon Central time.**

- Bylaws amendments **must** be submitted using the electronic [bylaws amendment proposal template](#).
- Upon submission, your final resolution must end with "FINAL" at the end of the file name to indicate you are submitting the final version.
For example: Development of an Emergency Nurse Residency Program_FINAL
- Incomplete proposals or those received after the deadline will not be accepted.
- A confirmation email will be sent within 24 business hours following receipt of submission.
- **If you don't receive a confirmation notice, it is your responsibility to follow up at governance@ena.org after 24 business hours.**

Bylaws Amendment Proposal Assistance and Review

The Resolutions Committee is available to provide assistance to an author(s) from the beginning of development through the presentation for vote on the floor of General Assembly. The committee may provide suggestions regarding format, grammar, syntax, content, and relevance to current ENA position statements, policies, strategic plan initiatives, and bylaws.

The submission and review process includes the following:

- All submitted bylaws amendment proposals will be reviewed by the Resolutions Committee, ENA legal counsel, and the parliamentarian for completeness and compatibility with ENA's purpose, mission, values, objectives, bylaws and standing rules, federal and state laws, and financial feasibility.
- The parliamentarian will assist with ensuring the proposal language is clear and conforms to the

language and style of ENA's bylaws.

- If multiple amendments are submitted with a similar topic, the committee may recommend that the authors of the multiple proposals work together to submit a joint proposal
- All bylaws amendment proposals are forwarded to the ENA Board of Directors for review and comment
- Final bylaws amendment proposals will be formatted for publication in the General Assembly Handbook, including the financial and operational implications, and may include comments from the Resolutions Committee and ENA Board of Directors

Email governance@ena.org to request assistance by a Resolutions Committee member prior to formal submission.

General Assembly Consideration

Reference hearings will be conducted on all bylaws amendment proposals. The General Assembly will debate and vote on the proposed bylaws amendments.

Important Dates

May 6, 2024, at noon Central time Deadline to receive bylaws amendment proposals at governance@ena.org

June 10-11, 2024 Authors should be available to meet the committee via Zoom

September 3-4, 2024 2024 ENA General Assembly (Las Vegas, NV)

References

1. Robert, H. M., Honemann, D. H., & Balch, T. J. (2011). *Robert's rules of order newly revised* (11th ed.). Boston, MA: Da Capo Press.
2. American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
3. Purdue University. (2015). *Purdue online writing lab*. Retrieved from <https://owl.english.purdue.edu/owl>

If you require additional resources for specific content information, please contact governance@ena.org and staff will connect you with the right department to provide you with the resources.