



Resolution Submission Guidelines

2019 ENA General Assembly

DEADLINE FOR SUBMISSION: Monday, June 3, 2019, 12:00 pm CT

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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.

Resolutions shall:

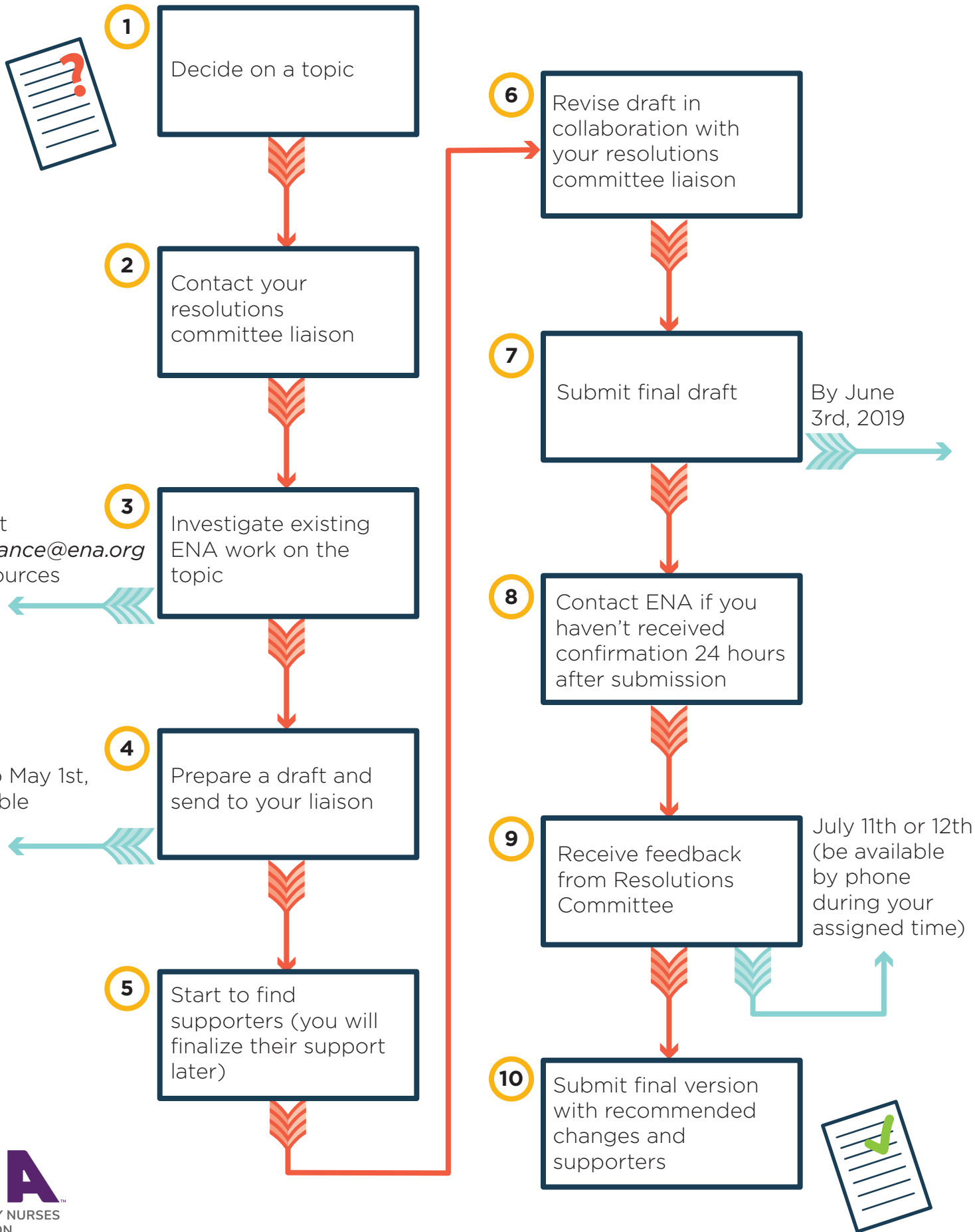
- Be based on an issue relevant to emergency nurses or emergency nursing practice
- Fall within the scope of the mission, purposes, and functions stated within the ENA Bylaws
- Indicate how you would like ENA to address the issue
- Be implementable by ENA
- Be written in a professional and scholarly 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.

COMMITTEE MEMBER	STATES
Adam Johnston aj.rn.fargo@gmail.com	Committee Chair
Daniel Misa danmisa1@gmail.com	Alaska, Idaho, Montana, Nebraska, North Dakota, Oregon, South Dakota, Washington, Wyoming, Hawaii, International Members
Chelsea M. Collins chelsea.collins@gmail.com	California, Arizona, Delaware, Indiana, Kentucky, Maryland, Michigan, Ohio, Virginia, West Virginia
India Owens india.t.owens@gmail.com	Alabama, Florida, Georgia, Kansas, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee
Joanne Navaroli joenavaroli@mindspring.com	Arkansas, Colorado, Illinois, Iowa, Missouri, Oklahoma, Wisconsin, Texas, Nevada, New Mexico, Utah
Donelle Brasseal Donelle.brasseal@gmail.com	Connecticut, Maine, Massachusetts, Minnesota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

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

Quick Guide to Resolution Submissions



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:

- **Title of Resolution**
 - Broadly and accurately reflecting the intent of the resolution

- **Whereas clause(s) (5–7 statements recommended)**
 - Briefly identifying the problem and/or stating the need for the proposed action
 - Providing relevant background information on the issue
 - Providing evidence (e.g., facts, statistics, studies) that supports the adoption of the resolution
 - References should be cited throughout the whereas clauses (e.g., superscripts)
 - Delineating ethical and political considerations relevant to the issue
 - Noting the timeliness or urgency of the issue
 - Referring to any previous ENA work on the issue

- **Resolved clause(s) (1–3 statements recommended)**
 - Identifying the action to be taken
 - Declaring the desired policy or position and establishing a set of beliefs and principles that provide a platform from which ENA will address the issue
 - Capable of standing alone and being clearly understood without having to read the entire proposal

- **Background Information**
 - Providing historical perspective, research studies and evidence to support the Whereas statements
 - Referencing known ENA materials relevant to the issue (e.g., position statements, resources, courses, etc.)
 - If not aware of ENA materials, state: “No known Material”
 - Containing facts rather than opinion

- **Relationship to ENA Bylaws, Mission, Vision, and Strategic Initiatives**
 - Relating the resolution to the ENA Bylaws, ENA Code of Ethics, position statements, or ENA governance policies

- **Professional References**
 - Must include research or supporting data published within the last five years
 - Reference citations must conform to the *Publication Manual of the American Psychological Association*²
 - Additional resources available for reference include the [Purdue Online Writing Lab \(OWL\)](#)³ and ENA’s [Tips on Using References](#)⁴

- **Author(s)**
 - 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) o If the state council president is not the corresponding author, the corresponding author contact information must be provided
 - Authors are encouraged to reach out to their state to support the resolution.

- **Intent of Author Statement**
 - Approximately 2-5 sentences that explain what the author hopes to achieve by submitting the resolution.
 - For example, is the goal to change an existing policy, to create a new policy, to initiate research on a topic, to allocate funds for a specific project, or for something else.
 - Be as specific as possible when stating your intention.
 - This section will not be published with the resolution 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 resolution is consistent with the author's intended outcome.

- **Supporter(s) (Optional)**
 - An individual ENA member or group of ENA Members that agrees with the proposed concept and is aware it is subject to change
 - Supporters are not mandatory for submission. After any potential revisions, there will be a new deadline for submitting supporters.
 - 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 resolution proposal
 - Authors are encouraged to request supporters to review the resolution and provide feedback prior to formal submission to minimize revisions that may occur following submission
 - Authors must ensure any subsequent revisions to the proposal are provided to supporters

Resolution Submission

Resolution submissions must be **received** at governance@ena.org by **June 3, 2019, 12:00 pm CT.**

- Resolutions **must** be submitted using the electronic resolution template.
- A confirmation email will be sent within 24 business hours following receipt of submission; **contact governance@ena.org if you do not receive this.**
- **If you don't receive a confirmation notice, it is your responsibility to follow up within 48 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
 - o Author(s) will be provided opportunity to review and revise the proposal to be in alignment with ENA Bylaws and governance policies
 - o 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 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

June 3, 2019, at 12:00 pm CT

Deadline to received resolutions to governance@ena.org

September 28-29, 2019

2019 ENA General Assembly (Austin, TX)

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

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.