

National Black Nurses Association Resolution Guidelines Toolkit

At least two National Black Nurses Association (NBNA) members may sponsor a resolution for submission concerning substantive matters for consideration by the membership. Matters presented by members are typically stated in resolution form, but may also be in the form of a motion without the 'whereas' preamble.

Resolution Defined

A resolution is a call for action on a subject of great importance, expressed in formal language. It is designed to provide a democratic, orderly process for bringing issues to the attention of the membership. It serves to establish or make known the position of the NBNA on matters of significance for membership, committees, partners, stakeholder and the public.

Types of Resolutions:

1. Substantive - NBNA may issue a resolution of great importance that have far reaching effects:
 - a. Requests a new major policy, position or change in NBNA,
 - b. Requests action of the NBNA Executive Board or other entities for change in programs or goals,
 - c. Declares a position on significant organization matters, or
 - d. Supports or takes issue with actions of other professional organizations, partners, government agencies, and/or public welfare that is within, support or relate to NBNA; mission.
2. Courtesy - NBNA may issue a courtesy resolution that honors a person, group or entity that has made an important contribution or to acknowledge that a resolution was submitted but not acted upon by the Board or membership.
3. Commemorative- NBNA may issue commemorates resolutions to recognize an important person or event.
4. Writing a Resolution - All resolutions should be composed using these guidelines:
 - a. The resolution shall be related to the purpose of NBNA as stated in the Bylaws, Article II, and consistent with NBNA's status as a tax-exempt organization.
 - b. The resolution should address only one topic or issue.
 - c. The resolution should be complete, so that when adopted it becomes a clear and formal expression of the NBNA.
 - d. The intent, objective or goals of the resolution should be clear to all. The resolution should make clear whether it concerns a general NBNA policy or a call for a specific action.
 - e. If the resolution calls for a specific action or program, a timetable should be submitted with the resolution or specified as appropriate.
 - f. If the resolution has financial implications for the Association, an estimate of costs should be included.

- g. Resolutions that have a potential negative financial or liability implications should not be submitted for considerations.
- h. At least two voting members of the NBNA must submit each resolution or a NBNA corporate partner and indicate the initiating individual or entity. A senior officer of the entity must sign corporate initiated resolutions.

5. Submitting a Resolution

- a. Resolutions shall be submitted to the Resolution Committee Chair and a copy shall be sent to NBNA via email, fax or US postal mail services.
- b. In order for resolutions to approved in a current calendar year, the resolution must be submitted prior to or by May 31 of that year. Resolutions submitted after the May 31 deadline will be acted upon in the next calendar year. Annual
- c. An emergency resolution may be submitted at any time but no later than 48 hours prior to the Business Meeting, but acceptance of such resolutions will be at the discretion of the NBNA Board of Directors and/or membership (during a face-to-face meeting).
- d. The Resolutions Committee as to format, content, relevance and scope as indicated in the above guidelines will review a resolution submitted prior to the NBNA Annual Business Meeting. If a resolution does not meet these guidelines, it will be returned to the members or entity that submitted it with a request that the resolution be edited to comply with suggestions.
- e. If a resolution is returned, the submitting entity will have 10 business days to return the updated, corrected version.
- f. The Resolutions Committee will prepare a brief statement indicating whether the final version of the proposed resolution meets the guidelines, and noting any ways in which it does not. The Resolution Committee will then forward the resolution and statement to the NBNA Secretary for placement on the NBNA Board of Directors Meeting agenda.

6. Consideration of a Resolution at the Business Meeting

- a. Resolutions and statements from the Resolutions Committee will be shared prior to and/or at the Annual Business Meeting.
- b. Courtesy or commemorative resolutions may be presented from the floor at the Board of Directors or Annual Business Meetings and do not need to be written, submitted ahead of time, nor reviewed by the Resolution Committee. Such resolutions can be approved by voice vote.
- c. Commemorative resolutions may be issued with the approval of the President and Board without a membership vote.
- d. A representative from the Resolution Committee must be present at the NBNA Board of Directors Meeting to move (present) the resolution. The resolution must be seconded in order to proceed to discussion and a possible vote.
- e. Following discussion of the resolution (other than a courtesy or commemorative) at the NBNA Board of Directors Meeting, the President, as presiding officer, will give members present at the meeting the opportunity to vote to take the resolution forward to the entire NBNA membership for a final vote at the NBNA Annual Conference Meeting.
- f. Any resolution that attendees at the Annual Business Meeting vote to take forward for membership vote is first reviewed by NBNA's legal counsel to ensure that it complies

with all applicable laws and is otherwise consistent with NBNA's purposes and other policies. If legal counsel suggests minor changes in wording, the mover of the resolution will be asked if he/she is willing to accept the changes. If legal counsel has substantive concerns, the Board Executive Committee will determine whether the resolution may proceed to vote.

- g. The President in an e-newsletter will then announce the resolution. The announcement will include a link to the text of the resolution and any materials submitted in support or opposition, as well as the dates for a short-term online discussion (in which members can sign up to participate), and the dates for electronic balloting to approve or reject the resolution, (to be conducted within a short time thereafter).

Review of Resolutions Procedure and Guidelines

The Resolutions Committee charge states:

Following procedures and policies approved by the NBNA Executive Board, the Committee shall also be responsible for reviewing resolutions, which are submitted by NBNA members or entities and for forwarding those resolutions to the NBNA Executive Director and NBNA Secretary for consideration at the NBNA Business Meeting at the Annual Conference Meeting of the Association.

In conducting this review, the Committee should insure that all resolutions have been composed using the following guidelines. If a resolution does not meet these guidelines, it should be returned to the person or entity which submitted it with a request that the resolution be redrafted to comply and with suggestions to assist with the redrafting. See the above section, "Writing a Resolution."

The Resolutions Committee will prepare a brief statement indicating if the final version of the proposed resolution meets the guidelines, and noting any ways in which it does not. The Committee should then forward the resolution and statement to the NBNA Secretary for placement on the NBNA Board of Directors Business Meeting agenda.

Resolution Alternatives

Although there is only two Business Meetings at the NBNA Annual Conference, NBNA members may use several methods to promote discussion of issues of importance to the profession. Advances in technology allow for discussion of issues outside the Annual Meeting framework that were not possible in earlier years and allow more members to participate.

Not every option is appropriate for every issue. If a member is not sure how to proceed, he or she may want to start by talking with the President, Executive Director and/or the chair of a committee. Any of these alternatives can help build support for an issue and lead to the submission of a resolution; taking the time to build support for an issue can give a true reflection of how the membership feels about an issue.

Established April 2016

Resolution Committee

Chair: Martha A. Dawson, DNP, MSN, RN, FACHE