



Student Nurses Association of Illinois

Organized: October 21, 1950

Steps for Writing and Submitting a Resolution

Revised: January 15, 2012

Definition of a Resolution: A resolution is a written main motion on a subject of great importance expressed in formal wording. Within SNAI, it serves to establish the association's position on matters of national and local scope and significance affecting nursing students, nursing and the health needs of the public. No resolution is in order that creates a conflict with the Bylaws of the Association. Resolutions are adopted by a majority vote of the House of Delegates and continue in force until rescinded.

Types of Resolutions:

- A. "Resolutions of Substance: serve as one means by which opinions may be expressed, purposes of SNAI implemented and directions given for future action.
- B. "Courtesy Resolutions" communicate an expression of gratitude for contributions made to SNAI by groups or individuals.
- C. "Emergency Resolutions" address topics that arise following the resolution deadline date. The deadline for Emergency Resolutions is 5:00 pm on the opening day of the annual convention.

Components of Resolutions:

Whereas statements: Include any supporting material and background. No statements of belief or positions should be included in a "whereas".

First resolved: The first resolve should contain the statement of belief, philosophy, and commitment, etc., that SNAI will take.

Resolved statements: Remaining "resolved" list directs implementation of the resolution, such as letters to be sent to organizations.

The "resolved" section of the resolution must have detailed action statements that contain information as to how the resolution can be implemented at all levels of the association. Documentation, consisting of duplicated magazine or newspaper articles or other written materials that will substantiate each "whereas" statement must be attached to the resolution.

Who Can Write/Sponsor a Resolution: Resolutions may be sponsored/written by the SNAI Board of Directors, SNAI Standing Committees and SNAI constituents. Each may submit one resolution for consideration per year. Individual members may not submit resolutions.

Submission of Resolutions: All resolutions submitted to the Resolutions Committee must be pertinent to SNAI's purpose and function. Only complete resolutions will be accepted. To be complete, resolutions must be submitted with 3 copies of the following:

- A copy of all background information in support of the “whereas” statements
- Addresses of all organization, governmental bodies and individuals to whom the resolution is to be sent
- Estimated cost of implementation of the resolution must be submitted

Deadlines for Resolutions: All resolutions must be submitted to the SNAI Resolutions Committee no later than six (6) weeks prior to the first day of the annual meeting. All school constituents must meet the deadline.

Resolutions Committee: The SNAI Director of Legislation shall be the chairperson and 3 members of the Resolution Committee with one member being a Consultant acting as a resource person.

Duties of the Resolutions Committee:

- A. Review all resolutions submitted for presentation to the House of Delegates at the annual convention.
- B. Ensure workable implementation of all resolutions.
- C. Edit, rewrite and/or combine resolutions for clarification of facts and style. Sponsors who do not approve the changes have the option of withdrawing their resolution.
- D. Be available during the annual convention for author consultation and receipt of all resolutions.
- E. Request information on any pending resolutions.
- F. Refuse resolutions or parts of resolutions that are not feasible, submitted after the deadline, incomplete or duplicate the results of another resolution already considered without adding anything new. The sponsor will be informed of the reasons for the committee’s actions of refusal.

Student Nurses Association of Illinois

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