



# **Resolution Submission Guidelines**

## **2024 ENA General Assembly**

**DEADLINE FOR SUBMISSION: Noon Central time on May 6, 2024**

## TABLE OF CONTENTS

Introduction	3
Preparing a Quality Resolution	3
Writing a Resolution	4
Resolution Submission	5
Resolution Assistance and Review	5
General Assembly Consideration	6
Important Dates	6

## **Introduction**

A resolution is a main motion identifying a topic of importance expressed formally in writing. A resolution includes the following two components:

“Whereas” clauses: Summarize the reasoning. These are bullet pointed items that give the reasoning why the change or support is needed. As a general rule, 5-7 whereas clauses are recommended.

“Resolved” clauses: Identify proposed action to be taken by the Emergency Nurses Association. These are the binding clauses. If your Resolution passes, these are the action items that you are asking the ENA to take.

## **Preparing a Quality Resolution**

Prior to writing your resolution, we recommend the following-

- Research your idea within the ENA. Often times there are Position Statements, White Papers, or Committee already discussing your idea.
- Consider using ENA Connect to contact other ENA members. This is an excellent way to connect to other experts in the field.
- It is a good idea to notify your state and chapter leadership of your intent to submit a resolution. This provides the opportunity for your state council or chapters to consider supporting the resolution, and those leaders may be able to connect you with additional contacts or other valuable resources.
- **If you require additional resources for specific content information, please contact [governance@ena.org](mailto:governance@ena.org) and staff will connect you with the right department to provide you with the resources.**

Resolutions shall:

- Be based on an issue relevant to emergency nurses or emergency nursing practice
- Fall within the scope of the mission, purposes, and functions stated within the ENA Bylaws
- Indicate how you would like ENA to address the issue
- Be implementable by ENA
- 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 resolution template provided
- Include professional references based on facts and figures and ensure reference citations provide sufficient information to permit the reader to retrieve the original source document

Discuss the idea with your Resolutions Committee Liaison prior to starting the process. We can help you to navigate this process. Please see below for the table of Resolution Committee members, and state liaison assignments.

<b>COMMITTEE MEMBER</b>	<b>STATES</b>
Cody Staub <a href="mailto:codystaub@gmail.com">codystaub@gmail.com</a>	<b>Committee Chair</b> Bylaws amendments
Debby Rogers <a href="mailto:Debby.rogers1213@gmail.com">Debby.rogers1213@gmail.com</a>	Alaska, Idaho, Montana, Oregon, Utah, Washington, Wyoming, International Members
Marie Yabut <a href="mailto:rscyabut@hotmail.com">rscyabut@hotmail.com</a>	Arizona, California, Colorado, Hawaii, Kansas, Nevada, New Mexico
Dale Morton <a href="mailto:Papaw9905@yahoo.com">Papaw9905@yahoo.com</a>	Alabama, Arkansas, Louisiana, Mississippi, Missouri, Oklahoma, Texas
Nycole Oliver <a href="mailto:nycole.oliver@yahoo.com">nycole.oliver@yahoo.com</a>	Illinois, Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin
Justin Winger <a href="mailto:jtwinger@umich.edu">jtwinger@umich.edu</a>	Indiana, Kentucky, Michigan, Ohio, Pennsylvania, Tennessee, West Virginia
Bill Light <a href="mailto:bill@solheimenterprises.com">bill@solheimenterprises.com</a>	Delaware, Florida, Georgia, Maryland, New Jersey, North Carolina, South Carolina, Virginia
Jaime Stephens-Davenport <a href="mailto:ukedrn09@gmail.com">ukedrn09@gmail.com</a>	Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont

Authors may reference the *Robert's Rules of Order Newly Revised*,<sup>1</sup> ENA's parliamentary authority for assistance in writing a resolution proposal.

### **Writing a Resolution**

Resolutions may be authored and submitted by the ENA Board of Directors, ENA committees, the *Journal of Emergency Nursing* Editorial Board, a state council or chapter, or by a voting ENA member, as outlined in the ENA General Assembly Standing Rules of Procedure.

The resolution format includes the following required components:

#### **1. General Review**

During this process, review the entire document for grammar, spelling, punctuation, etc.

#### **2. Title**

Does the title broadly and accurately reflect the intent of the resolution?

#### **3. Whereas Clauses (5-7 recommended)**

Do the Whereas clauses spell out the issue and the need for the resolved clauses?

- Do they provide evidence (e.g., facts, statistics, studies) that supports the adoption of the resolution?
- Do they delineate ethical and political considerations relevant to the issue?
- Do they note the timeliness or urgency of the issue?
- Are references cited throughout?

#### **4. Resolved Clauses (1-3 recommended)**

Are the Resolved clauses feasible and within the purview of ENA?

Do the Resolved clauses clearly state the intent of what ENA is being asked to do?

- The goal of the committee is to ensure clarity of content and intent.
- The Resolutions Committee may suggest changes to resolved clauses to help clarify the authors' intent.

#### **5. Background Information**

This section provides historical perspective, research studies and evidence to support the Whereas statements.

Does this section:

- Reference known ENA materials (Position Statements, resources, courses, etc.)?
  - If not aware of ENA materials, state: "No known Material"
- Contain fact rather than opinion?
- Check to see whether ENA has previous Position Statements on this resolution?

#### **6. Relationship to ENA Bylaws, Mission, Vision, and Strategic Initiatives**

- Does the resolution relate to the ENA Bylaws, Mission, Vision, or ENA Governance Policies? Visit the ENA website to learn more about ENA's [Mission and Vision](#) and the [ENA Bylaws and Governance Policies](#).

#### **7. Citations and References**

References need to be factual in nature. We look for references that are factual, peer reviewed, scholarly articles. References do not need to fit all these requirements. However, they must be credible.

- Must include research or supporting data published within the last five years
- Reference citations must conform to the seventh edition of the *Publication Manual of the American Psychological Association* (see **Examples**)
- Additional resources available for reference formatting include the [Purdue Online Writing Lab \(OWL\)](#)

#### ***Examples***

##### ***Citation***

- APA style uses name-date parenthetical citation that includes author last name and year of publication (Smith, 2019) or Smith (2019).

- Multiple source citations are separated by semi-colons (Brown, 2020; Jones, 2019; Smith, 2019) and are presented in alphabetical order.
- Multiple publications by the same author or authors are separated by commas. Multiple publications by the same author or authors that have the same date are made distinguishable by letters (Smith 2016a, 2016b).
- Multiple authors
  - Two authors are separated by an ampersand (Fuchs & Klein, 2016).
  - More than two authors are indicated using et al. (Häske et al., 2017). If you are using more than one publication for which the first author name is the same, include enough author names to differentiate the publications.
- Quotation page numbers are included in the parentheses as in Smith (2019, p.3) or (Smith, 2019, p. 3) or (Smith, 2019, pp. 3–5)

#### 8. Author(s)

- All authors must be ENA members

#### 9. Supporter(s) (*Optional*)

- All supporters must be ENA members
- Supporters are not mandatory for submission
  - After any potential revisions, there will be a new deadline for submitting supporters.

#### 10. Letter of Intent

- Approximately 2–5 sentences that explain what the author hopes to achieve by submitting the resolution. The letter of intent specifically states the authors intention for submitting the resolution.

### Resolution Submission

Resolution submissions must be received at [governance@ena.org](mailto:governance@ena.org) by **May 6, 2024, 12:00 pm CT**.

- Resolutions **must** be submitted using the electronic [resolution 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.*
- 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](mailto:governance@ena.org) after 24 business hours.**

### Resolution 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 resolutions 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.
- Resolutions that do not comply shall be returned to the authors with explanation
  - Author(s) will be provided opportunity to review and revise the proposal to be in alignment with ENA Bylaws and governance policies
  - Author(s) may withdraw the resolution if they choose not to approve the changes
- If multiple resolutions 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 resolutions are forwarded to the ENA Board of Directors for review and comment
- Authors will be provided with feedback and be given opportunity to make revisions to their proposal
- Authors are encouraged to be open to making changes based on feedback provided by the ENA Board of Directors, Resolutions Committee, ENA's legal counsel, and parliamentarian

- A statement to discuss the financial aspects of implementation will be created by the ENA staff. This is designed to give members the realistic cost of implementation. If the membership decides to proceed, it is up to the ENA to find the funding.
- Final resolution 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](mailto:governance@ena.org) to request assistance by a Resolutions Committee member prior to formal submission.

### **General Assembly Consideration**

Reference hearings will be conducted on resolutions. The General Assembly will debate and vote on the proposed resolutions.

Unless otherwise specified in the resolution, the ENA Board of Directors has the primary responsibility for implementing all resolutions adopted by the ENA General Assembly, based on directives in the “resolved” clauses.

### **Important Dates**

<b>May 6, 2024, at noon Central time</b>	Deadline to receive resolutions at <a href="mailto:governance@ena.org">governance@ena.org</a>
<b>June 10-11, 2024</b>	Authors should be available to meet the committee via Zoom
<b>September 3-4, 2024</b>	2024 ENA General Assembly (Las Vegas, NV)

### **References**

Robert, H. M., Honemann, D. H., & Balch, T. J. (2011). *Robert's rules of order newly revised* (12th ed.). Boston, MA: Da Capo Press.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Purdue University. (2015). *Purdue online writing lab*. Retrieved from <https://owl.english.purdue.edu/owl>

Emergency Nurses Association (2015). *Tips on using references*. Retrieved from <https://www.ena.org/membership/statecouncils/GeneralAssembly/Documents/2016/TipsUsingReferences.pdf>

### **Books**

*Single Author, First Edition, Entire Book*

Linnard-Palmer, L. (2019). *Pediatric nursing care: A concept-based approach*. Jones & Bartlett Learning.

*Single Author, First Edition, Chapter*

Linnard-Palmer, L. (2019). Metabolism. In *Pediatric nursing care: A concept-based approach* (pp. 194–210). Jones & Bartlett Learning.

*Chapter, Chapter Author Listed, in 7<sup>th</sup> Edition of Edited Book*

Walsh, R. (2013). Respiratory emergencies. In B. B. Hammond & P. Gerber Zimmermann (Eds.), *Sheehy's manual of emergency care* (7th ed., pp. 185–200). Elsevier Mosby.

### **Journals**

*Two Authors*

Mullins, J., & Harrahill, M. (2010). Blunt cardiac trauma. *Journal of Emergency Nursing*, 36(6), 597–598. <https://doi.org/10.1016/j.jen.2010.07.019>

*More Authors (List all authors up to 20)*

Häske, D., Böttiger, B. W., Bouillon, B., Fischer, M., Gaier, G., Gliwitzky, B., Helm, M., Hilbert-Carius, P., Hossfeld, B., Meisner, C., Schempf, B., Wafaisade, A., & Bernhard, M. (2017). Analgesia in patients with

trauma in emergency medicine: A systematic review and meta-analysis. *Deutsches Ärzteblatt International*, 114(46), 785–792. <https://doi.org/10.3238/arztebl.2017.0785>

## Web Sources

### *General Web Pages with Group Author*

World Health Organization. (2018, May 30). *Nipah virus*. <https://www.who.int/news-room/fact-sheets/detail/nipah-virus>

### *Database*

Dolin, R. (2019). Epidemiology of influenza. *UpToDate*. Retrieved May 31, 2019, from <https://www.uptodate.com/contents/epidemiology-of-influenza>

## Reports or Gray Literature

National Cancer Institute. (2016). *Taking part in cancer treatment research studies* (Publication No. 16-6249). <https://www.cancer.gov/publications/patient-education/CRS.pdf>

American Academy of Ambulatory Care Nursing. (2016). *The role of the registered nurse in ambulatory care* [Position statement]. <https://www.aaacn.org/sites/default/files/documents/PositionStatementRN.pdf>